
Board Policy
Chapter 4 – Academic Affairs

BP 4300 FIELD TRIPS, CHANGES OF LOCATION AND EXCURSIONS**References:**

Title 5 Section 55220;
Government Code Section 11139.8

Field trips, changes of location and excursions, as an extension of the student learning experience, are designed to allow authorized faculty and students travel to locations where materials of instruction may be observed and studied directly in their functional settings. In achieving this objective, a procedure for recommending and approving field trips/changes of location/excursions and for reimbursing staff for automobile mileage expenses incurred while on field trips or on reconnaissance preparation for such field trips shall be established. The Superintendent-President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Also see AP 4300 Field Trips, Changes of Location and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.

Adopted: October 20, 1975

Revised: December 17, 1987 (Title); July 20, 2022
(Replaces former LBCC BP 4006)