

“Travel and change of place impart new vigor to the mind.”



Get the Facts:

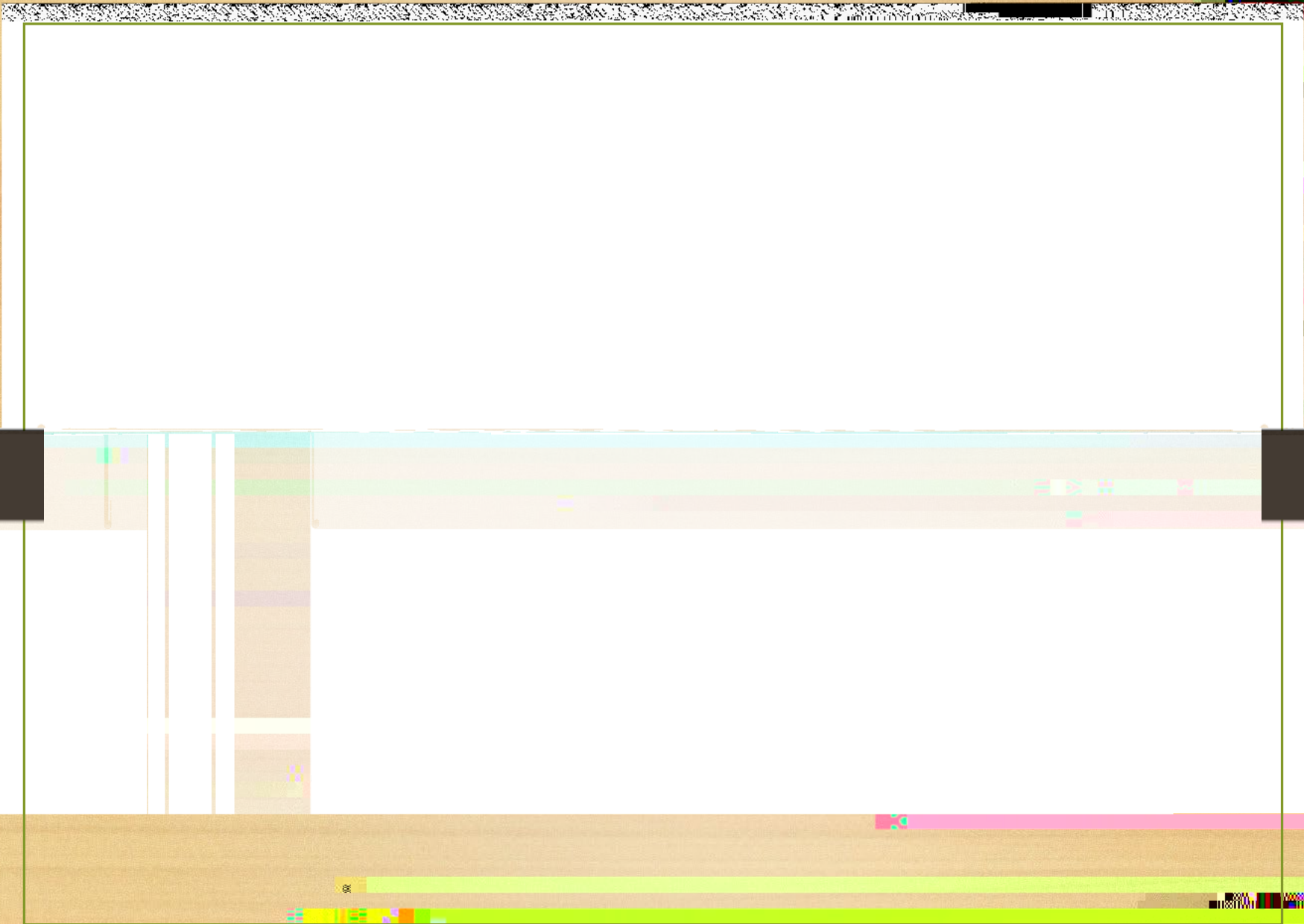
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Overnight, In-State Field Trips

Executive Cabinet (EC) must approve all in-state overnight field trips/travel within the state of California. Risk Management can request EC approval, as long as the request is received by Risk Management in a timely manner, at least a month in advance of the trip.

- Roster of attendees **required**
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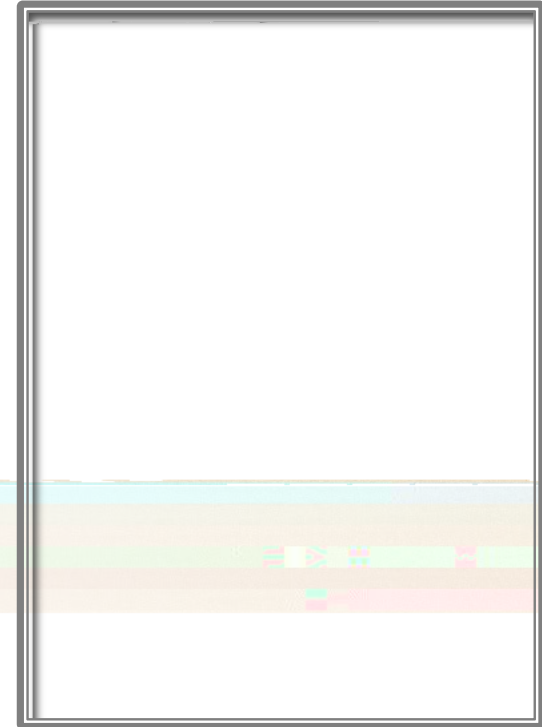


Out of the Country Field Trips

Prior written approval from the District Board of Trustees, area Vice President, and Superintendent/President is required for out of country field trips at least 6 months in advance. The Department is responsible for seeking Board approval for out of country travel well in advance and providing proof of approval to Risk Management.

Forms

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- Field Trip Request Form **required**
at least 6 months prior
- Management forms will be sent to Risk Management 6 months prior to trip **required**
- Voluntary Activity/Excursion Form and Waiver **required**
- Student Travel Code of Conduct Agreement (**required**)
- Agreement for Students Traveling Abroad **required**
- Roster of attendees **required**
- Description of field trip **required**
- If making travel accommodations (rental vehicle, hotels, etc.), the completed Field Trip Request Form must be on file with Risk Management prior to approval for travel accommodations.



must
include Concur request



Additional Information

Faculty / Department

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Contacts

Risk Management
