Student Travel Guidelines
2014-2015
Guidelines
For
Travel Involving Students

This document is intended as a guideline for faculty and other SDCCD staff when planning trips involving students. It will explain what documents and approvals are required for the various types of travel that may involve students.

Tabs:

Step 1 – Board Approval

- Determining when Board Approval is required

Step 2 – Processing Required Forms

- Processing required forms prior to travel

Step 3 – Processing Final Paperwork

- Processing final paperwork after trip is completed

Required Forms

- Request/Authorization to Conduct Off-Campus Student Activity *
- Student Travel Permission/Release Waiver *
- Minor (Under 18) Student Travel Permission/Release Waiver *
- Travel Request with Expenses +
- Travel Request Claim +
- Travel Request without Expenses +

Other Forms

- Faculty Removal of Disruptive Student from Class Form **
- Incident Report Form **
- Student Travel Medical Consent Form *
- Conference/Travel Student Contract of Understanding *

All forms are available in the Deans’ Office.

*These Forms are also available on the SDCCD Student Services website: http://studentservices.sdccd.edu/index.cfm?action=form&link=admin

** These forms are also available on Faculty Web Services: https://faculty.sdccd.edu/facultygrade/

+ Travel Request Forms are also available in the College Business Office.
Step 1

Board Approval
Step 1 – Planning a Trip

Determining When Board Approval is Required

- **Out of Country Travel**: Board Approval Required Prior to Travel
  - Co-Curricular (See Legend Below)
    - Overnight Stay
      - Co-Curricular (See Legend Below)
        - Travel already authorized in blanket travel Board item (Next Page)
      - Not Co-Curricular
        - Board Approval Required Prior to Travel
    - No Overnight Stay
      - Board Approval Not Required
  - Not Co-Curricular
    - Board Approval Required Prior to Travel

- **Out of State Travel**
  - Co-Curricular (See Legend Below)
    - Overnight Stay
      - Co-Curricular (See Legend Below)
        - Travel already authorized in blanket travel Board item (Next Page)
      - Not Co-Curricular
        - Board Approval Required Prior to Travel
    - No Overnight Stay
      - Board Approval Not Required
  - Not Co-Curricular
    - Board Approval Required Prior to Travel

- **In State and Out of County Travel**
  - Co-Curricular (See Legend Below)
    - Overnight Stay
      - Co-Curricular (See Legend Below)
        - Travel already authorized in blanket travel Board item (Next Page)
      - Not Co-Curricular
        - Board Approval Required Prior to Travel
    - No Overnight Stay
      - Board Approval Not Required
  - Not Co-Curricular
    - Board Approval Required Prior to Travel

- **In State and Within County Travel**
  - Co-Curricular (See Legend Below)
    - Overnight Stay
      - Co-Curricular (See Legend Below)
        - Travel already authorized in blanket travel Board item (Next Page)
      - Not Co-Curricular
        - Board Approval Required Prior to Travel
    - No Overnight Stay
      - Board Approval Not Required
  - Not Co-Curricular
    - Board Approval Required Prior to Travel

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**Legend**

- Co-Curricular
  - Intercollegiate Team Competition
  - Tournaments
  - Approved Out-of-Season Competition
  - Student Leadership & Related Activities
Agenda Item Details

Meeting       Jun 12, 2014 - Regular Board Meeting
Category      12. Student Services
Subject       12.01 Authority for students at City, Mesa, and Miramar Colleges to travel within the United States for purposes of intercollegiate team competition, tournaments, approved out-of-season competition, student leadership, and related activities from July 1, 2014, through June 30, 2015.
Access        Public
Type          Action (Consent)
Recommended Action       Authority for students at City, Mesa, and Miramar Colleges to travel within the United States for purposes of intercollegiate team competition, tournaments, approved out-of-season competition, student leadership, and related activities from July 1, 2014, through June 30, 2015.

Public Content

STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose:

Title 5 of the California Code of Regulations authorizes student travel in connection with courses of instruction related to social, educational, cultural, athletic, and band activities.

The colleges encourage student participation in various co-curricular activities related to the instructional program, including athletics, speech and debate, student leadership, dramatic and performing arts, and journalism. Participation in these activities often includes tournaments, competitions, both in season, as well as approved out of season play, and other events requiring student travel within the State of California, as well as out-of-state. All students who travel are required to sign a student release waiver, as well as the appropriate travel documents, prior to departure. In addition, all students who travel are accompanied and supervised by a District employee.

2. Cost and Funding:

The cost of travel will be paid by the college budget. There will be no additional cost to the District.

Motion & Voting

Recommend Approval of Consent Calendar as Developed.

Motion by Bernie Rhinerson, second by Mary Graham.
Final Resolution: Motion Carries
Aye: Mary Graham, Rich Grosch, Bernie Rhinerson, Maria Nieto Senour, Peter Zschiesche, Student Trustee

Copy of Blanket Travel Approval by Board of Trustees for all Student Co-Curricular Travel in 2014-2015
Step 2

Process Required Forms
Step 2 – Trip Preparations
Processing Required Forms Prior to Travel

Required Campus Field Trip

Co-Curricular Travel

Authorized Student Clubs & Organizations

Responsible Faculty or Advisor

Complete Request/Authorization to Conduct Off-Campus Student Activity Form (See Required Forms)

All Participating Students must complete the Student Travel Permission/Release/Waiver Form and Travel Request (TR) (See Required Forms)

Submit to School Dean

Verify Funds (If Needed)

Follow Advisor Travel Guidelines during trip (See Next Page)

Responsible Advisor

Complete Request/Authorization to Conduct Off-Campus Student Activity Form (See Required Forms)

Include approved minutes authorizing travel and expenditures

All Participating Students must complete the Student Travel Permission/Release/Waiver Form, Travel Request Form (TR), and the Conference/Travel Student Contract of Understanding (See Required & Other Forms)

Submit to Dean of Student Affairs

Verify Funds (If Needed)

Follow Advisor Travel Guidelines during trip (See Next Page)
1. In the event of a possible emergency, call 9-1-1. Do not make assumptions or take matters into your own hands.

2. Advisors must travel with students to and from activities (if out of San Diego County).

3. Students are not to be transported in employees’ personal cars.

4. Overnight stays for students and advisors are limited to the hotel and not personal residences.

5. Students are not permitted to stay in the same hotel room as advisors.

6. Hotel rooms must be limited to authorized students from the district. Individuals who are not district students are not permitted to stay overnight in the same hotel rooms as district students.

7. Consumption of alcohol or illegal drugs is not permitted.

8. Student Code of Conduct applies at all times (Reference: BP 3100, Student Rights, Responsibilities and Administrative Process).
   - In the event of a serious violation of the Student Code of Conduct, advisors should:
     - Document the incident
     - Send the student home
     - Report the matter to the dean responsible for the travel, as well as the Dean of Student Affairs
   - All Student Code of Conduct violations should be reported to the Dean of Student Affairs after the trip and the Incident Report form completed.

9. Advisors should maintain emergency information for all students and relevant campus departments, at all times, including:
   - Medication (if any)
   - Phone Numbers
   - Medical Conditions
   - Medical Insurance (if any)
   - Emergency Contact Information
   - Dean’s Emergency Contact Number (to be obtained by advisor before travel)

10. Minors who travel must have a FERPA release from a parent or guardian (Reference: Minor [Under 18] Student Travel Permission/Release/Waiver Form 3125.2).

11. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.

12. Students are not permitted to participate in activities or sightseeing that are unauthorized.

13. Students must participate in all required events and activities.

Reference: Board of Trustees Policy 3120, Off-Campus Student Activities
Board of Trustees Policy 3125, Transportation of Students
Step 3

Process Final Paperwork
Step 3 – After Trip is Completed

Processing Final Paperwork

- Complete Travel Expense Claim Form (If expenses involved)
  (See Required Forms)

- Required Campus Field Trip
  - Responsible Faculty or Advisor
  - Submit to College Business Office

- Co-Curricular Travel
  - Submit to Dean of Student Affairs
  - Submit to College Business Office

- Authorized Student Clubs & Organizations
  - Submit to Dean of Student Affairs
  - Submit to College Business Office

If Student Does Not Attend the Authorized Student Club or Organization Trip
- If the student does not attend the trip and the college has incurred an expense
  - Student Affairs will work with student to make arrangements for reimbursement of funds, as appropriate

Student Code of Conduct Violation
- If a Student Code of Conduct violation occurs on a trip
  - Report to Dean of Student Affairs immediately after the trip or during the trip if immediate attention is needed
  - Complete the Incident Report Form (See Other Forms)
Forms

Required
REQUEST/AUTHORIZATION TO CONDUCT
OFF-CAMPUS STUDENT ACTIVITY

Campus:  □ City  □ Mesa  □ Miramar  □ Continuing Education (Specify Campus) ____________

Course/Organization ___________________________  Instructor/Advisor ___________________________

Title and Number or Name

CRN ___________________________

Type of Activity (see Board of Trustees Policy, BP 3120 Off-Campus Student Activities)

□ Field Trip, Excursion, Class Convened Off Campus
□ Optional Visit
□ Associated Student Body Activity
□ Co-curricular Activity - part of previously Board-approved season schedule
□ Co-curricular Activity - not a part of previously Board-approved season schedule

Is the Activity
• Outside California  Yes □  No □
• Overnight  Yes □  No □
• Advance of funds will be requested as a part of this activity  Yes □  No □

(If the answer to any statement above is yes, and the activity has not been previously Board-approved, the dean will prepare a Board Agenda item requesting advance Board approval.)

Time and date of activity ___________________________

Location where activity is to be conducted ___________________________

Brief description of the activity/purpose ___________________________

Transportation:  □ Will be the responsibility of each individual
□ Will be provided by the district

(See restrictions for transportation of students in Board of Trustee Policy, BP 3125)

I have read Board of Trustees Policy, BP 3120 Off-Campus Student Activities, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

Signature of Requester ___________________________  Date of Request ___________________________

Approval:  □ Approved  □ Not approved for the reasons shown below

Remarks ___________________________

Signature of Dean ___________________________  Date ___________________________

Distribution – Submit original to the dean responsible for travel  SS–RQOFCAST3120.2 - 08/13
San Diego Community College District

STUDENT TRAVEL PERMISSION/RELEASE/WAIVER

INSTRUCTOR/ADVISOR MUST:
1. Ensure that students read the paragraph below
2. Duplicate this form if additional lines are needed
3. Attach form to approved Authorization to Conduct Off-Campus Activity form and submit to dean responsible for this travel
4. Minor Students – must complete Minor Student (under 18) Travel Permission/Release/Waiver form

Campus: □ City □ Mesa □ Miramar □ Continuing Education (Specify Campus) ________________

Course/Organization _____________________________________________ Instructor/Advisor _______________________

Title and Number or Name

Travel to ____________________________________________

Enter Destination or Attach Travel Schedule

Departing _____________________________ on ___________ via __________________

Location __________________________________ Date __________________ District/Self ________________

Returning _____________________________ on ___________ via __________________

Location __________________________________ Date __________________ District/Self ________________

RELEASE/WAIVER: By my signature below, I understand and agree that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California and the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers for injury, accident, illness, property damage, and death occurring during or by reason of the field trip or excursion. Further, I agree to hold harmless, defend and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives and, volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees, related to or arising out of, or in connection with my participation in the field trip or excursion.

STUDENT ROSTER

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<th>Signature</th>
<th>Under 18 Yes/No</th>
<th>Transportation Self/District</th>
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Signature of Dean ___________________________ Date ___________________________

3125.2 SS-TRVALWAIVER 08/13
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<th>Student Name (PRINT)</th>
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<th>Under 18 Yes/No</th>
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## MINOR (UNDER 18) STUDENT TRAVEL PERMISSION/RELEASE/WAIVER

**Student Name**

Last                 First                       M.I.                    CSID#

**Campus:**
- City
- Mesa
- Miramar
- Continuing Education (Specify Campus)

**Course/Organization**

Title and Number or Name

**Instructor/Advisor**

**Travel to**

Enter Destination or Attach Travel Schedule

**Departing**

Location                                        Date                                   District/Self

**Returning:**

Location                  Date                                   District/Self

**WAIVER:** I understand and agree that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California and the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers for injury, accident, illness, property damage, and death occurring during or by reason of the field trip or excursion. Further, I understand that of my own volition and insistence, I give permission for my child/ward to depart from the scheduled activities or use transportation other than that provided by the District. It is fully understood that the District is in no way responsible, nor assumes liability, for any injuries or losses resulting from my child’s/ward’s departure from the scheduled activities and/or transportation.

I, ___________________________________, declare that I am the parent/guardian of the student identified in this form. I have read and understand the above Waiver and conditions of the scheduled trip. Further, I agree to hold harmless, defend and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives and, volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees related to or arising out of or in connection with my child’s/ward’s participation in this field trip.

- [ ] I hereby give permission for my child/ward to participate in the trip as scheduled.

**Parent/Guardian**

PRINT Name                          Signature                    Date

**Emergency Contact**

Telephone Number

**Instructor:** Attach original to approved Request /Authorization to Conduct Off-Campus Student Activity form
**TRAVEL REQUEST WITH EXPENSES**

**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

**PERMISSION IS HEREBY REQUESTED TO TRAVEL AS INDICATED BELOW**

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Initial</th>
<th>District Employee?</th>
<th>Non-Employee Enter Social Security #</th>
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<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<th>Site &amp; Department</th>
<th>Position/Tel</th>
<th>Work Phone</th>
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<th>Home Address (Include Zip Code)</th>
<th>Home Phone</th>
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<tr>
<th>Name of Organization (if any)</th>
<th>Member of Organization?</th>
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<td>Yes</td>
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<tr>
<th>City</th>
<th>State or Foreign Country</th>
<th>Date(s) of Travel</th>
<th>Substitute Needed?</th>
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</thead>
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<td>Yes</td>
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**Purpose of Travel & Potential Benefit to the District:** (Must be consistent with Education Code 89202 and District Policy 8980 as revised):

**METHOD OF TRAVEL:**

- [ ] Air
- [ ] Train/Bus
- [ ] Rental Car
- [ ] Personal Car

**BUDGET EXPENSE LIMITATION**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DETAIL</th>
<th>COST CENTER</th>
<th>TOPS/PROGRAM</th>
<th>OBJECT</th>
<th>AMOUNT</th>
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**DIRECT PAY/CASH ADVANCE REQUESTED?**

- [ ] Yes
- [ ] No

**REGISTRATION**

- [ ] Yes
- [ ] No

**Lodging (hotel, motel, etc.)**

- [ ] Yes
- [ ] No

**Airline Tickets (Fax approved TR to travel agency)**

- [ ] Yes
- [ ] No

**Cash Advance (out-of-pocket expenses)**

- [ ] Yes
- [ ] No

**Other (Specify):**

<table>
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<tr>
<th>BUDGET EXPENSE LIMITATION FOR A/P USE ONLY</th>
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<tr>
<td>Initial</td>
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**TOTAL BUDGET EXPENSE LIMITATION**

- Open Travel Request
- Post Direct Pay/Cash Advance
- Post Air Fare Information
- Post TR Expense Claim
- Close Travel Request
- Travel Request
- Travel Expense Claim
- Cancel/Add Expense Report
- Initial | Date

**REQUESTED BY**

<table>
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<tr>
<th>EMPLOYEE</th>
<th>DATE</th>
<th>APPROVED BY</th>
<th>DATE</th>
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<tr>
<td>(Signature)</td>
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<td>ADMINISTRATIVE APPROVAL</td>
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**TO BE COMPLETED PRIOR TO THE TRIP**

(See College Business Office for Travel Form - TR)
TRAVEL EXPENSE CLAIM (MUST BE SUBMITTED UPON COMPLETION OF TRAVEL)

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Last Name, First Name, Middle Initial

District Employee? Yes No

Site & Department

Position/Title

Home Address (Include Zip code)

Work Phone

Home Phone

Email Address:

Name of Organization (if any)

City

State or Foreign Country

Came(s) of Travel

Member of Organization? Yes No

Substitute Needed? Yes No

Purpose of Travel & Potential Benefit to the District: (Must be consistent with Education Code 54022 and District Policy 5500 as revised):

<table>
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<tr>
<th>DEPARTURE DATE/TIME</th>
<th>RETURN ARRIVAL DATE/TIME</th>
<th>ACTUAL EXPENSES</th>
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<th>EXPENSES</th>
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<th>TOTAL</th>
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<td>BREAKFAST (Per Diem Max $10)</td>
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<td>LUNCH (Per Diem Max $15)</td>
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<td>DINNER (Per Diem Max $21)</td>
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<td>TOTAL ACTUAL MEALS &amp; INCIDENTALS</td>
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<td>As of 01/01/11 mileage rate is 51 cents per mile. Add Difference Between Actual and Per Diem Expenses? Yes No</td>
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<td>From 07/01/10 – 12/31/10 mileage rate was 59.5 cents per mile Maximum Allowed Expense for Meals and Incidental</td>
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TOTAL DIRECT PAY AND DAILY TRAVEL EXPENSES

ADD CASH ADVANCES, IF ANY

TOTAL DIRECT PAY AND ADVANCES

* BALANCE DUE IS COMPUTED AS FOLLOWS: If A is equal to or less than B, deduct C and D from B. If A is more than B, deduct C and D from A. If Balance Due is a negative amount, endorse your check payable to SDCCD

I hereby certify that the travel was accomplished in the performance of my official duties with SDCCD and that the information given is true and correct.

EMPLOYEE

(Signature)

DATE

ADMINISTRATIVE APPROVAL

DATE

REFERENCES

ACCOUNT NUMBER

FUND DET. FUND C.C. TOPS OBJ AMOUNT DESCRIPTIONS/COMMENTS

TOTAL AMOUNT

Travel Expense Claim

TO BE COMPLETED AFTER TRIP

(See College Business Office for Travel Form - TR)
**TRAVEL REQUEST WITHOUT EXPENSES**

**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

**PERSON/Employee/STUDENT ID No.:**

<table>
<thead>
<tr>
<th>Permission is hereby requested to travel as indicated below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, First Name, Middle Initial</td>
</tr>
<tr>
<td>Dist. Employee?</td>
</tr>
<tr>
<td>Site &amp; Department</td>
</tr>
<tr>
<td>Position/Title</td>
</tr>
<tr>
<td>Home Address (Include Zip code)</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Name of Organization (if any)</td>
</tr>
<tr>
<td>Member of Organization?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Date(s) of Travel</td>
</tr>
<tr>
<td>Substitute Needed?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Purpose of Travel & Potential Benefit to the District:** (Must be consistent with Education Code 87022 and District Policy 8960 as revised):

**METHOD OF TRAVEL:**
- Air
- Train/Bus
- Rental Car
- Personal Car

**FOR AP USE ONLY**

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
</tr>
</thead>
</table>

**Addl. Notes/Comments (Use separate sheet if necessary):**

**REQUESTED BY**

**EMPLOYEE**

**DATE**

**APPROVED BY**

**ADMINISTRATIVE**

**APPROVAL**

---

**Travel Request without Expenses**

**THIS FORM SHOULD ONLY BE COMPLETED PRIOR TO THE TRIP**

(Does not need to be closed out)

(See College Business Office for Travel Form - TR)
Forms

Other
### Board of Trustees Policy BP 3100, Student Rights, Responsibilities and Administrative Due Process

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Campus/Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>CSID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time of Incident:</th>
<th>Room:</th>
<th>CRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Witnesses:**

Please check:

- [ ] Removal from Class
- [ ] Removal from Class and Subsequent Class Meeting

**Description of Incident (State Facts Only):**


**Administrator Present?**

- [ ] Yes
- [ ] No

If yes, please name: ____________________________________________

**College Police Contacted?**

- [ ] Yes
- [ ] No

If yes, please name: ____________________________________________

**Action taken by Faculty:**


**Did the student leave voluntarily?**

- [ ] Yes
- [ ] No

**IF THE STUDENT WAS ASKED TO LEAVE THE CLASSROOM AND REFUSED TO LEAVE, PLEASE FILL OUT THE BOTTOM PORTION OF THE FORM.**

**Action taken by College Police:**


**Was student cited?**

- [ ] Yes
- [ ] No

If so, for what violations:________________________________________________

**Faculty Name (print):** __________________________________________

**Signature:** __________________________________________

**Date:** ____________________________ **Contact Number:** ___________________ **E-Mail:** _____________________________

**NOTE:** Send completed form to Dean responsible for Student Affairs/Disciplinary Officer and a copy to the School Dean.

SS – rmvldstrpstdnt – 08/13
Faculty Removal of Disruptive Student from Class
Operating Guidelines

Background

In accordance with Board of Trustees Policy, BP 3100 Student Rights, Responsibilities and Administrative Due Process, students have the right to an educational environment free of interference or disruption.

As such, students must adhere to the Student Code of Conduct. In accordance with Administrative Procedure, AP 3100.2 Student Disciplinary Procedures:

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.

- Acceptance of make-up work during the “removal” is at the discretion of the instructor in accordance with the class syllabus and Board of Trustees Policy, BP 3110 Attendance Accounting.

Removal from Class

1) If a student is asked to leave a class for disruptive behavior, the student is expected to follow the directions of the instructor. Failure to follow directions to leave the classroom is considered a violation of the Student Code of Conduct, Section 3n as follows:

Section 3n* - “Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel…”.

*(Reference Board of Trustees Policy, BP 3100 Student Rights, Responsibilities and Administrative Due Process, Section 3.0 – Student Code of Conduct)

2) If a student refuses an instructor’s directive to leave:

- Instructor will call College Police
- Each college will designate an administrator responsible for communication channels

3) In the rare event the student does not follow the directions of College Police to leave the classroom; College Police will follow police procedures, pursuant to Penal Code 626. Intervention by College Police may include, depending on the situation:

- Brief dismissal of the class for a break to “remove audience” for the disruptive student
- Fact-finding
- Arrest pursuant to the Penal Code

4) Instructor should refer the incident (via written notice) to the Disciplinary Officer, in accordance with Administrative Procedure, AP 3100.2 Student Disciplinary Procedures.

5) Incident reports will be summarized and reviewed semi-annually by college executive staff.

6) Districtwide summaries of college incident reports will be reviewed regularly.
<table>
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<th>Campus/Location:</th>
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</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>CSID:</td>
</tr>
<tr>
<td>Date/Time of Incident:</td>
<td></td>
</tr>
<tr>
<td>Witnesses:</td>
<td></td>
</tr>
<tr>
<td>Description of Incident (State Facts Only):</td>
<td></td>
</tr>
<tr>
<td>Police Contacted?</td>
<td>Yes</td>
</tr>
<tr>
<td>What Action was Taken:</td>
<td></td>
</tr>
</tbody>
</table>

Reporting Individual/Title (print): ___________________________ Signature: ___________________________

Date: ___________________________ Contact Number: ___________________________ E-Mail: ___________________________

NOTE: Send completed Student Incident Report Form to Dean responsible for Student Affairs/Disciplinary Officer.
In the event of any medical emergency, I grant to San Diego Community College District, City, Mesa or Miramar College and Continuing Education or any of its representatives the full authority (at my expense) to take any action deemed necessary to protect my health and safety. This includes, but is not limited to, placing me under the care of a doctor or in a hospital or returning me to my home city if deemed necessary after consultation with medical authorities.

Name of Participant: ________________________________ CSID #: __________________

Please check one of the following statements:

☐ I am 18 years of age or older. My birth date is: ___________________________

☐ I am the parent or legal guardian of the participant who is under 18 years of age to whom the above statement applies and for whose benefit I am executing this Medical Consent.

In case of emergency please contact: ______________________________________________

E-mail Address: ________________________________ Phone Number: __________________

Medical Insurance Carrier: __________________________ Policy Number: __________________

Please list any prescription medication that you must take while at conference:

______________________________________________________________________________

Has your physician approved your ability to travel under this prescribed medication?

☐ Yes

☐ No

I have read this consent and I understand its terms. I execute it voluntarily and with full knowledge of its significance.

_________________________________________________  ____________________________
Signature of Participant or Parent/Legal Guardian      Date

_________________________________________________  ____________________________
Print Name of Signatory         E-mail Address/Phone Number

Note: A copy shall be maintained by the advisor during travel.
CONFERENCE/TRAVEL
STUDENT CONTRACT OF UNDERSTANDING

Name: ____________________  CSID #: ___________  E-mail: _________________ Phone: ______________

Activity ____________________ Date of Activity______________   Location of Activity_________________

I understand that I am attending the above entitled activity as a representative of the college and that my expenses are being paid out of San Diego Community College District funds. I acknowledge that I am expected to conduct myself in a responsible manner and agree to the following:

- **COMPLIANCE WITH POLICIES AND LAWS**: Adhere to all applicable SDCCD policies and procedures, particularly the Board of Trustees Policy, *BP 3100, Student Rights, Responsibilities and Administrative Due Process, Section 3., Student Code of Conduct*, as well as federal, state and local laws. Failure to conduct myself in a manner consistent with said policies may result in being subject to disciplinary action.

- **ALCOHOL AND DRUG CONSUMPTION**: Consumption of an illegal substance of any kind, or the use of alcohol during the activity or en route to and from the activity is not permitted, and will result in disciplinary action as provided for in Board of Trustees Policy, *BP 3100, Student Rights, Responsibilities and Administrative Due Process, Section 3., Student Code of Conduct*.

- **INAPPROPRIATE BEHAVIOR**: Inappropriate behavior will not be tolerated, nor any behavior that will endanger the signatory or others. Any student who causes damages to a facility while on official travel is liable for replacement costs.

- **PARTICIPATION**: Each participant is expected to actively participate in all required events and activities.

- **SUPERVISION OF STUDENT**: For the duration of the event, each participant is expected to keep the Advisor/designee aware of his/her activities and whereabouts at all times, and to abide by the Advisor’s directions.

I understand that if I do not abide by this contract to attend this activity, and I do not provide proof of emergency or extenuating circumstance, I will be responsible for reimbursing college for the full cost of my participation (i.e., lodging, meals, etc.). Further, I understand that I may be ineligible to participate in any future sponsored events, and that my club/organization may also be penalized.

I understand that violation of this agreement may result in the following:
- Immediate return to my home at my own expense
- Disciplinary action by the college
- A hold may be placed on my student record

**WAIVER**: I acknowledge that I am attending the above-mentioned activity as an extra-curricular activity on a voluntary basis. I understand and agree that I shall voluntarily release, discharge, waive, relinquish, and covenant not to sue San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers from any and all liability, claims, causes of action, and demands related to, or arising out of or in connection with my participation in this activity, including injuries, accident, illness, property damage, and death.

**INDEMNIFICATION AND HOLD HARMLESS**: I further agree to hold harmless, defend, and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees related to or arising out of or in connection with my participation in this activity.

Student Signature: _____________________________________________  Date: _____________________

ss – cnfrntvtrcnt – 08/13