

2021-2022

**FIELD TRIP REQUISITION
TEMPLATE**

Account number for this Requisition must be #52450

Commodity Field: XY (Buyer Initials of your Buyer)

Description Field: Field Trip Name

Document Text Information:

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable).

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

Item Text Information:

FC (Your Department)

Field Trip Destination:

Field Trip Date: MM/DD/YYYY

List Expenses

X people attending the field trip:

@12345678; Name and last name

@

@

@

@

Reason for Attending:

Field Trip Approved by:

Field Trip Approval date: MM/DD/YYYY

Authorized Signatures for Payment:

(List names)

Note: The parenthesis are prompts. Please personalize and remove.