



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

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

Out of State/  
Country approval: \_\_\_\_\_

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

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

<b>Estimated reimbursement:</b> \$ _____	<b>Account #:</b> _____
Instructor initiating request: _____	Extension: _____
Division approval: _____	Date: _____
Your field trip request has been: <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/>	
Vice President of Instruction: _____	Date: _____
Signature	

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

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

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

**Total:** \_\_\_\_\_

(Receipts must be attached)

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

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

