REQUEST FOR BOARD AUTHORIZATION/NOTIFICATION OF OUT-OF-STATE STUDENT TRAVEL

All student out-of-state travel requires either approval by or notification to the Board of Trustees. Per Board Rule 9705:

Travel out-of-state for co-curricular activities **must be authorized by the Board and may be paid with District funds.**

Travel out-of-state for field trips and excursions **must be authorized by the Board; however, expenses of student participating in such activities may not be paid from District funds.** However, expenses for instructors, chaperons, or other personnel participating in the field trip or excursion may be paid from District funds.

Travel out-of-state with use of Associated Student Body or other non-District funds may be **authorized by the college President or designated Dean and shall be reported to the Board** for ratification.

DATE:

TO: John Clerx, Vice Chancellor, Educational Support Services

FROM:

Name of Event:

Sponsoring Organization

Event Location:

Date of Departure: Date of Return:

Purpose of Trip:
Total Estimated Cost of Trip:

Funding Source – check appropriate box

District General Fund: [ ] District SFP/Categorical Program: [ ]
College ASO Fund: [ ] Non-District Funding: [ ]
Other (specify): ________________________________

Total Number of Participants:

Number of Faculty:

Number of Students:

__________________________  _______________________
College President or Designated Dean                  Date

For Additional Information, Please Contact:

NAME:                                           PHONE: (include area code)

PLEASE NOTE: District Accounting Requirements

1. If the cost of the trip is to be charged to a District or College account, fill out the LACCD Student Travel Advance Request Form and the Travel Expense Forms, available at:

   http://sap.laccd.edu/sap/forms/documents/Student_Travel_Expense_Form.xls.

   Reference: LACCD Administrative Regulation #E-20, Class Related Student Travel. SAP Go-live Bulletin #3-A, Student Travel. Transportation expenses can be arranged through the District’s approved agencies, otherwise transportation cost will be reimbursed after the event.

2. Faculty or staff accompanying students must submit a Request for Conference or Activity Attendance Form available at http://www.laccd.edu/faculty%5Fstaff/extranet2/forms.htm.

   All faculty or staff travel costs must be included on the Student Travel Advance Request Form (paragraph immediately above). The Request for Conference or Activity Form should reflect zero costs.