



Department: Request for Student Field Trip and Excursions

Original completed forms must be submitted to Risk Management at least 2 weeks (in-state travel) or 6 weeks (out-of-state travel) prior to the date of departure to establish the proposed travel as a college sponsored activity and ensure insurance coverage for staff, students and the District.

For overnight trips, please attach a copy of the itinerary with hotel information and/or flight information.

A. Field Trip Information

Supervising Staff Name: _____ Today's Date: _____

Cell Phone (in case of emergency) : _____ Extension: _____

Department Name: _____ Course / Activity: _____

Destination: _____

Address: _____ City/State: _____

Purpose of trip: _____

Departure Date: _____ Time: _____ / Return Date: _____ Time: _____

B. Check List

Completed

- Student: Agreement and Medical Release For Field Trips and Excursions (one per student)
- Accomodations – DSPS form must be provided for student requiring accomodations
- Non-student Volunteer Participation Form, if applicable (Volunteer must be approved through Human Resources)
- Faculty/Staff Travel Authorization/Reimbursement Form or Day Travel Approval Form

Transportation

- District-owned Vehicle (Reservations must be made directly through M&O)
- Chartered Transportation
- Individual Arrangements (Class convenes AND adjourns at destination. Staff and District assume no responsibility for the "commute". **Staff must not supervise use of private cars, participate in carpool or caravan arrangements, or provide suggested routes/driving time.**)

Instructor / Staff Signature

Date

APPROVALS:

Division Dean / Director **Date**
(Signature indicates trip approval AND that funds have been verified for this activity)

Vice President **Date**
(Approval required for out-of-state OR overnight travel)

Anticipated Board approval date: _____