

Human Resources Division

**STATEMENT OF EDUCATIONAL TRAVEL COMPLETED**

INSTRUCTIONS: See Personnel Guide B353 at [http://www.laccd.edu/personnel\\_guides/numerical\\_index.htm](http://www.laccd.edu/personnel_guides/numerical_index.htm) for requirements and policies.

Trip Day	Dates	Locations	Educational Activities
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I certify that I followed the itinerary as indicated above in partial fulfillment of the requirements for an education travel project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date