

UC Santa Barbara  
Policies

Policy 1015

Issuing Unit: Academic Affairs

Date: February 1, 1980

#### ACADEMIC FIELD TRIPS

##### I. REFERENCES:

- A. UCSB Policies Manual, Policy 5318, Use of University Vehicles.

##### II. POLICY:

###### A. Definition:

An academic field trip is defined as an organized, UCSB sponsored excursion from the campus, in order to engage in studies that are part of the academic program. Such trips may be scheduled during normal class hours or for extended periods outside of class, such as weekends. Most commonly, academic field trips are required and essential to the content of the course, but on occasion a department will sponsor an optional field trip that is intended for enrichment only.

###### B. Authorization:

To protect students from large time commitments on short notice:

1. Field trips are normally authorized as part of a course on the course approval requests, and the time commitment is published in the course description.
2. Because situations may arise wherein a field trip would add measurably to the content of a course, such trips may be scheduled, but require authorization by the department chairperson at least 24 hours in advance.
3. In authorizing short-notice field trips the department chairperson should ensure (a) that no student will be unduly burdened by a large time commitment, and (b) that the trip will add to the academic content of the course.

###### C. Transportation:

1. Use of University Vehicles:
  - a. University vehicles may be used, in conformity with Policy 5318.
  - b. The expenses of such transportation shall be financed from departmental funds, unless specific fees are approved by the President (in accordance with the University of California Planning and Budget Manual, Section 6060, Appendix 11) although students may be asked, at their option, to share expenses on field trips.

2. Use of Private Vehicles:

With the instructor's prior approval, privately owned vehicles may be used for transportation of faculty and students on authorized field trips, provided evidence of insurance is submitted. Reimbursement for allowable transportation expenses may be in accordance with Procedure 5170, Attachment A, with the prior approval of the department chairperson.

D. Subsistence:

1. Faculty: Faculty members in charge of authorized field trips may be paid subsistence allowances in accordance with regulations outlined in Policy 5170, Attachment A.
2. Students:
  - a. No subsistence allowance may be paid to a student whose participation in an authorized field trip arises from his/her enrollment in the course
  - b. Students will be required to pay for actual meals/lodging costs.

E. List of Participants:

The faculty member taking students on an overnight field trip will take steps to ensure that a roster of participants is made at the beginning of the field trip and checked before departure for the return trip to ensure that all participants are accounted for. The primary intent is to protect students, staff, and faculty when they participate in field trips and establish a procedure whereby the likelihood of negligence is reduced or eliminated. A copy of the roster should be maintained in the departmental office and shall include:

1. A list of students, including name, address and telephone number of the person to be contacted in case of emergency for each student.
2. Names of those who are acting as advisors, etc.
3. The itinerary and localities where the party might be reached at least once a day.

Please direct questions about these policies to [Meta.Clow@vcaadmin.ucsb.edu](mailto:Meta.Clow@vcaadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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