

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. Class Name(s) and Class Number(s) _____

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): \$ _____
- Lodging (specify location): \$ _____
- Other Fees (specify): \$ _____
- **Total Costs:** \$ _____

Transportation/Lodging/Fees:

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: College Car or Van Commercial Transportation
 Student Vehicles Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

- College Car or Van
- Commercial Transportation

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.)

<hr/> Instructor's Signature _____ Date _____ Reviewed and Approved by: <hr/> Department Chairperson/Director _____ Date _____ <hr/> Division Dean _____ Date _____ Assistant Superintendent/Vice President for Instruction (required for Extended Field Trip) _____ Date _____	<div style="border: 1px solid black; padding: 5px;"> <p>Division Office Use</p> <p>Approved____ Disapproved____</p> <p>1. Original to instructional Services _____ Date _____</p> <p>2. Copy to Division Dean _____ Date _____</p> <p>3. Copy to Instructor _____ Date _____</p> <p>4. Copy to Center Staff _____ Date _____</p> <p>5. Copy to Building/Grounds Purchasing _____ Date _____</p> </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.