



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

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.