

AP 4300 Field Trip Procedures

A. Definitions

1. A curricular field trip is defined as the meeting of a class outside of its regularly scheduled meeting time and place for purposes of instruction. A meeting of a class at the scheduled class time at another location within the District is not a field trip unless District transportation is used. Participation in the curricular field trip is a requirement for successful completion of the course or is an extra credit option for the course. Students who choose to participate in the field trip as an extra credit option are not entitled to an excused absence. This definition includes all scheduled athletic events. All curricular field trip activities must be under faculty supervision throughout the duration of the activity.
2. An extracurricular field trip includes all trips not covered under curricular field trips such as clubs, roter buses, student events, etc. All field trip activities must be under faculty, staff, or other supervision arranged through the Director of Student Activities throughout the duration of the activity.
3. Travel courses, service learning activities, internships, work experience, and fieldwork practicums are not considered to be field trips.

B. Approval

1. Field Trip Requests must be submitted for approval at least ten (10) working days before the date of the planned field trip. The Division Dean/Director and the appropriate Vice President or designee must approve all curricular field trip requests and sign a completed District Travel Request form available online (Kuali Tools and Resources – Forms and Templates).

Extra curricular Field Trip Travel Packets are available in the Student Activities Office and must be submitted to. The Director of Student Activities and the appropriate Vice President. The Director of Student Activities must approve all extracurricular field trip requests. Field trips which include out-of-state travel also require approval of the Superintendent/President or designee.

2. The appropriate administrator shall submit approved field trip/travel requests to the Fiscal Services Office at least ten (10) working days prior to the scheduled activity if lodging, meals, and other expenses are required to be provided. The Student Activities Office shall forward requests and the appropriate forms to the Transportation Office.

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3. The appropriate administrator shall forward approved field trip requests directly to the Transportation Office if no other expenses are requested.
4. Supervising District employees must apply for District transportation at least ten (10) working days in advance of the date of the proposed trip by submitting the Field Trip, Transportation, Special Travel Request form to the Transportation Office (available in the Transportation Office)

A Supervising District employees must complete the electronic Waiver of Claims form and, a Field Trip, Transportation, Special Travel Request form (with the required field trip information. The electronic waiver forms, instructions, and guidelines are available online, Purchasing and Stock Control, Contracts, Student Related Forms.

The printable waiver form must be provided to each student to complete their portion. The completed forms shall be collected by the supervising District employee and scanned as a batch. The batch of forms must be emailed to the respective Division Office and a copy sent to the Contracts Office. A Travel Claim must be submitted by the supervising District employee to the Fiscal Services Office immediately upon return from the trip, as required in AP 6755, Travel and Mileage.

This waiver of claims or field trip form does not apply to student athletes. Student athletes have additional requirements under policies and procedures specific to the department and are administered by the Athletics Department.

5. Authorized expenses may be advanced to the supervising District employees. The employee may disburse the approved expense allowances as the costs are incurred for the group; and must obtain receipts for the group disbursements; or may distribute the expense allowances among the individual students and must obtain a signature from the student to indicate receipt and amount of allowance.

C. Authorized Costs of Field Trips

1. Subject to the limitations stated in this procedure, costs associated with a field trip shall be only those necessary to conduct the curricular or extracurricular purpose of the trip as identified in the field trip approval form and on the District Travel Request form.
2. The District shall provide and/or approve the transportation required for the field trips.
3. The District shall assure that the necessary insurance coverage, is met.

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4. The District may pay for transportation, lodging and meals for students on an in-state field trip. District funds may be used to pay only transportation expenses for students participating in an out-of-state field trip or excursion (Title 5, Section 55450). Receipts shall be obtained and submitted for all lodging expenditures paid by the District. Meals paid by the District shall be subject to a maximum of the amount defined in AP 6755, Travel and Mileage. Receipts are not required for expenditures made by individual students who have received and signed for an individual meal allowance. The amount of the meal allowance requested shall be recommended by the Division Dean/Director or by the Director of Student Activities and approved by the appropriate next-level administrator.
5. Registration, entry fees or admissions fees for in-state curricular field trip events shall be paid by the District; a receipt shall be obtained by the supervising District employee, and submitted to the Fiscal Services Office.
6. Except as otherwise stated in this procedure, other expenses shall be provided in accordance with, and subject to limitations of, AP 6755, Travel and Mileage.

D. Field Trip Reporting

1. A Travel Claim shall be submitted to the Fiscal Services Office by the supervising District employee within ten (10) working days after the trip is completed.
2. Receipts required by Section C of this procedure must be attached to the claim to substantiate expenditures.

E. Absences Caused by Field Trips

1. A "Field Trip Absence" form shall be furnished to each student a week in advance by the supervising District employee conducting a field trip. The student shall present the Field Trip Absence form as soon as possible to the professors of all classes which will be missed. Students participating in an extracurricular field trip or in a curricular field trip as an extra credit option are not entitled to an excused absence.
2. No punitive action shall be permitted against any student because of an excused absence from other classes while on a field trip. The student is responsible for work missed from each class due to an excused absence and must be allowed a reasonable opportunity to make up work missed. Excused absences are not to be counted toward the number of absences for dismissal.

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F. Transportation Requirements for Field Trips

1. The District will provide or arrange transportation for field trip use. Use of any transportation other than public transportation must have prior District approval.
2. Rented vehicles must be driven only by District employees who possess a valid California Drivers License. Individual departments must coordinate directly with the rental vendor. Student clubs must coordinate rentals through the Student Activities Department. Vehicles will be picked up and dropped off in the District Vehicle Parking area (located in Shima 1 parking lot) and the keys will be picked up and dropped off in the Transportation Department (a drop box is available after business hours).
3. Students must go and return by the means of District provided or arranged transportation. Points of departure or return closer to students' homes than the College campus may be designated by the supervising District employee prior to the start of the field trip. Students who do not use District provided or arranged transportation are not considered participants in the field trip, shall not be permitted to participate in field trip activities, shall not receive class credit for the field trip (if any), and shall not be granted an excused absence from other classes missed.
4. District employees conducting field trips will abide by District transportation/vehicle use requirements (BP/AP 6530, Transportation, College Vehicles).

G. Medical

1. A complete first-aid kit shall be carried on all field trips. Kits are available from the Transportation Office during regular office hours.
2. If required, the supervising District employee shall provide or make available medical or hospital service or both to students of the District injured while participating in field trips.

H. Participants

1. Participation in field trips is limited to students currently enrolled at Delta College. For extracurricular field trips scheduled between the fall and spring semesters or during the summer, participation is limited to students enrolled at the end of the immediately preceding semester.
2. Students on disciplinary probation may not participate in extracurricular field trips.

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I. Insurance

All field trips must conform to District insurance requirements.

J. Drug and Alcohol Use

The District's policies and procedures regarding the use of drugs and alcohol are in effect for field trips (BP/AP 3550, Drug Free Campus).

See BP 4300 Field Trips and Excursions; AP 4301 Waiver of Claims and Consent to Treatment; BP/AP 6755 Travel and Mileage; BP 6530 Transportation, College Vehicles; AP 6530 Use of College Vehicles; BP/AP 3550 Drug Free Campus