



STUDENT (Single or Group) TRAVEL REQUEST/AUTHORIZATION FORM

v. 7.14.2025

Travel Policy rules must be followed (AP 6390). Student travel falls under AP 4300, Field Trips & Excursions. Student traveling is considered a representative of the District and students are held to the Standards of Student Conduct (AP 5500). Staff travel is conducted as a representative of the District, as part of assigned duties.

For this process staff refers to Faculty, Classified, Administrator and Confidential employees attending with students on a trip. Staff traveling in association with a student trip are considered advisors for the student trip. Employees not on probation and working within their job description may be advisors for student trips. Staff not considered an advisor for a trip must go through the separate staff travel process for separate approval/professional development.

The Lead Staff Advisor will represent the student group, complete & sign this form for the group and ensure that appropriate support documents are provided. The lead staff advisor will also serve as the fiscal representative for the trip.

Form Origination:

Department: _____ Return Form To: Name: _____ Phone Ext.: _____

Section I. Trip Information

Type of Travel:

One Day: Yes ___ No ___ Overnight? Yes ___ No ___

Outside of California? Yes ___ No ___ If yes, Outside of Lower 48 States? Yes ___ No ___

Event Type/Purpose:

___ Field Trip ___ Student Tour ___ Program Trip ___ Student Conference

Associated with: Course Title/Section _____

Club/Learning Community _____

Student Program/Department _____

___ Associated Student Body - ASNVC

___ Co-curricular Activity - part of previously Board-approved season schedule (Athletics)

___ Co-curricular Activity - not a part of previously Board-approved season schedule (Athletics)

Event Title: _____

Event Website (providing information of the event): _____

Event Location: City: _____ State: _____ Country: _____

Event Dates: START _____ END _____ Travel Dates: LEAVE _____ RETURN _____

Note: Student trips should not be combined with personal travel. This process assumes personal travel is not part of the approval and budget.

Brief description of the activity/purpose for student trip:

(Text)

Attach to this form any supporting documents. This includes event fliers, brochures, conference information, agendas, etc.

Transportation*: (Check Applicable) (no students may transport staff)

Will it be the responsibility of each individual? _____

Will a staff member be transporting other staff/students? _____ Will student be transporting each other? _____

Will it be provided by the District? _____ Type? Bus Charter _____ NVC Vehicle/s _____ Flight _____

*Contact Facilities before submitting this form, to ensure that District vehicles are available and appropriate driver waivers are completed. If vehicles are not available, alternative forms of transportation will be needed and budgeted for. See facilities regarding driver waivers for carpooling.



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Section II. (Lead) Staff Advisor & Student Information

Student Trip Lead Advisor (Staff):

Full Name: _____

Colleague ID: _____

Department: _____

Faculty /Classified /Administrator /Confidential (Circle Applicable)

Estimated Student Headcount: _____ Estimate Date to Finalize Headcount: _____

Are All Students attending over 18 years old? Yes ___ No ___

Are additional Staff members attending? Yes ___ No ___ How Many? _____ (list names below)

Complete below if additional staff names are associated with this trip: This form does not serve as travel approval for additional staff; additional staff must submit individual Staff Trip Approval/Authorization form. Staff listed do have responsibilities as trip advisors.

Justification for additional staff:

Full Name: _____ Department: _____ Faculty/Classified/Administrator/Confidential

Full Name: _____ Department: _____ Faculty/Classified/Administrator/Confidential

Full Name: _____ Department: _____ Faculty/Classified/Administrator/Confidential

Section III. Funding (if needed)

Attach two (2) separate Travel Budget worksheets: One (1) for Lead Advisor (their staff) expenses and One (1) for Students expenses.

Two travel requisitions are submitted by the budget center (see Section V) funding costs.

This signed form & support documents (see Section I & III) are submitted as supporting documents for travel requisitions.

Grand Total for Funding Requested (Advisor & Student Cost) \$ _____ LOCAL/STATE/FEDERAL Funding (Circle One)

Funding Source: District (Fund 11) or Grant/Restricted Funds Name: _____

Section IV. Approvals/Consent If declined – return to department contact provided above.

1. Trip Advisor (Staff Member): Acknowledge and Confirm Section I., II., III. information is correct & complete.

Lead Advisor Signature: _____ Date: _____

Advisor Direct Supervisor Approval/Release for Travel:

Advisor's Direct Supervisor Name: _____ Decline/Approve (circle one)

Advisor's Direct Supervisor Signature: _____ Date: _____

2. Budget Center Manager:

Administrator Name: _____ Decline/Approve (circle one)

Administrator Signature: _____ Date: _____



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3. In State and Out-of-State (applicable) Vice President Approval:

VP Name: _____ Decline/Approve (circle one)

VP Signature: _____ Date: _____

4. Out-of-State, Superintendent/President Approval: [BOT]

Superintendent/President Name: _____ Decline/Approve (circle one)

Superintendent/President Signature: _____ Date: _____

BOT Approval for outside the 48 contiguous states:

Date of BOT meeting: _____ Agenda Item # _____ President's Exec.Assist. Initials: _____

*Out of State travel requires Superintendent/President approval. Funding may be released after President has approved the out-of-state travel.

**Outside of the 48 contiguous states requires BOT approval. Plan accordingly and refer to the calendar of due dates for agenda items. Coordinate with the President's office for BOT approval. Funding may be released after BOT has approved travel outside the 48 contiguous states.

Section V. After Approval

Documentation:

- Approved at Section IV #3 – A copy is retained in that Administrator's Office.
- Approved at Section IV. #5 – A copy is retained in the President's Office for Out-of-State & Outside the contiguous 48 states.
- Original signed form & support documents are returned to the originating department & department staff member.
- Department submits Travel Requisition and awaits Travel Purchase Order.
- Department provides the Lead Fiscal Agent with a copy of signed approval, travel budget, and PO#s for travel expenses.
- The Department retains the original documents related to the requisition.

Once a Travel P.O. (Purchase Order) is provided (refer to the *Travel Policy rules that must be followed*), the initiating department can:

- Contract for transportation
- Make Flight & Hotel reservations
- Submit for travel advance checks (10 days prior to travel). This includes student meal funds, roster needed.
- Membership purchases associated with Travel purchases ARE NOT ALLOWED.
- With the Business & Finance Office, a Travel P.O. must be reconciled and closed after travel is completed.
- If Travel did not occur, Travel P.O. must be adjusted/closed by requisition initiator.

Additional Documents need after trip is approved:

Roster

Student Liability Waiver (Risk Management)/Staff Liability Waiver (Risk Management)

Code of Conduct Waiver-Staff & Student

Driver Waivers – This process is handled by Facilities. Staff driving others need to do this process. Staff driving a District vehicle will need to go through facilities process.

Extra Insurance for travel outside the 50 states – work with Risk Management Office