

Field Trip Process

A Concur travel request is required for field trips or excursions whether there is a cost associated with the trip or not. 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. Students must also complete and sign an [Emergency Information Form](#) and a [Release and Waiver of Liability, Assumption of Risk and Indemnity](#).
3. Travel request must be entered into Concur adding approved field trip request form as an attachment. If there is no cost at all, the request can be closed (not cancelled) once it has been complete.
4. If travel is approved, copies of Emergency Information Forms and a Release and Waiver of Liability, Assumption of Risk and Indemnity forms will be made and one set will accompany the instructor/supervisor on the trip. The other set will remain in the office of the Dean of Student Services or the Dean of Instruction, depending on the nature of the trip.
5. Each party traveling must be given a copy of the District's [Board Policies and Administrative Procedures on Nondiscrimination](#) (6410) and [Prohibition of Harassment](#) (6430).
6. Each party traveling must be informed that if they need an accommodation for a disability, they must let the person making the arrangements know so that an accommodation can be made. 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.
7. If overnight travel is involved, a [Student Excursion Contract](#) must be filled out and signed by the student, or their guardian, in the case of a minor.
8. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained in the [Club Advisor's Guide](#).

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From BP2300

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