

# LOS MEDANOS COLLEGE

Office of Instruction

DATE: \_\_\_\_\_

TO: **Dean**

FROM: \_\_\_\_\_

RE: **Field Trip Request** – (Requests should be submitted at least one week in advance)

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The following information is submitted to request approval for a field trip.

Class or student group: \_\_\_\_\_

Purpose of the field trip: \_\_\_\_\_  
\_\_\_\_\_

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Destination and activity: \_\_\_\_\_

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Date(s) of trip: \_\_\_\_\_ Campus departure time: \_\_\_\_\_

Campus arrival time: \_\_\_\_\_ Number of students: \_\_\_\_\_

Transportation Information:

1. Students will provide own transportation and will simply be instructed to meet at the above destination.
2. LMC Van \_\_\_\_\_ (12 Passengers & Driver) Driver must submit DMV printout and a copy of his/her driver's license to Police Services.
3. Chartered bus or other commercial transportation (rental car) will be needed. Specify estimated cost and source of funding.  
Cost: \_\_\_\_\_ GL# \_\_\_\_\_
4. Public transportation
5. Airline or other carrier

Recommended:

Dean: \_\_\_\_\_  
Signature Date

Approved:

Senior Dean: \_\_\_\_\_  
Signature Date