

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 |
|----------|-------|-----------|------------------------|
| 1        |       |           |                        |
| 2        |       |           |                        |
| 3        |       |           |                        |
| 4        |       |           |                        |
| 5        |       |           |                        |
| 6        |       |           |                        |
| 7        |       |           |                        |
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| 10       |       |           |                        |
| 11       |       |           |                        |
| 12       |       |           |                        |
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| 14       |       |           |                        |
| 15       |       |           |                        |
| 16       |       |           |                        |
| 17       |       |           |                        |
| 18       |       |           |                        |
| 19       |       |           |                        |
| 20       |       |           |                        |
| 21       |       |           |                        |
| 22       |       |           |                        |
| 23       |       |           |                        |
| 24       |       |           |                        |
| 25       |       |           |                        |
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| 27       |       |           |                        |
| 28       |       |           |                        |
| 29       |       |           |                        |
| 30       |       |           |                        |

I certify that I followed the itinerary as indicated above in partial fulfillment of the requirements for an education travel project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date