



Student Travel Policy and Procedures

(Covering Board Policies BP 4300, BP 5700 and Administrative Procedures AP 4300 and AP 5700)

I. Definition

Student travel encompasses all field trips and excursions related to courses of instruction or college-affiliated social, educational, cultural, athletic, or musical activities. Travel may occur within California, other U.S. states, or international locations. This policy is applicable to all student travel, regardless of funding source. Approval for funding is subject to the discretion of college administration.

Students are required to complete all applicable forms and waivers prior to travel. Students must also abide by the District's [Student Code of Conduct](#) at all times.

Chaperones are required to abide by all employee code of conducts applicable to their job functions or bargaining units.

II. Funding Sources and Zero Cost Options

Student travel may be funded through the following sources:

- a. Associated Student Organization/Union (ASO/U) Funds
- b. General and Other Unrestricted Funds
- c. Specially Funded Programs (SFP) / Categorical Funds
- d. Campus or District Foundations
- e. Zero Cost Options (e.g., classroom or club field trips)
- f. Personal Funds

III. Conference Request & Timeline

a. In-State Travel

All required paperwork must be submitted at least 4 weeks prior to the travel date to the appropriate college office. Include 2 additional weeks if a travel advance is requested.

b. Out-of-State Travel

All required paperwork must be submitted at least 8 weeks prior to the travel date. Board pre-approval is **required** for out-of-state travel.

For urgent travel needs, where it is impractical to meet these deadlines, it is highly recommended that a verifiable authorization is sought. This could include an email authorization from the college Vice President or President

c. International Travel

International travel requires two steps:

1. Submit all required travel paperwork at least 12 weeks before the travel date to the proper college office. Board pre-approval is required.
2. Notify the District Risk Manager at least 60 days before travel. Include travel dates, locations, and timelines in the email to riskmanagement@laccd.edu with employee and student information. The Risk Manager will assess the need for additional liability insurance or travel advisory documentation.

*****All International travels must follow this procedure, no exceptions*****

d. Zero Cost Requests

Notification is required at least two weeks in advance. Submit completed travel forms to the designated office (e.g., Vice President or President's Office).

e. Board Approval / Notifications

When travelling out of state, Board approval is required. Please plan accordingly to enter the travel information on the Board agenda to request approval **PRIOR** to the travel date.

Travels that are supported by Associated Student Funds require Board Notification – please plan accordingly to notify the Board before the travel date.

Waivers: All students must complete and sign a college approved waiver form for each travel.

Very Important: Travel must be pre-approved by the appropriate office prior to departure. If completing the required forms in advance is impractical, the chaperone must, at a minimum, obtain and retain documented evidence of pre-approval.

IV. Chaperones

Definition

A chaperone is an individual responsible for accompanying and supervising students during approved activities or events. They ensure safety, maintain order, and uphold the student code of conduct and District guidelines.

Eligible Chaperones

Chaperones may include:

- a. Faculty (full-time or adjunct)
- b. Administrators
- c. Classified Employees
- d. Unclassified/hourly employees (excluding student employees)
- e. When travelling with students, **Chaperones should complete their own employee conference forms with Zero Cost. They must be entered on the student travel request as Staff Chaperones.**

Note: Refer to your campus for specific student-to-chaperone ratio requirements.

V. Lodging

a. Payment and Reimbursement

- Accommodations may be booked through district-approved vendors, travel agencies, or reimbursement requests for out-of-pocket expenses.
- Reimbursement requires submission of original, itemized receipts showing proof of payment.
- An invoice is required for advance payments.

b. Policy Compliance

Hotel accommodation and costs are generally subject to the same District policy that guides employee travel. Lodging is generally disallowed for any events within 50 miles of the college location.

Any deviations (including staying at hotels with students when conferences are close to the college) require a documented prior approval from the college's V.P. of Administration, V.P. of Student Services, or President.

c. Airbnb (and like lodgings)

Unless it is impractical or impossible to lodge at a regular hotel, the District requires the use of traditional hotels. Please document and communicate with area supervisors in case of deviation from this policy.

VI. Transportation

a. Airlines and Trains

Tickets may be booked through district-approved vendors, or request for reimbursement with receipts showing proof of payment.

b. Bus

Use district-approved vendor contracts or short-term agreements.

c. Car/Van Rental

- Vehicle rentals must include liability insurance.
- Only chaperones are authorized to drive rental vehicles. Students are prohibited from driving rental vehicles.

d. Ride Share

- Students may ride alone and claim reimbursement for ride-share costs paid personally. The student must provide receipts along with the claim, which must be submitted along with the overall travel claim.
- Chaperones may also claim ride-share expenses incurred on behalf of students. Include receipts and student information on the receipt.

e. Personal Vehicles

- Although not advisable, Chaperones may transport students in the chaperone's own vehicle. The vehicle must be insured in the Chaperone's name, and such insurance will serve as the primary coverage in case of any liabilities.
- Students driving their own vehicles to the event must do so at their own risk, which must be documented in a waiver form. **Mileage costs cannot be claimed in this scenario.** Parking costs may be covered.

VII. Meals

a. Maximum Reimbursement

- Chaperones and students may be reimbursed up to \$75 per day for meals, contingent on the availability of funds. Reimbursement should reflect deductions for meals provided by the conference or activity.

- Chaperones must provide itemized receipts of proof of payment if they request reimbursement of meals purchased on behalf of students, and for their own meals.
- Chaperones must provide a well-documented student sign-in sheet confirming the students' acknowledgement of receiving meal allowances, if allowances are provided instead of meal purchase. **Each student must sign-in on their own and indicate the amount received, otherwise no reimbursement will be provided.**
- The \$75 limit include meal tips not to exceed 20%.
- The full \$75 is applicable for full day and overnight events. For partial days, see meal allocation section below.

b. Meal Allocation (Per Diem)

Use the breakdown below as a guide for partial day events.

Meal	Eligible If Travel Begins Before	Eligible If Travel Ends After	Additional Notes
Breakfast	8:00 AM	—	Not reimbursable if travel begins after 8:00 AM
Lunch	11:00 AM	2:00 PM	Must meet both conditions - begin before 11:00 AM and end after 2:00 PM
Dinner	—	7:00 PM	Not reimbursable unless return is after 7:00 PM

- Meal reimbursements follow a prorated schedule on the first and last day of travel, for overnight travels.
- Travelers must deduct meals provided by third parties, such as hotels or event hosts.
- Receipts are not required when standard per diem amounts are paid to students, but document departure and arrival times.

c. Advance Payments

- For non-ASO/U funding, submit the LACCD Student Travel Advance Request Form at least two weeks prior to the travel date to the Fiscal Office with the approved travel packet.

VIII. Documentation and Forms

a. Required Forms

- Field Trip Excursion Forms, including waivers, are mandatory for all travel.

Note: Refer to your campus for additional travel documents.

b. Risk Management and Insurance

- Where applicable, insurance riders **must** be completed well in advance. Insurance may not cover students who violate District policies, or individuals not approved for official activities.

c. Reimbursement Documentation

- Documents submitted by Chaperones to seek expense reimbursements shall include the following:
 - Date(s) of event(s)
 - Student full name, ID numbers
 - Students' own signature confirming receipt of meal allowances (use forms provided)

IX. Allowable vs. Non-Allowable Expenses

a. Allowable Expenses

- Registration fees
- Meals
- Gas/Mileage
- Lodging
- Parking fees (at airport and hotels)
- Additional luggage fees (pre-approved)

b. Non-Allowable Expenses

- Travel upgrades (e.g., first-class tickets)
- Tips exceeding per diem allocations
- Unverified expenses (e.g., non-itemized receipts)
- Entertainment, TV, etc.
- Alcohol and Tobacco
- Transportation and Parking to visit restaurants
- Other expenses that are not allowable or nonconforming to District rules

X. College Athletics

At the beginning of each semester, each athletics team shall provide a list of their student athletes, student ID numbers and student signatures. The completed lists shall be provided to the college business office. The ESC AP office may request this form from the business office as part of its payment verification process. A form template to collect this information is provided.

XI. Other Items

In situations where this Student Travel Policy does not provide explicit guidance, the District's Employee Travel Policy and Procedures shall govern student travel.

All provisions of this document are subject to—and, where inconsistent, will be superseded by—applicable Board Rules and Administrative Procedures.

College administrations are responsible for determining the eligibility and reasonableness of travel expenses not expressly covered herein. The ESC Accounts Payable team will partner with them to maintain robust internal controls and ensure the integrity of all reimbursement requests.

Effective May 7, 2025, all U.S. residents age 18 or older must present REAL ID—compliant identification to board domestic flights or access certain federal facilities; a valid passport remains required for international travel.

XII. Related Forms

Student Signature for Athletics Events (Listing of all student athletes and their signatures)

Student Travel Expense Form (Complete this form for Chaperone and Student reimbursement)

Student Travel Roster (Listing of all students travelling including any student reimbursement estimate)

Updated – May 21, 2025