

STUDENT TRAVEL PACKET CATEGORIES

Trip Type	District Forms Required	Student Life Forms Required (ADVISOR)	Student Forms Required
1 Day within MDC multi-campus system	<ul style="list-style-type: none"> • FL Driver's Record Search Form (if applicable) <p>Note: Not eligible for Meal Allowance</p>	<ul style="list-style-type: none"> • College Vehicle/Rental Reservation • Funds Request & Travel Rationale Form (for transportation & fees only, if applicable) • List of students and Flyer/Agenda (for transportation & fees only, if applicable) <p>Note: Chaperone may be PT</p>	<ul style="list-style-type: none"> • Agreement for Off Campus College Activity • Emergency Contact/ Treatment • Notice of Class Absence <p>Note: Students may transport themselves</p>
1 Day, In-District (Miami-Dade, Broward, Palm Beach)	<ul style="list-style-type: none"> • Request for Leave of Absence and Reimbursement (P-2) • FL Driver's Record Search Form (if applicable) <p>Note: Not eligible for Meal Allowance</p>	<ul style="list-style-type: none"> • College Vehicle/Rental Reservation • Funds Request & Travel Rationale Form (for transportation & fees only, if applicable) • List of students and Flyer/Agenda (for transportation & fees only, if applicable) <p>Note: Chaperone may be PT</p>	<ul style="list-style-type: none"> • Agreement for Off Campus College Activity • Emergency Contact/ Treatment • Notice of Class Absence <p>Note: Students may transport themselves</p>
Multi-Day, In-District (Miami-Dade, Broward, Palm Beach)	<ul style="list-style-type: none"> • Request for Leave of Absence and Reimbursement (P-2) • Travel Authorization • Travel Advance Form • FL Driver's Record Search Form (if applicable) <p>Note: Not eligible for Meal Allowance or Lodging</p>	<ul style="list-style-type: none"> • College Vehicle/Rental Reservation • Conference Agenda/Itinerary • Anticipated Travel Expense Form • Funds Request & Travel Rationale Form • Chaperone Form <p>Note: Chaperone may be PT</p>	<ul style="list-style-type: none"> • Agreement for Off Campus College Activity • Emergency Contact/ Treatment • Notice of Class Absence <p>Note: Students may transport themselves</p>
Out-of-District	<ul style="list-style-type: none"> • Request for Leave of Absence and Reimbursement (P-2) • Travel Authorization • Travel Advance Form • FL Driver's Record Search Form (if applicable) 	<ul style="list-style-type: none"> • Application for use of Travel Funds (if applicable) • Transportation Reservation • Airfare estimates (if applicable) • Conference Agenda/Itinerary • Hotel Reservation • Room Assignment Form (if applicable) • Anticipated Travel Expense Form • Funds Request & Travel Rationale Form • Chaperone Form • Certification for Receipt of Meals Form <p>Note: FT Chaperone required</p>	<ul style="list-style-type: none"> • Agreement for Off Campus College Activity • Emergency Contact/ Treatment • Notice of Class Absence <p>Note: Students may NOT transport themselves</p>

STUDENT TRAVEL PACKET PATHWAY OF SIGNATURES PER FUNDING SOURCE

STUDENT LIFE TRAVEL

Clubs & Organizations OR Conferences Funded by Student Life

- o Full Student Travel Packet & all associated documentation

Pathway of signatures

Requester → Requester Supervisor → Student Life Director → Dean of Academic Affairs → Dean of Students → Campus President

ACADEMIC AFFAIRS TRAVEL

WITHOUT EXPENSES:

College Sponsored Activity (In-District Class Field trips, Free Conferences, etc.)

- o Faculty/Staff: P2
- o Student: Agreement for Off Campus College Activity/ Permission for Emergency Treatment

Pathway of signatures

Requester → Requester Supervisor → Dean of Academic Affairs → Dean of Students → Campus President

WITH EXPENSES:

Faculty/Staff traveling with students to conferences, seminars, workshops, etc. with expenses incurred

- o Faculty: P2
- o Travel Authorization
- o Expense Report
- o Student: Agreement for Off Campus College Activity/ Permission for Emergency Treatment

Pathway of signatures

Requester → Requester Supervisor → Dean of Academic Affairs → Dean of Students → Campus President

GRANT/EXTERNALLY FUNDED TRAVEL

- o Faculty/Staff: P2
- o Travel Authorization
- o Expense Report
- o Student: Agreement for Off Campus College Activity/ Permission for Emergency Treatment

Pathway of signatures

Requester → Requester Supervisor → Dean of Academic Affairs → Dean of Students → Campus President