

# Coordinating club field trips

MC Student Activities Office | Fall 2021



Pictured: Associated Students at Ronald Reagan Library, spring 2020



# Where are you going and what are you doing?

- Educational, cultural, professional—or just for fun!
- Domestic travel vs. international travel
- Day trip versus overnight excursion
- Field Trip/Excursion Request Form specifies location (1/trip)

# Traveling overnight

- Generally recommended to book rooms where each student gets own bed (can survey students to gauge comfort with sharing beds and to identify roommates)
- Advisors should avoid sharing accommodations w/students
- Some hotels allow for payment via check if traveling for conference or if check is received before arrival date
- Advance check or procurement card for all other bookings
- Hotel rooms vs. Airbnb

# Who is going?

- All club members should be invited, regardless of whether they fundraised to pay for the trip
- At least one college/district employee should travel with the club; *recommended* 1 per 15 students traveling
- Non-students still need to complete travel forms to accompany clubs on trips (club funds cannot pay for non-students)
- Student Participation Form (1 per traveler)

# How are you getting there?

- **College vehicle** (e.g., MC vans; request form online; free to use if one is available; employee must be the driver)
- **Commercial vehicle provided by college:**
  - **Flights** (Advance check or procurement card)
  - **Shuttles** (Purchase Order, advance check, or procurement card)
  - **Rented bus** (Purchase Order)
  - **Train** (Advance check or procurement card)
- **Carpool/driving themselves there** (Mileage reimbursement allowed)
- **Transportation forms** (1 per traveler *IF* transportation is not provided or *IF* transportation is provided but student decides to drive themselves)

# How to pay for meals

- Advance check for per diem
- No need to keep receipts if amount disbursed is capped at \$25 per student
- Procurement card if applicable (\$55, tax and tip inclusive)



## Moorpark College Student Travel Meal Allowance Form

*Submit one form for each day of travel*

**Name of Faculty/Staff Advisor distributing meal allowance:**

**Name, description, and date(s) of travel/event:**

**Date funding is being distributed:**

Recipient name + 900- number	Allowance total (\$5-\$25)	Recipient's signature
("Tab" three times to add more times)		

**Recipient:** *By signing this form, you are verifying that you received the specified amount of money on the date*

# Other student travel docs



- Roster of attendees
- Conference/Campus visit form
- Liability waivers
- Advisors - take copy of field trip forms with you!

# Timeline

- **Van request:** ASAP! Lots of competition for them
- **Advance check or Purchase Order:** At least two full weeks
- **Field trip forms:** At least ten days before travel for approval by Dean over Student Activities and Vice President
- **Flights, shuttles, accommodations:** ASAP to ensure enough funds on p-card (if using Student Activities' card)
- **Mileage reimbursement:** Can only happen after travel is completed; complete reimbursement form and provide Google maps print out to show justification



# Questions?

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