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**.

DATE OF REQUEST:

REQUESTOR NAME: COLLEGE:

1. Name of Event:
   *Please spell out; no abbreviations*

2. Sponsoring Organization
   *Please spell out; no abbreviations*

3. Event Location:

4. Date of Departure: Date of Return:

5. Purpose of Trip: Provide 1-2 sentences for the Board agenda, detailing the purpose of the trip and what students will gain from their participation:

6. Total Estimated Cost of Trip:

7. Funding Source – check appropriate box
College General Fund: □       College ASO Fund: □

Non-District Funding: □ (specify): ________________________________

SFP/Categorical Program: □ (specify): ________________________________

8. Total Number of Participants:
   Number of Faculty:
   Number of Students:

9. For Additional Information, Please Contact:

   NAME:                  PHONE: (include area code)
   EMAIL:

10. College President Authorization

   Signature of College President ____________________________ Date ______________

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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.