ASU TRAVEL/CONFERENCE REQUEST

Forms required:

1. ELAC Student Travel.
   Complete the form and attach to packet.

2. Request for Conference or Activity Attendance.
   Instructor needs to submit this even though there is no cost claimed. Chairperson signature required.

3. Request for Student’s Conference Attendance.
   Complete the form and attach to packet.

4. Request for Field Trip Insurance Rider Form.
   Complete the form and attach to packet.

5. LACCD-ELAC Instructor’s Application for Excursion/Field Trip.
   Complete the form and attach to packet.

6. LACCD Excursion Field/Trip Form (Student’s section).
   To be completed by each students who will be going to the event. Complete forms and attach to packet.

Additional form for Out-of State Student Travel:

   Must be completed and turned in ASAP to send to District for Board approval.
   After completion and approval, form should be sent to the District Office, Celena Alcala, ED.D. 7th Floor, Student Services.

After the trip:

Receipts or invoices.
Proof of expenditures must be provided to the ASU/Student Activities Office (G8-119), no later than 2 weeks after the trip.