

Palomar College
Extended Field Trip Authorization Request

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) _____

Department _____

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: _____

2. Location/Address: _____

3. Course(s) and Class Number(s) (e.g., ACCT 101 #35629) _____

4. Regular class meeting day, time, location, and classroom number: _____

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

6. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

● Transportation (see below):	\$ _____	Transportation/Lodging/Fees details:
● Lodging (specify location):	\$ _____	
● Other Fees (specify):	\$ _____	
● Total Costs:	\$ _____	

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation:

Student Vehicles	Commercial Transportation
Other (attach sheet)	Palomar Fleet Vehicle

District vehicles may be used for approved athletic events, academic, and student services field trips and official college business. Use [Facilitron](#) to reserve a fleet vehicle. The authorized driver must submit a Request for Authorization to Drive College Vehicle form. Contact the [Facilities Office](#) for more information.

For commercial transportation submit a purchase requisition.

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: Yes No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> Instructor's Signature Date </div> </div> <div style="padding-top: 10px;"> Reviewed and Approved by: </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> Department Chairperson/Director Date </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> Division Dean Date </div> </div> <div style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Assistant Superintendent/Vice President for Instruction (required for Extended Field Trip) Date </div> </div>	<div style="border: 1px solid black; padding: 5px;"> Division Office Use <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Approved_____ Disapproved_____ </div> <div style="margin-bottom: 5px;"> 1. Original to instructional Services _____ <div style="text-align: right;">Date</div> </div> <div style="margin-bottom: 5px;"> 2. Copy to Division Dean _____ <div style="text-align: right;">Date</div> </div> <div style="margin-bottom: 5px;"> 3. Copy to Instructor _____ <div style="text-align: right;">Date</div> </div> <div style="margin-bottom: 5px;"> 4. Copy to Center Staff _____ <div style="text-align: right;">Date</div> </div> <div style="margin-bottom: 5px;"> 5. Copy to Building/Grounds Purchasing _____ <div style="text-align: right;">Date</div> </div> </div>
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Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.
 If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.