STUDENT TRAVEL – FIELD TRIP REQUEST

NORCO COLLEGE

Requests must be submitted at least 5 business days prior to the Board of Trustees deadline (2nd Tuesday of the month) for out-of-state travel request. In-state requests submit four weeks prior to trip.

☐ IN-STATE ☐ STATE GRANT

☐ OUT-OF-STATE ☐ FEDERAL GRANT

☐ ASNC SPONSORING
Signtaure required from OSL/ASNC

Attach a tentative agenda and/or flyer to this request.

_____
Office of Student Life/ASNC - Signature

PROGRAM/DEPARTMENT: _____ DATES OF TRAVEL: _____

EVENT NAME: _____ LOCATION: _____

Chaperones (Fac/Mgmt)	Chaperones (Classified)	Students
#	#	#
	Include Non-Classified/Short-Term Employees	

TRIP DESCRIPTION/PURPOSE

_____

_____

_____

	Budget Codes	
Funding Source 1		$ or %:
Funding Source 2		$ or %:
Funding Source 3		$ or %:
Funding Source 4		$ or %:

FIELD TRIP DETAILS/COST **TOTAL COST : $ _____**

	Cost Per Person	Quantity	Totals
REGISTRATION: early bird deadline:			
INCIDENTALS:			
TRANSPORTATION COST:			
OTHER ACTIVITIES COST:			
MEALS ($15B, $20L, $40D/PP):			
PARKING:			
LODGING:			

EMPLOYEES ATTENDING
List employees attending trip and anticipated hours to be worked outside of their normal work day, for classified/hourly. If event is during shift, mark N/A.

EMPLOYEE: _____ ☐ Overtime ☐ Comp Time ☐ N/A

EMPLOYEE: _____ Anticipated Hours ☐ Overtime ☐ Comp Time ☐ N/A

EMPLOYEE: _____ Anticipated Hours ☐ Overtime ☐ Comp Time ☐ N/A

EMPLOYEE: _____ Anticipated Hours ☐ Overtime ☐ Comp Time ☐ N/A

Anticipated Hours

Equity Programs Faculty: route for approval to DoCEIE, DoSS, VPPD & VPSS
Instructional Faculty: route to DOI &/or DSL

Approved ☐ Denied ☐ Dean, _____ (title) _____ (signature) Date: _____

Approved ☐ Denied ☐ Dean, _____ (title) _____ (signature) Date: _____

Approved ☐ Denied ☐ VP, _____ (title) _____ (signature) Date: _____

Approved ☐ Denied ☐ VP, _____ (title) _____ (signature) Date: _____