Please fill out the following form to request funding approval for Field Trips.

**https://form.jotform.com/241995448239976**

**Aleanna Sonnylal is currently providing administrative support for these requests (sonnylaa@newschool.edu).**

The maximum allowable funding from the Dean's Office for field trips is $300.Faculty are responsible for all up-front tickets and admission costs. Faculty can ask for cost-sharing by students, but faculty are responsible for collecting those funds from students directly.

Field trip expenses include ticket or admission costs for performing arts events, tours, museums, galleries, lectures, etc. which can be documented with a receipt. **Transportation costs are NOT eligible.**

**PLEASE NOTE:** According to the contract agreement for Teaching Fellows, instructors who are Teaching Fellows cannot pay  for field trip expenses up front as all other faculty are expected to do. If you are a Teaching Fellow and wish to propose a field trip, please contact Jackie Clark (clarkj@newschool.edu) to discuss.

If your field trip proposal is approved, you will receive detailed instructions by email on how to submit receipts for reimbursement through MyDay.