



Procedures for student travel faculty packet:

### **In State Trips:**

- For **all** trips, a **Conference Attendance Form** must be filled out and signed. The appropriate account number, along with a description of the trip should be included. This request should be submitted to the President's office for processing.
- Next, the **Instructor's Application for Excursion Trip** should be filled out and signed, and then ask your students to read and completely fill out a **Field Trip Waiver** form. Turn the completed forms in to the Student Services office. These forms should be turned in at least a month in advance of the proposed trip. Only the instructor or person in charge of the class should initiate the forms and go on the trip.

### **In State Trip and Advance Money Request :**

- The **Student Travel Expense Form** is used to receive advance money from your department budget for in-state trips. It should be filled out, and then receipts and other relevant information attached and turned in to the Fiscal office. Attach things like quotes from hotels, entry fees, et cetera. If reimbursement is required, attach an original receipt. **Note:** Funding for meals cannot come from program 100. The form must be turned in at least **four** weeks ahead of the proposed trip. The instructor and/or administrator in charge of the department or unit should make sure there is sufficient funding for the proposed trip before requesting approval. If you are not sure of your budget information, please check with the Administrative Services office.

### **Expense Reimbursement:**

- If reimbursement is to be processed through a disbursement request then use the **Request for Disbursement** form fill it out properly, get the signatures and attach any receipts. Also include the Student Travel Authorization form, including all necessary information and turn everything to the Fiscal office.

### **Paying for transportation in-state :**

- To pay for transportation in advance you must request a quote from the transportation company you wish to use. Please note the number of students who are going, how much it will cost and describe the trip itself in letter format. Submit this information along with the **Student Travel Advance Request Form** and forward it to the **Fiscal** office. The District office will then generate a check.

### **Out of State Trips:**

- For out of state trips, the Board must be notified and the trip must be approved ahead of departure. If there is no funding available and you are requesting that the Board provide payment for all or a portion of the trip, please fill out the “**Guidelines for Out-Of-State Travel**” form. This must be done at least a month in advance of the proposed trip. If the submission is late the Board members must do a ratification of the request.

### **Funding:**

- The instructor and/or administrator in charge of the department or unit should be aware if there is at least partial funding for the trip before requesting approval. Fill out the “**Student Travel Advance Request Form**.” Attach any quotes from hotels and entry fees, etc. If reimbursement is required, attach original receipts and a copy of the information on the proposed activity. **Please note that** meals cannot come from program 100. Refund requests go to the Fiscal office.
- If paying out of pocket and you wish to be reimbursed or if the trip paperwork is submitted on such short notice that you are paying out of pocket, the vendor will be yourself when filling out the trip advance form. All receipts showing oneself as the payee must accompany the travel advance paperwork. Additionally, all travel advance request forms must have wet signatures; the District will not accept stamped signatures on these forms. Refund requests go to the **Fiscal office**.
- If a vendor has not been previously used, the vendor ID request form must be filled out and submitted to the District office well in advance. For bus transportation vendors the company must be insured and a short term agreement or contract must be processed. (**Transportation cannot be paid in advance as a direct pay item**)
- Signatures from all the students who actually went on the trip are required. A waiver sheet should be signed for all those who will participate in the activity. Any excess funds returned to the department are to be submitted to the Fiscal office.
- If advance money is needed and you are not sure of your budget information, please check with the Administrative Services office. If you are paying out of pocket and wish to be reimbursed, please use the **Trip Advance form**. Note that if the trip paperwork is submitted late you will have to pay out of pocket. When filling out the trip advance form, you will be designated as the vendor. Also a justification letter must be filled out and submitted.

\* There are two separate packets available for trips. One for athletics, the other for general trips.

The first forms you fill out will be the **Request for Trip Attendance** or the **Authorization for an Out-of-State trip**. Whether it's an in-state or out-of-state trip you will use the **Request for Conference or Activity Attendance**, **Instructor's Application for Excursion/Field trip**, and **Excursion/Field Trip** forms.

Attach trip information (flyer/brochure) to either the **Request for Conference or Activity Attendance** or the **Request for Board Authorization**.

For out-of-state trips fill out the **Request for Board Authorization/Notification of Out-Of-State Student Travel** form and turn that form in to the District office, Associate Vice Chancellor, Instructional and Student Support Services Division.

Create a memo/letter to certify that the invoice for the trip is valid. A sample memo to work from is supplied within the trip packet.

If you are requesting reimbursement through a **Request for Disbursement**, fill out the **Student Travel Authorization** form along with your disbursement request. Turn these documents in to the Fiscal office.

If funds are needed in advance fill out the **LACCD Student Travel Advance Request** form and turn it in to the Fiscal office.