



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 for Club / Organization travel and the VP of Instruction for Academic / Curricular Travel. If a college vehicle is being requested, a copy should be sent to the Maintenance office, as well.

Trip Information:

Class / Organization: _____

Faculty Sponsor / Club Advisor: _____

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 / Advisor: _____ Date: _____

Division Chair: _____ Date: _____

Direct Supervisor:
(for non-faculty club advisors) _____ Date: _____

Approval:

Vice President of Instruction:
(for curricular travel) _____ Date: _____

Student Life Representative:
(for club travel) _____ Date: _____



WCJC College Vehicle Request Form

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: _____

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.