

East Los Angeles College Fiscal Office
STUDENT TRAVEL AUTHORIZATION

Date: _____

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:

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.