



Santa Monica College Associated Students Travel Checklist

This checklist is specific to Associated Students and Inter-Club Council travel procedures. If your trip is not funded by Associated Students, please refer to district travel paperwork.

A.S. FIELD TRIP QUESTIONNAIRE: Do I need to submit an A.S. Proposal for my trip?

You must complete an A.S. Proposal if any of the below scenarios apply to you

- This field trip is planned by Associated Students or a SMC Student Club
 - This includes overnight and day trips
 - A field trip is defined as any college approved activity that occurs off-campus
- You are seeking Associated Student funding support for your trip

Note: A.S. Field Trip paperwork is completed only by A.S. and Student Club groups. If you are a department requesting funding – you will complete the district travel paperwork.

STEP 1: REVIEW A.S. FUNDING AND TRAVEL POLICIES

Important Documents:

- [Board Policy 4300 Field Trips and Excursions](#)
- A.S. Fiscal Policy – [Found on A.S. Forms and Document Webpage](#)
 - Relevant Information: Article III. Sec. A.3 and Article III. Sec. D.1-3.

1A. TRAVEL PROPOSAL TIMELINE/DEADLINE:

No A.S. Funding Requested – A.S. or Student Club Field Trips

A.S. Proposals for Field Trips (without funding) must be submitted a **minimum of 3 weeks prior to the travel date**. Field trip forms are recommended to be completed with submission.

Seeking A.S. Funding

If funding is required, A.S. Proposals for Field Trips should be submitted a minimum of **5 weeks prior to the travel date depending on trip logistics**.

Note: All field trip forms are due 7-10 days prior to travel for student verification checks. Missing these deadlines may result in a trip being cancelled, delayed, or denied. Please make sure to account for that in your planning if you do not plan to submit travel rosters with your proposal.

1B. TIMELINE CHECKLIST:

Check all travel arrangements relevant to your trip:

How long does it take to get approval and arrange?

<input type="checkbox"/> No support needed	Minimum 3 weeks
<input type="checkbox"/> Registration/tickets to an activity	At least 5 weeks
<input type="checkbox"/> Food	Minimum 3 weeks
<input type="checkbox"/> Vehicle Transportation (i.e., SMC Van)	Minimum 8 weeks
<input type="checkbox"/> Lodging	Minimum 10 weeks
<input type="checkbox"/> Airfare	Minimum 10 weeks

Based on your selection(s) above: The longest amount of time it takes to get approval and make travel arrangements will become your deadline to complete and submit all the travel forms provided in STEP 2.

For example: If for your travel you need registrations (5 weeks), food (3 weeks), and airfare (10 weeks), your deadline to submit all the forms in STEP 3 will be 10 weeks prior to travel (go with the longest time frame).

Based on your selection(s) above, your deadline for all travel forms is: _____ weeks prior to travel.

While exceptions may be made for extraordinary circumstances on a case-by-case basis. These timelines are to ensure a smooth and successful funding request and field trip process.



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STEP 2: COMPLETE THE A.S. PROPOSAL FORM	
<p>A.S. Proposal Form can be found on A.S. Forms and Documents webpage</p> <p>***A.S. Proposals Deadline is Wednesday at 2:00 PM to be considered for A.S. Activities and A.S. Finance meeting the following week</p>	<p>Select Field Trip and complete the questions prompted by the form</p> <p>The following forms are required with your A.S. Proposal:</p> <p>A.S. Proposal Forms and Materials:</p> <ol style="list-style-type: none"> 1. A completed Proposal Signature Form – department proposals are not required to complete this step. 2. Supporting materials such as: <ol style="list-style-type: none"> a. Budget Breakdown (if funding is being requested) b. Relevant information about trip (activity, venue, airfare quotes, conference website, etc.) – anything that will help A.S. understand your request <p>Field Trip Forms:</p> <p>We recommend these forms be completed with the proposal. However, if you need time to recruit students after a decision is made, please account for the 7-10 days required for our office to do student verification checks and submit to risk management.</p> <ol style="list-style-type: none"> 1. Individual Form or Day Trip Form 2. Advisor's Field Trip Responsibility Form 3. Field Trip Club Roster <p>*See Field Trip Form to do list for more information</p>
STEP 3: WHAT TO EXPECT AFTER SUBMISSION	
<p>A.S. Proposal Timeline</p>	<p>After successful submission, your proposal will be reviewed by the Associated Students.</p> <p><u>A.S. Proposals for field trips that need no funding:</u></p> <ol style="list-style-type: none"> 1. Attend A.S. Activities Meeting <ol style="list-style-type: none"> a. Tuesdays at 10 AM (Zoom) 2. If approved, you are good to go upon submission of all required field trip forms by the specified deadline <p>-----</p> <p><u>A.S. Proposals for field trips that require funding:</u></p> <ol style="list-style-type: none"> 3. Attend A.S. Activities Meeting <ol style="list-style-type: none"> a. Tuesdays at 10 AM (Zoom) <p><u>If approved at A.S. Activities →</u></p> <ol style="list-style-type: none"> 4. Attend A.S. Finance Meeting <ol style="list-style-type: none"> a. Wednesdays at 11 AM (Hybrid) <p><u>If approved at A.S. Finance →</u></p> <ol style="list-style-type: none"> 5. Attend A.S. Board Meeting for final consideration <ol style="list-style-type: none"> a. Following Monday at 3 PM (Hybrid) 6. If approved, you are good to go upon submission of all required field trip forms by the specified deadline
<p>To access approved funding</p>	<p>Visit the A.S. website to find information on A.S. Request Forms</p>