

Human Resources Division

PROPOSED ITINERARY FOR EDUCATIONAL TRAVEL

INSTRUCTIONS: See Personnel Guide B353 at http://www.laccd.edu/personnel_guides/numerical_index.htm for requirements and policies.

Account for each day of travel period _____ / _____. Use additional sheet is necessary.
From To

Trip Day	Dates	Locations & Mode of Travel	Educational Activities Planned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Total days of proposed travel

Signature

Date