

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Human Resources Division**

**TRAVEL PLAN**

- Must engage in planned educational travel for at least 50% of leave period, or 60% for administrators (see P.G. B335)
- May be combined with other types of sabbatical leave but cannot be concurrent with formal study leave
- Travel outside of assignment basis does not count
- One travel month of travel is minimum accepted in combination—each month of travel equals 2 semester units of study

- I. STATEMENT OF PURPOSE: Prepare as directed on the reverse side of this form.
- II. ITINERARY: PLEASE CHECK: ( ) FIRST SEMESTER OF LEAVE ( ) SECOND SEMESTER OF LEAVE ( ) 2 SEMESTERS

WEEKS	ITINERARY	DATE OF ARRIVAL	DATE OF DEPARTURE
LEAVE	LOS ANGELES AREA		
1 <sup>ST</sup>			
2 <sup>ND</sup>			
3 <sup>RD</sup>			
4 <sup>TH</sup>			
5 <sup>TH</sup>			
6 <sup>TH</sup>			
7 <sup>TH</sup>			
8 <sup>TH</sup>			
9 <sup>TH</sup>			
10 <sup>TH</sup>			
11 <sup>TH</sup>			
12 <sup>TH</sup>			
13 <sup>TH</sup>			
14 <sup>TH</sup>			
15 <sup>TH</sup>			
16 <sup>TH</sup>			
17 <sup>TH</sup>			
18 <sup>TH</sup>			
19 <sup>TH</sup>			
20 <sup>TH</sup>			
LEAVE COMMITTEE APPROVAL:		RETURN TO LOS ANGELES AREA	
		TOTAL WEEKS OF TRAVEL DURING LEAVE PERIOD	

\_\_\_\_\_  
Sabbatical Leave Committee Date

Any change in these plans requires prior approval.

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Signature of Applicant Date

