

## AWC Employee Chaperone Form

I, \_\_\_\_\_ will be participating as a chaperone  
Employee Name

for the \_\_\_\_\_ Department for the Travel Request  
Name of the Department

submitted by \_\_\_\_\_ for field trip travel to  
Traveler's Name

\_\_\_\_\_ which departs on \_\_\_\_\_ and returns  
City & State month/day/year

on \_\_\_\_\_ .  
month/day/year

I understand this is outside of my regular work duties for my job at Arizona Western College and have requested leave from my normal position.

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Traveler Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Travel Specialist Signature

Leave Request Submitted  
Verified by HR \_\_\_\_\_