

## Field Trip Insurance Request Form BYU Risk Management

Please email completed form to [financial\\_assistant@byu.edu](mailto:financial_assistant@byu.edu)

**Caller's Name:**

**Caller's Phone Number:**

**Caller's Email Address:**

**Activity Date(s):**

**Activity Location:**

**Description of Activity:**

**Name of Department to be Charged:**

*It is your responsibility to prepare a Journal Entry for payment to Risk Management*

**Department Operating Unit: 11405500**

**Account Code: 6499**

**Class: 00000**

*Please select the type of activity students will be doing on field trip.*

- Standard activities, Field Trip (\$0.35 per student per day)
- Riflery (\$0.40 per student per day)
- Scuba Diving (\$2.90 per student per day)
- Planned athletic activities (ropes courses) (\$1.30 per student per day)
- Skiing, Cave Crawling, Biking, Rock Climbing and Repelling (\$1.75 per student per day)
- River Rafting (\$1.75 per student per day)

**To figure payment: # of students X rate X days**

*Please list the names and BYU ID numbers of all students attending activity.*

	Name	BYU ID Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

*If more spaces needed, please attach blank sheet with additional names.*