*Forms:* [*Field Trip Student / Drivers Waiver Form*](http://ppcc.edu/p/forms/field-trip-drivers-waiver-form)

[*In-State Travel Request*](http://ppcc.edu/p/forms/request-for-travel)

[*Travel Expense Voucher*](http://ppcc.edu/p/forms/travel_expense_voucher)

**CLASS FIELD TRIPS** **A. DEFINITION:**

1. Class field trips are those trips taken to off-campus locations during regular class time to provide the students additional information relevant to the course. This does not include student club activities. Field trips are College sponsored events, and, as such, all relevant PPCC and CCCS policies and Municipal, State and Federal laws apply to trip participants (faculty, staff and students).
2. Faculty means the faculty member(s) designated to be in charge of the trip. The faculty member has the responsibility to enforce compliance with PPCC policies and the Student Standards of Conduct by all persons participating in the field trip as would be expected in the traditional classroom setting.
3. **PROCEDURES/APPROVAL:**
	1. Faculty or adjunct instructors planning to conduct a field trip must secure appropriate approval at least two weeks prior to the trip. The “Request for Field Trip Approval” form must be completed using the form located on the Portal and it must be approved by the chair and instructional division dean (or associate dean).
	2. Instructional division deans, upon receipt of a request for approval of a field trip, will review policy and procedures with the requesting faculty or adjunct instructor.
	3. Faculty member is responsible for contacting Human Resource Services for travel training for those field trips that involve an overnight stay.
	4. Faculty member is responsible for obtaining signed waiver forms for all students participating in the field trip.
4. **TRAVEL REQUESTS:**
	1. Faculty or adjunct instructors may be reimbursed for authorized personal expenses incurred while on “official” trips away from the college within the limitations of the fiscal rules of the State of Colorado as amended, subject to resources available as determined by their supervisor. Official trips will be those approved by the instructional division dean and the Vice President for Instructional Services (or his/her designated representative) The “In-State Travel Request” form located on the portal must be completed and approved.
	2. The final authority to approve travel for faculty or adjunct instructors rests with the Vice President for Instructional Services. The supervisor may recommend travel of faculty or adjunct instructors within their budgetary allocations. The Vice President for Instructional Services may approve travel for the purpose of supervising student groups and for student activities such as field trips.

1. **RETURNING PROCESS:**

 Upon returning from the field trip, the “Travel Expense Voucher” form must be completed and submitted for approval of any approved travel reimbursements.

1. **INTERNATIONAL TRAVEL:**

 Faculty planning international field trips must have prior approval from the supervisor, the Vice President for Instructional Services, the College President and the System President before any arrangement or financial commitment is made.

*Updated 4/2016*