**ROUTING FORM & APPLICATION**

**FOCUS INDIANA**

**EMPLOYER FIELD TRIP**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Field Trips are one day field trips that connect students with Indiana employers in the employer’s work setting. The purpose of these trips is to let students have a first-hand experience in a professional setting. Faculty members are invited to apply for up to $1500 to support such an experience. Funds are provided through reimbursement. This grant does not support student conference travel.  The Employer Field Trip program is supported by a grant from the Lilly Endowment. This program is administered by the Career Center. If possible, a Career Center staff member may accompany your group.  Proposals are accepted on an on-going basis. ***Form and attachments should be emailed to Teresa Dwyer at*** [teresa.dwyer@indstate.edu](mailto:teresa.dwyer@indstate.edu).  **By applying for funding, all faculty and students that participate in this trip agree to abide by the Student Code of Conduct. As such, the use of alcohol is prohibited on any Career Center sponsored field trip.** | | | |
| EMPLOYER/S: | | | |
| NAME/S OF EMPLOYER CONTACT: | | | |
| LOCATION OF EXPERIENCE: | | | COURSE (IF APPLICABLE): |
| FACULTY LEADER: | | PHONE: | EMAIL: |
| DEPARTMENT: | | | DEPARTMENTAL INDEX: |
| Please briefly explain how the logistics of the proposed trip will be arranged, i.e. travel and on site. | | | |
| CHAIR’S NAME: | **\*Please have your Department Chair and College Dean send an email to indicate his/her support (as electronic signature).** | | |
| DEAN’S NAME: |

**Please tab down to complete the Employer Field Trip Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER FIELD TRIP BUDGET** | | | | |
| COURSE TITLE (IF APPLICABLE): | | | | |
| TERM/YEAR | MINIMUM TARGET PARTICIPATION BY STUDENTS: | | | |
| APPROXIMATE DATES OF TRAVEL OR NUMBER OF DAYS: | | | | |
|  | | | | |
| **STUDENT EXPENSES** | | **COMMENTS** | **PER STUDENT** | **TOTAL** |
| Transportation: | |  | $0.00 | $0.00 |
| Accommodations: | | Cost per day: $0.00  Number of days: | $0.00 | $0.00 |
| Per diem: | |  | $0.00 | $0.00 |
| Other: | |  | $0.00 | $0.00 |
| **TOTAL STUDENT EXPENSES:** | |  | **$0.00** | **$0.00** |