

LOS MEDANOS COLLEGE Office of Instruction

DATE: _____

TO: **Dean**

FROM: _____

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

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

Class or student group: _____

Purpose of the field trip: _____

Destination and activity: _____

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