The following packet describes what is required when applying for a field trip. Packets are due to Instructional Support Services at least 30 days in advance of your field trip. Field trips must have been requested during the previous year to ensure funding especially when requiring an Orange Belt bus. Not all forms are necessary for all field trips. Please read the descriptions carefully.

Field trip requests must include an “alternative assignment” plan for students who cannot attend the field trip to make up the work in another way. This alternative assignment must allow an option for students to complete and submit work outside of Canvas, unless the class itself is online or hybrid.

Please note: for reimbursement, receipts and the Claim for Absence/Travel Reimbursement must be turned in within 10 days of return from the field trip.

1. Fill out a **Claim for Absence/Travel Reimbursement**

• All District-employed attendees need to be listed as well as classes attending; if more than one of the same class, include CRNs or section number

• Destination must include the name of facility, city, and state

• Purpose: Field Trip

• Institutional Value:

o What are the benefits to students by attending this field trip?

• Expenses:

* If the expense is a fixed expense such as registration for a conference, the college can cut a check if the request for check form is turned in with 30-day notice. If the expense is a variable expense such as entrance fees per student, the instructor will pay and request a reimbursement with all original receipts.
* If lunch money is being provided to attendees, please indicate the breakdown of how much money is allotted per person.
	+ Each person will need to sign a sheet indicating that they received the money once on the trip.

o Estimate parking costs, driver costs, airfare, etc. YOU MUST ESTIMATE ENOUGH TO COVER EXPENSES

o Other: entrance fees, etc.

o It is better to estimate high and not use it than estimate too low and run into complications

* Mode of Transportation:
	+ The instructor is responsible for arranging drivers. Reserve your driver early! Maintenance can provide you with qualified drivers and their availability.
	+ The Office of Instruction will reserve your bus for you. Reserve early to guarantee an available bus!

• Signatures:

o Instructor

o Division Chair

o VP Instruction

* President

2. Fill out a **PLANS FOR CLASSES MISSED** form

• If you are not missing any classes, please indicate so on the form, otherwise, please be detailed.

• Signatures:

o Instructor

o VP Instruction

3. Fill out a **FIELD TRIP/EXCURSION REQUEST** form (legally required)

• Indicate all classes attending the field trip; if more than one of the same class, include CRNs or section numbers

• Please indicate time departing and arriving and an itinerary for the day

• Please indicate what type of transportation used on form

• Signatures:

o Instructor

o VP Instruction

4. Fill out a **STUDENT OR PARTICIPANT FIELD TRIP/EXCURSION FORM AND WAIVER NOTICE** (legally required)

• All students attending must fill out this form. This form releases the District from any accident, illness or death that may occur during the field trip. If a student has a medical condition, they must advise the District in writing prior to the fieldtrip.

• It also acknowledges to the student that if the student decides to take their own transportation, they release the District from any responsibilities. Nothing is required from them for taking their own transportation except for the signing of this form.

• A copy of each waiver must be turned in prior to leaving for the field trip.

• Signatures:

o Student

o Parent/Legal Guardian (if under 18)

**\*\* A list of students actually attending must be provided to Instructional Support Services along with copies of STUDENT OR PARTICIPANT FIELD TRIP/EXCURSION FORM AND WAIVER NOTICE before departing. These students will be excused from absences for time missed**

**while attending this District activity. Please let our office know which students did not show up so that we can remove them from being excused. \*\***

Have a safe, fun and educational trip!