

Leaving the Hilltop:

Please use the following table as you plan for your time off-campus. The information in this table applies only to trips made as part of required coursework and does not apply to trips sponsored by student groups, academic departments, campus offices or any other student travel.

	<u>Field Trips</u>	<u>Off-Campus Trips</u>	<u>Off-Campus Courses</u>
Time off-campus	Up to 2 days (1 overnight)	3-6 consecutive days	7 consecutive days or more
ISOC Approval Required	No	No	Yes
Advertised by Office of International & Off-Campus Studies	No	By request	Yes
Trip Account	No	By request	Yes
Meals	No meal refunds.	No meal refunds.	Meal refunds requested automatically by the Office of International & Off-Campus Studies based on the course itinerary.
	Box lunches provided. Pack-out order form (available here) must be submitted to Bon Appétit three days in advance of the date the lunches are needed.	Box lunches provided for the travel day. Pack-out order form (available here) must be submitted to Bon Appétit three days in advance of the date the lunches are needed.	Box lunches provided for the travel day. Pack-out order form (available here) must be submitted to Bon Appétit three days in advance of the date the lunches are needed. .
Transportation Costs (rental vehicles, gas, parking, tolls)	Paid by Office of International & Off-Campus Studies Field Trip Budget	No funding available from Office of International & Off-Campus Studies	Costs may be offset by Off-Campus Course Subsidy
Accommodation Costs	No funding available from Office of International & Off-Campus Studies	No funding available from Office of International & Off-Campus Studies	Costs may be offset by Off-Campus Course Subsidy
Student Waivers Required by Office of International & Off-Campus Studies	No	Yes. Pre-departure meeting also required for international trips.	Yes. Pre-departure meeting also required for international courses.