

Student Travel Checklist

**ALL original completed forms should be collected and assembled in your area.
Only submit entire completed field trip package to the Risk Management Office, Bldg. #10.**

REQUIRED FOR EVERY TRIP (Items 1 - 4)

(DUE: at least 2 weeks prior to date of departure)

- 1 Department: Request for Student Field Trip and Excursions (Form) **Original**
- 2 Copy: Staff Travel Authorization/Reimbursement Form **Copy**
- 3 Student: Agreement and Medical Release For Field Trip and Excursions (Form) **Original**
One form for every student participating.
- 4 Roster: Of all attending

If Overnight include:

(DUE: at least 2 weeks prior to date of departure)

Items 1 - 4 from above AND...

- 5 Itinerary: Including Hotel information and Flight information (if applicable)

If OUT-OF-STATE include:

(DUE: at least 6 weeks prior to date of departure)

Items 1 - 5 from above AND...

- 6 Copy: Board Agenda Item

Include only if applicable:

(DUE: at least 2 weeks prior to date of departure)

- 7 Student: Voluntary Student Transportation Form
To be signed by student only if he/she wishes not to return in district vehicle but traveled to location in district vehicle.

STUDY ABROAD (Use this checklist only)

(DUE: at least 6 weeks prior to date of departure)

- 1 Department: Request for Student Field Trip and Excursions (Form) **Original**
- 2 Copy: Staff Travel Authorization/Reimbursement Form **Copy**
- 3 Student: Study Abroad Participation Agreement **Original**
- 4 Roster: Of all attending
- 5 Itinerary: Including Hotel information and Flight information (if applicable)
- 6 Copy: Board Agenda Item

Forms: <http://www.vvc.edu/offices/admin-services/risk-management.shtml>

Contact Ext. 2399 with any questions.