

East Los Angeles College
STUDENT TRAVEL/CONFERENCE PROCEDURE GUIDELINES

ALL FORMS MUST BE TYPED, WE WILL NOT ACCEPT HANDWRITTEN FORMS.

Forms required for All Student Travel:

1. *Student Travel Cover Sheet*
If only the number of students going is known and not the actual students, list them as Student 1, Student 2, etc. **Submit updated Student Travel Cover Sheet with Student Names and their original signed LACCD Excursion Field Trip Forms MINIMUM 1 WEEK before the trip**
2. *Request for Conference or Activity Attendance*
3. *LACCD-ELAC Instructor's Application for Excursion/Field Trip*
4. *LACCD Student Travel Advance Request Form with Estimate of Expenses (for Non-ASU Funds) or Request for Student's Conference Attendance (for ASU Funds). **If using both ASU funds and Non-ASU funds, you MUST submit both forms.***
5. Information on Travel, Conference Registration Fees, Hotel Registration
6. *Request for Field Trip Insurance Rider Form*
7. *LACCD Excursion Field/Trip Form (Student's section)*

Out-of-State Student Travel Only (Additional form to be submitted on top)

8. *Request for Board Authorization/Notification of Out-of-State Student Travel Form*
 - a. If out-of-state student travel is using 10100 funds, a justification memo is needed from the Dean of the Department.

Procedure: Package **MUST** be completely turned in to Student Services **minimum 6 weeks** prior to travel dates for In-State and **minimum 2 months** for Out-of-State Travel.

1. Type all forms.
2. For Faculty, acquire Dept. Chair/ Supervisor, Department Dean and Academic Affairs VP signatures.
3. Submit complete package to Anneth Orozco or Kristen Van Hala in Student Services (E1-213), where it will be reviewed and submitted to the Administrative Services Office and the President's Office for signatures.
4. Once returned to Student Services with signatures, Anneth or Kristen will submit paperwork to the proper departments for final approvals.
5. **After trip:**
 - If using District funds: Submit receipt for Miscellaneous Expenses-Student Travel AND/OR Receipt for Meal Expenses-Student Travel to Arvin P. Mundo, Accounting Technician, Fiscal Office, (323) 265-8984.
 - If using ASU funds/ ASU Club funds: Submit receipt for Miscellaneous Expenses-Student Travel AND/OR Receipt for Meal Expenses-Student Travel to Sonia Lopez, ASU Office, (323) 265-8742.