

4006.      POLICY ON APPROVAL OF EDUCATIONAL FIELD TRIPS,  
CHANGE OF LOCATION, AND RELATED AUTOMOBILE  
MILEAGE REIMBURSEMENT

Reference: California Education Code Sections 72640, 72641, 72642

The field trip, as an extension of the classroom, is 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 and for reimbursing staff for automobile mileage expenses incurred while on field trips or on reconnaissance preparation for such field trips shall be evolved.

Adopted: October 20, 1975  
Title Revision: December 17, 1987