

**East Los Angeles College
Associated Student Union**

CHECK-OFF LIST FOR ASU FUNDED STUDENT TRAVELS

#	<i>Title of Form</i>		<i>signature(s) / information needed</i>		Complete
<i>Form 1</i>	<i>Student Travel Cover Sheet</i>		<i>Funding Source Account Information and faculty/student list</i>		
<i>Form 2</i>	<i>Request for Conference or Activity Attendance</i>		<i>Applicant Department Chair Department Dean VP Academic Affairs ASU Advisor/ Funding Source Approval(s)</i>		
<i>Form 3</i>	<i>Instructor's Application for Excursion/Field Trip</i>		<i>Department Dean</i>	<i>VP Academic Affairs</i>	
<i>Form 4</i>	<i>Request for Student's Conference Attendance</i>		<i>Faculty</i>	<i>Department Dean</i>	
<i>5</i>	<i>Supporting Documentation on Travel Reflecting Expenses</i>		<i>Example: Invoices on Conference Registration Fees, Hotel Registration, Airline</i>		
<i>Form 7</i>	<i>Request for Field Trip Insurance Rider Form</i>	<i>Certificate of Liability Insurance</i>	<i>List of Non-LACCD travelers</i>	<i>Include Certificate of Liability Insurance Form</i>	
<i>Form 8</i>	<i>LACCD Student Excursion Trip Form</i>		<i>Originals only - Non-LACCD travelers: Fill out Section C, Minors also fill out Section E</i>		
<i>Form 9</i>	<i>Off-Campus ASU Student Travel Attendance Agreement</i>		<i>Originals only</i>		
<i>Form 10</i>	<i>Request for Board Authorization/Notification of Out-of-State Student Travel</i>		<i>Include only if traveling out of state</i>		

**East Los Angeles College
Associated Student Union**

CHECK-OFF LIST FOR NON-FUNDED STUDENT TRAVELS

These forms must be submitted to student services in E1 - 213 at least 2 weeks before travel.

#	<i>Title of Form</i>	<i>signature(s) / information needed</i>	<i>Complete</i>
<i>Form 1</i>	<i>Instructor's Application for Excursion/Field Trip</i>	<i>Department Dean</i> <i>VP Academic Affairs</i>	
<i>Form 2</i>	<i>LACCD Student Excursion Trip Form</i>	<i>Originals only - Non-LACCD travelers: Fill out Section C, Minors also fill out Section E</i>	
<i>Form 3</i>	<i>Off-Campus ASU Student Travel Attendance Agreement</i>	<i>Originals only</i>	