



# WCJC Student Travel Request Form

Employees who plan off-campus trips with students are required to file this form at least three (3) weeks in advance of travel. After all signatures are obtained, the form should be submitted to the Dean of Student Success. If a college vehicle is being requested, a copy should be sent to the Maintenance office, as well.

### Trip Information:

Class / Organization: \_\_\_\_\_

Faculty / Club Sponsor: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Trip will cause some students to be absent from class(es)?     Yes     No

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Accommodations: (if overnight)    Hotel: \_\_\_\_\_

City, State: \_\_\_\_\_

Method of Transportation:     Faculty Vehicle     Student Vehicle  
    College Owned Vehicle     Commercial Transportation

Note: No College funds will be used for student vehicles. If a student vehicle is used, an additional document with photocopies of the driver's license and proof of insurance must be attached.

### Signatures:

Faculty / Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor:  
(for non-faculty club sponsors) \_\_\_\_\_ Date: \_\_\_\_\_

### Approval:

Vice President of Instruction:  
(for curricular travel) \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Success:  
(for club travel) \_\_\_\_\_ Date: \_\_\_\_\_



# WCJC College Vehicle Request Form

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If a College vehicle is needed for the trip, complete the section below. To obtain information on availability and associated costs, contact the Maintenance Department prior to completing this form.

Number of Vehicles required: \_\_\_\_\_

No WCJC Vehicles requested: \_\_\_\_\_

If requesting a WCJC vehicle, list approved WCJC driver's name(s) for each vehicle requested. All drivers must be certified through WCJC Maintenance Department to meet College insurance requirements. Allowing non-certified people to drive College vehicles may result in job termination. Contact WCJC Maintenance to learn more about the process of becoming a certified driver.

Driver: \_\_\_\_\_

Driver: \_\_\_\_\_

Budget Number to be charged: \_\_\_\_\_

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Once all signatures and approvals are obtained, the form should be submitted to the Dean of Student Success.

If a WCJC Vehicle is being requested, a copy of the Student Travel Form, as well as the Vehicle Request Form, should be submitted to the WCJC Maintenance Department.