Field Trip Notes

**Fees**:

Overnight trips -- you can charge all costs to students fees -- including travel, lodging and if it makes sense for pooling resources, food. Cannot charge faculty housing costs to student fees. Must come out of MES budget.

Day trips -- charge travel to the MES program, but charge admission fees and conference fees to Student Fees. Do not charge food to either -- students would be responsible for that themselves.

Vans (starting July 1, 2013)

Effective July 1, 2013, the new vehicle rates for the Fleet vehicles are $82/day, 250 free miles per vehicle, $0.70/mile over 250 miles.  The 250 free miles are for the entire rental period regardless of how long the vehicle is out.

Adding fees to class description:

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| 13-14 vans, $82/day, .25/mi after 250 mi (for entire trip). |
| we will know fees before May 1 for vans |
| 1 day trips, MES pays; >1 day student fee pays |
| >1 day, MES pays for faculty housing |
| student fees have to be posted 2 weeks before registration |
| gail will enter the fees, gail emails tina to let her know, tina checks for mistakes and assesses the fees – 1 month ahead of time if possible, David approves odd ones. overestimate budget so that students get $$ back |

Fees for Fall need to be posted by mid-July. All other quarters – needs to be posted before registration.