

**Los Angeles Pierce College
Field Trip Request Form**

This form is to be used for any campus activity that takes place off-campus. Exceptions include outreach and PACE classes, as well as Nursing and Child Development Practicum Sites.

Type of Trip: _____ Date: _____

Instructor in Charge: _____ Number of Students: _____

Purpose of Trip: _____

Destination: _____

Student Attendance Mandatory
 Optional

Is Trip in Lieu of Scheduled Class Yes
 No

Attach list of students (Names and SID#)

If Yes, Date & Time in Lieu of Class: _____

All students need to complete the LACCD Excursion/Field Trip Form

DISTRICT REGULATIONS PROHIBIT CAR CARAVANS. If bus or van transportation is needed, please complete this section. Submit to the Dean at least three (3) weeks prior to the date of the field trip.

Account Van or Bus is Being Paid From: _____
(Fund/Program) (Object Code) (WBS/Cost Center)

Number/Type of Bus or Van Requested: _____

Campus Pick-up Point: _____

Note: If requesting a 15-passenger van, instructor must have a valid Class B license per vehicle code. Only individuals making transportation request will be given keys.

Date of Trip: _____
(Day of Week) (Month, Date, Year)

SCHEDULE REQUESTED
(Insert time)

Leave Pierce	Arrive Destination	Leave Destination	Return to Pierce

Special Instructions: _____

Instructor Signature: _____

Department Chair Signature: _____

Academic Affairs Dean Signature: _____

**THIS SECTION TO BE COMPLETED BY ADMINISTRATION
For Bus/Van Requests Only**

Department Charged: _____

Activity No.: _____

Current Balance: _____

Est. Cost: _____

Actual Cost: _____

Vice-President, Academic Affairs

Approved: _____

Disapproved: _____