Los Angeles Community College District
East Los Angeles College

INSTRUCTOR’S APPLICATION FOR EXCURSION/FIELD TRIP

Directions:
This form is to be completed by the academic employee who will supervise the field trip.

In addition to this form, the instructor must issue and collect a signed Excursion/Field Trip Form from every student who will attend the field trip. It must be signed by the Dean of the Department.

Students must complete Sections A and B, and, if applicable, Sections C and/or D and/or E, of the Excursion/Field Trip Forms.

A new set of forms—instructor’s Application for Excursion/Field Trip and the student Excursion/Field Trip Forms—must be completed and submitted two weeks prior to each field trip the class takes.

The instructor must retain a copy of the completed student forms for his/her records, and submit the originals to the Office of Student Services.

Today’s Date: __________________________ Course Title: __________________________

Instructor: __________________________ Date of Trip: __________________________

Destination: __________________________

Address: __________________________ City: __________ State: ______ Zip: ______

Telephone: __________________________

Purpose of trip: __________________________

<table>
<thead>
<tr>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departing from: __________________________</td>
<td>Departure time: __________________________</td>
</tr>
<tr>
<td>Departure time: __________________________</td>
<td>Arrival time: __________________________</td>
</tr>
<tr>
<td>Arrive @ destination: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

Type of transportation: □ Bus □ Automobile □ Other: __________________________

__________________________  __________________________
Signature of Supervising Academic Employee  Signature of Academic Affairs Dean

RV: Ver 11/9/06
Set of 50