Baruch Institute Trip Request Form

Billing Information

Name__________________________________   Today’s Date _____________________

Phone or e-mail to contact you in case there is a problem with your request _______________________

Account to be charged : _____________ __________
Dept. # Fund #

Name of others in your group (or Name of Course) __________________________________________

________________________________________

Signature of Faculty/Advisor   Signature of Department Head or Business Manager

Travel Information

Do you need the big truck for traveling?  YES   NO

Destination (if other than field lab in Georgetown) ____________________________________________

Name of USC approved driver(s) ________________________________________________________

Travel Schedule  Time   Date
Leave Columbia
Arrive Lab
Leave Lab
Arrive Columbia

Field Lab Information

Purpose of Trip (brief description of project or sampling site) ___________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Will you travel anywhere besides the lab, Oyster Landing or Clambank? __________________________
If so, where? _________________________________________________________________________

Housing needed?  YES   NO

Requested Unit  # of people   Dates   Cost per night
Dorm (A, B or C) __________  __________  $12 students, $17 non-students
Cottage (2 or 3) __________  __________  $15 students, $20 non-students

Housing is assigned based on availability. Alternate choices will be assigned if your first choice is unavailable.

Are you submitting page 2 with this form?  YES   NO

(Fill out PAGE 2 only if you need lab space, boats, field lab trucks, special equipment or the Kimbel Lodge.)

Please check for Campus mail when traveling to and from the Field Lab!
Boats

<table>
<thead>
<tr>
<th>Boat Type</th>
<th>Date(s) and time of use</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum Skiff(s)</td>
<td></td>
<td>$60/day</td>
</tr>
<tr>
<td>15' Whaler</td>
<td></td>
<td>$85/day</td>
</tr>
<tr>
<td>17' Whaler</td>
<td></td>
<td>$115/day</td>
</tr>
<tr>
<td>18' Whaler</td>
<td></td>
<td>$190/day</td>
</tr>
<tr>
<td>21' Whaler (with driver)</td>
<td></td>
<td>$250/day</td>
</tr>
</tbody>
</table>

Your destination and purpose: ___________________________________________________________
Name of approved boat driver(s): _________________________________________________________

Vehicles

Trailering boat(s) off the property? When and where: ________________________________ $30/day, $0.33/mile

Do you need another vehicle to drive while on the property? _______ Date(s) and time of use:_________________
Function __________________________________________________________________________

Space

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Date(s) and time of use</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screened Wet Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air-conditioned Wet Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back porch Main Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimbel Lodge (conference center)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar/Teleconference room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Laboratory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Needs

Please indicate if you need equipment (seines, samplers, microscopes, etc.) ________________________
or assistance from the field lab staff (rates depend on service rendered) ________________________