



Modesto Junior College



Columbia College



### INSTRUCTIONAL FIELD TRIP REQUEST

**NOTE:** This form is to be completed and returned to the Vice President of Instruction, **two weeks prior to the trip.** This is necessary for administrative approval and transportation arrangements. Prior to submitting this form for approval, contact the following:

**Bus reservations:** Contact Transportation (575-6578), fax (575-6946)

**Vans and sedans:** Contact MJC (575-6020) fax (575-6793), Columbia College (588-5101), fax (588-5104).

**A complete passenger list to include faculty, students and any guest must be submitted or faxed to the appropriate office prior to the vehicle leaving the campus.**

MJC/CC Class: \_\_\_\_\_ Number of students attending: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation requested: Bus (47)  Van (11)  Van (8)  Sedan (5)  Other  \_\_\_\_\_

Day/Date leaving: \_\_\_\_\_ Departure time from college: \_\_\_\_\_

Day/Date returning: \_\_\_\_\_ Return (arrival) time to college: \_\_\_\_\_

Please check location where students should be picked up:

MJC East:  Gymnasium

Transportation approved: \_\_\_\_\_

MJC West:  Yosemite Hall

Sierra Hall

Other (Indicate) \_\_\_\_\_

Request No.: \_\_\_\_\_ Date: \_\_\_\_\_

Columbia:  Oak Pavilion

Out of State/

Other (Indicate) \_\_\_\_\_ Country approval: \_\_\_\_\_

Will you need to make special transportation or trip site accommodations for any disabled students? Yes  No

If yes, please describe: \_\_\_\_\_

**Estimated reimbursement:** \$ \_\_\_\_\_ **Account #:** \_\_\_\_\_

Instructor initiating request: \_\_\_\_\_ Extension: \_\_\_\_\_

Division approval: \_\_\_\_\_ Date: \_\_\_\_\_

Your field trip request has been: **Approved**  **Denied**

Vice President of Instruction: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

#### Reimbursement Information (Return to MJC College Administrative Services OR CC Institutional Operations)

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Instructor \_\_\_\_\_  
Signature

**Total:** \_\_\_\_\_  
(Receipts must be attached)

Division Approval \_\_\_\_\_  
Signature

