

**Academic Affairs**

1 **BP 4300 FIELD TRIPS AND EXCURSIONS**

2 **Reference:**

3 Title 5, Section 55220;  
4 Government Code Section 11139.8

5 The President/Superintendent shall establish procedures that regulate the use of District  
6 funds for student travel and attendance at conferences and other activities that are  
7 performed as a class assignment or co-curricular activity.

8 The District may pay for expenses of students participating in a field trip or excursion with  
9 auxiliary, grant, or categorical program funds if the funds are used consistently with the  
10 funding source. The expenses of instructors, chaperones, and other personnel traveling  
11 with students may also be paid from District funds.

12 No student shall be prevented from making the course-required field trip or excursion  
13 because of a lack of funds. No group shall be authorized to take a field trip or excursion  
14 if any student who is a member of such an identifiable group will be excluded from  
15 participation in the field trip or excursion because of a lack of sufficient funds.

16 When away from campus on college-sponsored travel, students and staff shall at all times  
17 adhere to the standards of conduct applicable to conduct on campus.

18 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Adopted: August 15, 2007**  
**Date Revised: February 20, 2008**  
**Date Reviewed: January 16, 2019**