

NON-INSTRUCTIONAL TRIP REQUEST

Note: This form is to be completed and returned to the Vice President of Instruction or the Vice President of Student Services two weeks prior to the trip. This is necessary for administrative approval and transportation arrangements.

1. Department:	Number of people going:	
2. Purpose of trip:		
3. Destination:		
4. Date Leaving:	Time Leaving:	
5. Date Returning:	Time Returning:	
6. Type of transportation requested: Bus <input type="checkbox"/> Van <input type="checkbox"/> Sedan <input type="checkbox"/> Indicate other:		
7. Will you need to make special transportation or trip site accommodations for any disabled attendee? Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:		
8. Please check location where bus should pick up students:		
East Campus: <input type="checkbox"/>	Gymnasium: <input type="checkbox"/> Other: <input type="checkbox"/> Indicate location:	
West Campus: <input type="checkbox"/>	Yosemite Hall: <input type="checkbox"/> El Capitan: <input type="checkbox"/> Other: <input type="checkbox"/> Indicate location:	
Names of People Traveling:		
Request Initiated By:		Date:
Account Number:		Estimated Cost:
Division Approval (signature):		
Your request has been: Approved <input type="checkbox"/> Denied <input type="checkbox"/>		
Vice President of Instruction or Student Services (signature):		Date:
Budget Office (signature):		

Transportation Approval (signature):

Revised 9/6/07 by MJC Instruction Office