

**Local Field Trips (SB Zoo, SB Museum of Natural History, off campus class meeting, etc.):** A reminder that we must use the UC Waiver of Liability when you take students/volunteers on a field trip **away from campus**. These waivers protect the university and its employees from legal liability for injuries that may occur to individuals who participate in voluntary or required activities.

Risk Management has provided a new extensive website (see below) devoted to this subject. Simply click on Field Trips for information and forms. Note that all waiver forms must be held in the department and delivered to the office prior to the field trip. Automobile use and travel are also listed. Please review these items as you anticipate the travel to your field trip site.

Please contact Susan Cochran, Larisa Traga or Esther Kim to assist with completing the forms. A departmental field trip and research field trip information website can be found at <http://www.anth.ucsb.edu/forms/fieldtrip.html> or go directly to Business Services website at

<<http://www.busserv.ucsb.edu/riskmanagement/rmi.htm>>

If you anticipate a departmental expense in connection with a field trip, please consult with Susan Cochran first as funding is an issue.

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