

# Field Trip Process

A Concur travel request is required for all field trips or excursions. Please follow the steps below:

1. Faculty must complete a [Field Trip Request Form](#) at least six (6) weeks prior to the trip (unless extenuating circumstances exist) which will include:
  - a. Date of request
  - b. Number of students attending
  - c. Date of field trip
  - d. Course/Club name
  - e. Time of departure & return
  - f. Destination
  - g. Transportation method
  - h. Approved driver(s), if any
2. A Student Excursion Contract must be filled out and signed by the students, or their guardian, in the case of a minor.
3. Students must also complete and sign an [Emergency Information Form](#) and a [Release and Waiver of Liability, Assumption of Risk and Indemnity](#).
4. Travel request must be created in Concur adding approved field trip request form as an attachment from step 1 above.
  - a. Please note: Expense Reports **must be submitted within 30 days** from the end date of the trip.
5. Once Travel is approved, completed forms are emailed to faculty advisor/chaperon and approving dean.
  - a. Emergency Information Forms
  - b. Release and Waiver of Liability, Assumption of Risk and Indemnity forms
6. Each party traveling must be provided with the District's [Board Policies and Administrative Procedures on Nondiscrimination](#) (6410) and [Prohibition of Harassment](#) (6430).
7. Each traveler must be informed that if they need a disability accommodation, they should notify the person making the arrangements.
  - a. If an accommodation is needed the instructor/administrator/director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.
8. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained on the RCCD Student Excursion Contract.

