

# TRAVEL, FIELD TRIPS, EXCURSIONS AND ATHLETICS PROCEDURES

## Definitions:

**Travel:** When faculty member, employee or athletics attend conferences, trainings or on approved College business as a part of their duties.

**Field Trip:** Travel with students in connection with course of instruction and is outlined in the course of record for the class. Generally considered an extension of the class and **required** for the student to attend.

**Excursion:** Travel with students for college-related social, educational, cultural athletic or musical activities. Participation and attendance for the student is **voluntary**.

**Athletics:** Team travel for inter-collegiate sports. This does not include club sports (ASMC)

## Procedures:

For any district related travel, All MCCD staff must **first be cleared to drive by the District.** Forms are available from Transportation. Allow minimum 5 days processing.

Requests for individual travel to attend approved College business (site visits, career days, meetings, training, etc.) **must be pre-approved** by your Dean/Director/Supervisor.

## **Travel-**

1. Within District Boundaries
  - a. Use of a District vehicle is allowed for travel of approved College business. District vehicle are requested by contacting [Travel](#) and completing a **Vehicle Request for Local Use** form. (Budget code would be required for the use of a district vehicle.)
  - b. Reimbursement for mileage must be submitted on the District [2056 - Mileage Expense Claim](#) form and emailed to [Travel](#).
2. Outside of District Boundaries
  - a. Complete [2050 - Trip Request](#) form, regardless whether or not expenses are being claimed.
  - b. Route Trip Request form with supporting documentation for signatures
    - 1) This form must be approved by your Dean/Director/Supervisor and Vice-President prior to travel. Please allow sufficient lead time to obtain appropriate approvals. Pre-approval is required prior to making any non-refundable deposits.
    - 2) Supporting Documentation. Examples of documentation that should be included with the form are:
      - a) Agenda of conference or event (helps determine date range of conference and meal allowance)
      - b) Map of mileage being claimed
      - c) Conference / event registration or entry fee information.
      - d) Hotel reservation (for reasonable accommodation)
      - e) Flight confirmation (for reasonable/base accommodations)
      - f) Vehicle rental confirmation (for reasonable/base accommodations)

- a) Any other pertinent information that will support what is included in the Travel Request Form
- c. Forward signed Trip Request form for validation and processing to [travel@mccd.edu](mailto:travel@mccd.edu)
  - a. Fiscal Services can be contacted at [travel@mccd.edu](mailto:travel@mccd.edu) for questions or further information on the Trip Request form processing.
- d. Use of a District vehicle is allowed for travel of approved College business. District vehicles are requested by contacting [travel@mccd.edu](mailto:travel@mccd.edu).
- e. Fiscal Services can be contacted at [travel@mccd.edu](mailto:travel@mccd.edu) for questions or further information the Trip Request form processing.

## Field Trip-

All student participants and adult volunteers who travel on a District field trip or excursion must complete the following forms prior to travel:

- [Hold Harmless and Code of Conduct](#) form
- [Medical Treatment Authorization form](#), if travel is outside the local area or involves an overnight stay

These forms must be completed and submitted to Risk Management, [travel@mccd.edu](mailto:travel@mccd.edu), prior to travel. These forms will remain on file with Risk Management along with a copy of the Trip Request form.

Transportation of students for District sponsored field trips should be by either District vehicle, Chartered transportation services or other arranged transportation services. Use of a privately-owned vehicle operated by students is discouraged. Such use requires approval by Dean.

Students driving District vehicle must be 21 years of age.

1. Single field trip during course of instruction
  - a. Complete [2050 - Trip Request](#) form
    - 1) Driver must be cleared to drive with Transportation
    - 2) Supporting documentation for trip (See examples in Travel 2.b.2))
    - 3) Student roster should be included
    - 4) Contact Transportation at [travel@mccd.edu](mailto:travel@mccd.edu) to reserve vehicle if needed (pending Trip Request approval)
  - b. Route Trip Request form for signatures
    - 1) Authorization from the appropriate Dean and Vice-President
  - c. Forward signed Trip Request form for validation and processing to [travel@mccd.edu](mailto:travel@mccd.edu)
    - 2) Approved at least 2 weeks prior to travel
    - 3) Should include student roster
    - 4) Risk- prior to travel
      - I. All students to complete a [Hold harmless and code of conduct](#)
      - II. Complete [Medical treatment authorization](#) form if travel is outside local area overnight
  - d. Complete [Student Request to Use Private Transportation](#) if privately owned vehicle operated by student is to be used
    - 1) Use of privately-owned vehicle must be approved by Dean prior to travel
  - e. Receive Confirmation of Validation

- 1) You will receive a confirmation email of final validation from Risk and Fiscal  
(Transportation notified if vehicle is needed)
- f. Complete Trip Arrangements
  - 1) Coordinate with Fiscal for any pre-payments, or other arrangements
2. Multiple field trips during course of instruction
  - a. Complete one [2050 - Trip Request](#) form for all the field trips during the same semester
    - 1) The field trips must be similar in nature, are not overnight and do not involve high hazard activities not normally associated with the course of instruction
    - 2) Note the course number, title and specific semester in Purpose of the Trip area (IE: Dair-10 field trips Spring 2022)
    - 3) The forms are valid for the present semester only
    - 4) For each individual field trip an updated student roster must be submitted indicating which students are actually participating in that field trip
    - 5) Travel and participation are restricted to students currently enrolled in the class
  - b. Route Trip Request form for signatures
    - 1) Authorization from the appropriate Dean and Vice-President
  - c. Complete a single [Hold harmless and code of conduct](#) for students enrolled in a class that has multiple field trips during the same semester
  - d. Complete [Student Request to Use Private Transportation](#) if privately-owned vehicle operated by student is to be used
    - 1) Use of privately-owned vehicle must be approved by Dean prior to travel
  - e. Forward all completed and signed forms to [travel@mccd.edu](mailto:travel@mccd.edu)
  - f. Receive Confirmation of Validation
    - 1) You will receive a confirmation email of final validation from Risk and Fiscal  
(Transportation notified if vehicle is needed)

## **Excursions-**

Travel with Students for trips other than field trips specific to a class are considered voluntary. These excursions are generally not a regular part of the classroom instruction and involve more complex risks. Procedures are the same as with field trips with the following exceptions:

1. Review of the travel and trip details must be completed by Dean, the appropriate Vice-President and the Risk Management Office prior to making a non-refundable deposit.
2. The [Hold harmless and code of conduct](#) form is required to be completed by students and any volunteers. If outside the local area or involves and overnight stay, then the [Medical treatment authorization](#) form is required.
3. Travel and participation are restricted to MCCD staff, currently enrolled students, or volunteers as screened per AP 7500 – Volunteers.