



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DIVISION OF EDUCATIONAL SUPPORT SERVICES

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:

Out-of-State travel paid for with District funds must be **authorized by the Board.**

Out-of-State travel paid for with Associated Student Body or other non-District funds can be authorized by the college President and must be **reported to the Board.**

**THIS FORM MUST BE FILLED OUT AND SUBMITTED ELECTRONICALLY.
HANDWRITTEN AND/OR HARD COPY FORMS CANNOT BE ACCEPTED.**

DATE OF REQUEST:

REQUESTOR NAME:

COLLEGE:

1. Name of Event: *(Please spell out; no abbreviations or acronyms)*

2. Sponsoring Organization: *(Please spell out; no abbreviations or acronyms)*

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 and include dollar amount

NOTE: If funding for this travel will be provided by two or more funding sources, please indicate the name of each source and include exactly how much funding will be provided by each source.

College General Fund: amount: \$

College ASO Fund: amount: \$

Non-District Funding: (specify source and amount):

SFP/Categorical Program: (specify source and amount):

8. Total Number of Participants:

Number of Faculty:

Number of Students:

9. For Additional Information, Please Contact:

NAME:

PHONE:

EMAIL:

10. College President Authorization:

Signature of College President

Date

Please email this completed and signed form to the office of the Vice Chancellor for Educational Programs and Institutional Effectiveness at LACCD.

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/FACULTYSTAFF/forms/Pages/default.aspx>.

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.