



NORCO
COLLEGE

STUDENT TRAVEL - FIELD TRIP REQUEST

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 three weeks prior to trip.

- ☐ IN-STATE ☐ STATE GRANT
☐ OUT-OF-STATE ☐ FEDERAL GRANT

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

PROGRAM/DEPARTMENT: _____

DATES OF TRAVEL: _____

EVENT NAME: _____

LOCATION: _____

Chaperones (Fac/Mgmt)

Chaperones (Classified)

Students

Include Non-Classified/Short-term Staff

TRIP DESCRIPTION/PURPOSE

Budget Codes

Funding Source

\$ or %:

Funding Source

\$ or %:

Funding Source

\$ or %:

Funding Source

\$ or %:

FIELD TRIP DETAILS/COST

	Cost Per Person	Quantity	
Registration:			
Early Bird Deadline:			
Transportation			
Other Activities Cost			
Meals (\$15B, \$20L, \$40D/pp)			
Parking			
Lodging			
Incidentals			

Total: \$ _____

CLASSIFIED EMPLOYEES' COMPENSATION

Anticipated Hours

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

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

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

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

**Equity Programs Faculty: route for approval to DoCEIE, DoSS, VPPD & VPSS*

Dean, _____ (title)
_____ ☐ Approved ☐ Denied

Vice President, Planning and Development
_____ ☐ Approved ☐ Denied

Dean, _____ (title)
_____ ☐ Approved ☐ Denied

Vice President, Student Services
_____ ☐ Approved ☐ Denied