

Field Trips at MSJC

Travel through the process of requesting
a Field Trip for all ages and locations



“Travel and change of place impart new vigor to the mind.” – Seneca

MSJC – Business Services Department wishes for all travel experiences to be of high educational quality, in a safe environment, while leaving a positive impression.

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Get the Facts:

- Who is going on the field trip?
- Where is the trip going to take place?
- What is the educational benefit of the field trip?
- When is the trip going to take place and for how long?
- Are there minor students attending the field trip?
- Is this trip overnight?
- Is the field trip out of state or out of the country?

Local Field Trips

Field trips are considered local if they take place within Riverside County.

Forms

- Field Trip Form Checklist
- **Field Trip Request Form (required)** – to Dean of Instruction for approval **6 weeks prior to trip**.
- **Signed forms sent to Risk Management** at least **1 month prior to trip** for approval (**required**).
- **Voluntary Activity/Excursion Form and Waiver (required)** – completed by each student and parent/guardian, if minor.
- **Student Travel Code of Conduct Agreement (required)** – completed by each student and parent/guardian, if minor.
- **Roster of attendees (required)**
- **Vehicle Request Form (optional)** – if requesting a District vehicle, complete this form.
- **Personal Vehicle Use Form (optional)** – each employee completes if driving their own vehicle.
- **If making travel accommodations (rental vehicle, hotels, etc.),** the completed Field Trip Request Form must be on file with Risk Management prior to approval for travel accommodations.



Overnight, In-State Field Trips

Executive Cabinet (EC) must approve all in-state overnight field trips/travel within the state of California. Risk Management can request EC approval, as long as the request is received by Risk Management in a timely manner, at least a month in advance of the trip.

Forms

- Field Trip Form Checklist
- **Field Trip Request Form (required)** – to Dean of Instruction for approval **6 weeks** prior to trip
- **Signed forms sent to Risk Management** at least **1 month prior to trip** for approval (**required**). Risk Management will coordinate the field trip request on EC agenda for review, approval, or denial and will relay the decision to requesting department.
- **Voluntary Activity/Excursion Form and Waiver (required)** – completed by each student and parent/guardian, if minor.
- **Student Travel Code of Conduct Agreement (required)** – completed by each student and parent/guardian, if minor.
- **Roster of attendees (required)**
- **Description of field trip (required)** (i.e. flyer, narrative, etc.)
- **EC approval (required)**
- **Vehicle Request Form** (optional) – if requesting a District vehicle, complete this form.
- **Personal Vehicle Use Form** (optional) – each employee completes if driving their own vehicle.
- **If making travel accommodations (rental vehicle, hotels, etc.), the completed Field Trip Request Form must be on file with Risk Management prior to approval for travel accommodations.**

Note: Request for travel outside District boundaries and/or travel with reimbursement costs **must include Concur request.**



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Out of State Field Trips

Prior written approval from the District Board of Trustees, appropriate Vice President, and Superintendent/President is required for out of state field trips. The Department is responsible for seeking Board approval for out of state travel well in advance and providing proof of approval to Risk Management.

Forms

- Field Trip Form Checklist
- **Field Trip Request Form (required)** – to Dean of Instruction for approval **6 weeks** prior to trip. The Office of Instruction will add the trip to the Board of Trustees agenda for approval.
- Once approved by the Board, the **forms will be sent to Risk Management** at least **1 month prior to trip** for approval (**required**).
- **Voluntary Activity/Excursion Form and Waiver (required)** – completed by each student and parent/guardian, if minor.
- **Student Travel Code of Conduct Agreement (required)** – completed by each student and parent/guardian, if minor.
- **Roster of attendees (required)**
- **Description of field trip (required)** (i.e. flyer, narrative, etc.)
- **Vehicle Request Form (optional)** – if requesting a District vehicle, complete this form.
- **Personal Vehicle Use Form (optional)** – each employee completes if driving their own vehicle.
- **If making travel accommodations (rental vehicle, hotels, etc.), the completed Field Trip Request Form must be on file with Risk Management prior to approval for travel accommodations.**

Out of the Country Field Trips

Prior written approval from the District Board of Trustees, area Vice President, and Superintendent/President is required for out of country field trips at least 6 months in advance. The Department is responsible for seeking Board approval for out of country travel well in advance and providing proof of approval to Risk Management.

Forms

- Field Trip Form Checklist
- **Field Trip Request Form (required)** – to Dean of Instruction for approval prior to trip **at least 6 months prior**. The Office of Instruction will add the trip to the Board of Trustees agenda for approval.
- Once approved by the Board, the **forms will be sent to Risk Management** at least **6 months prior to trip** for approval (**required**).
- **Voluntary Activity/Excursion Form and Waiver (required)** – completed by each student and parent/guardian, if minor.
- **Student Travel Code of Conduct Agreement (required)** – completed by each student and parent/guardian, if minor.
- **Agreement for Students Traveling Abroad (required)**
- **Roster of attendees (required)**
- **Description of field trip (required)** (i.e. flyer, narrative, etc.)
- If making travel accommodations (rental vehicle, hotels, etc.), the completed Field Trip Request Form must be on file with Risk Management prior to approval for travel accommodations.



Note: Request for travel outside District boundaries and/or travel with reimbursement costs **must include Concur request.**

Additional Information

Faculty / Department

- Work with students to get forms completed within timeframe so there is no impediment to travel.
- Employees requesting to use their personal vehicle for travel must participate and be approved via the DMV Driver Data pull.
- A copy of completed forms with emergency contact information will be kept with instructor/advisor for the duration of travel.
- After trip, keep forms on file for at least 1 year and a day from date of field trip. Students have 1 year + day to file a grievance. Risk Management may contact you for copies of forms.
- More information can be found via [BP/AP 4300](#).

Students

- Students must complete the required forms in their entirety.
- Students must provide current emergency contact information.
- Minor students must have their parent/guardian sign on the required forms.
- Students are encouraged to make a copy of their completed field trip forms.
- Incomplete forms may result in inability to travel.
- Pets are not allowed on field trips. For students that have an accommodation request, please visit the [Accommodation Service Center](#) webpage for more information.



Contacts

Risk Management

RiskManagement@msjc.edu

For Field Trip approvals, forms, waivers, and final review of required documents.

Travel Desk / Concur

MSJCTravel@msjc.edu

For travel reimbursements outside District boundaries.

Contracts

Contracts@msjc.edu

For contracts with transportation, lodging, or other fees.