

# 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:

Legacy code: Dept/Fund \_\_\_\_\_ - or -  
Peoplesoft code: \_\_\_\_\_  
Operating Unit      Department      Fund      Class      PC Business Unit      Project      Activity

Name of others in your group (or Name of Course) \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty/Advisor

\_\_\_\_\_  
Signature of Department Head or Business Manager

## Travel Information

Name of USC approved driver(s) \_\_\_\_\_

Travel Schedule	Date	Time
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	Night(s) of use	Cost per night
Dorm (A, B or C)	_____	_____	\$30 or \$36 single room (Dorm C only)
Cottage (1, 2 or 3)	_____	_____	\$40 or \$130 exclusive cottage

Housing is assigned based on availability. Alternate choices will be assigned if your first choice is unavailable. Return users receive a 10% discount. Please note if this is applicable when booking.

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 Kimbel Lodge.)

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

## Boats

14' Aluminum Skiff	Date(s) and time of use: _____	\$70/day
16' Aluminum Skiff	Date(s) and time of use: _____	\$70/day
15' Whaler	Date(s) and time of use: _____	\$100/day
17' Whaler	Date(s) and time of use: _____	\$120/day
18' Whaler or Sea Fox	Date(s) and time of use: _____	\$200/day
21' Whaler (with driver)	Date(s) and time of use: _____	\$250/day

Your destination and purpose: \_\_\_\_\_

Name of approved boat driver(s): \_\_\_\_\_

Do you need a boat operator? (\$125/outing) \_\_\_\_\_

## Vehicles \$35/day on site, \$35/day + \$0.27/mile off site

Trailing boat(s) off the property? When and where: \_\_\_\_\_

Do you need another vehicle to drive while on site? \_\_\_\_\_ Date(s) and time of use: \_\_\_\_\_

Function \_\_\_\_\_

## Space

Screened Wet Lab Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Air-conditioned Wet Lab Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Back porch Main Lab Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Teaching Lab Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Other Lab Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Kimbel Lodge (conference center) Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Seminar/Teleconference room Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

Computer Laboratory Date(s) and time of use: \_\_\_\_\_  
Function \_\_\_\_\_

## Special Needs

Please indicate if you need equipment (seines, samplers, microscopes, etc.) \_\_\_\_\_

or assistance from the field lab staff (rates depend on service rendered) \_\_\_\_\_