**NON-INSTRUCTIONAL TRIP REQUEST**

*Note: This form is to be completed and returned to the Vice President of Instruction or the Vice President of Student Services two weeks prior to the trip. This is necessary for administrative approval and transportation arrangements.*

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| 1. Department:       | Number of people going:       |
| 2. Purpose of trip:       |
| 3. Destination:       |
| 4. Date Leaving:       | Time Leaving:       |
| 5. Date Returning:       | Time Returning:       |
| 6. Type of transportation requested: Bus [ ]  Van [ ]  Sedan [ ]  Indicate other:       |
| 7. Will you need to make special transportation or trip site accommodations for any disabled attendee? Yes [ ]  No [ ]  Describe:       |
| 8. Please check location where bus should pick up students: |
|  East Campus:  [ ]   | Gymnasium: [ ]  Other: [ ]  Indicate location:       |
|  West Campus: [ ]  | Yosemite Hall: [ ] El Capitan: [ ] Other: [ ] Indicate location:       |
| Names of People Traveling:  |
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| Request Initiated By:       | Date:       |
| Account Number:       | Estimated Cost:       |
| Division Approval (signature):  |
| Your request has been: **Approved** **[ ]  Denied** **[ ]**  |
| Vice President of Instruction or Student Services (signature):  | Date:       |
| Budget Office (signature):  |
| Transportation Approval (signature):  |

*Revised 9/6/07 by MJC Instruction Office*