

# Chaffey Community College District TRAVEL AND CONFERENCE REQUEST

1 Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Dept/Office: \_\_\_\_\_  
 2 To attend: \_\_\_\_\_  
 \_\_\_\_\_  
 (City/State)  
 3 From: \_\_\_\_\_ Thru: \_\_\_\_\_  
 4 Reason for Attending: \_\_\_\_\_  
 \_\_\_\_\_  
 5 Mode of Transportation: \_\_\_\_\_  
 6 Auto Insurance Company Name: \_\_\_\_\_  
(Complete if personal vehicle is used for transportation, and attach a copy of insurance card)  
 7 Signature/Date: \_\_\_\_\_  
 8 Supervisor/Date: \_\_\_\_\_  
 9 Sr. Administrator/Date: \_\_\_\_\_  
 10 Superintendent/President or Designee: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>11 COST ESTIMATE:</b>		District Prepay
Registration Fees	\$ _____	\$ _____
Lodging		
(Including Tax & Surcharge)	\$ _____	\$ _____
Confirmation No.		
Transportation (Airfare)	\$ _____	\$ _____
Transportation (Car Rental)	\$ _____	
Parking/Baggage	\$ _____	
Mileage	\$ _____	
Meals	\$ _____	
<b>12 TOTAL</b>	<b>\$ _____</b>	
<b>13 Substitute Required: Yes _____ No _____ Hrs. _____</b>		
<b>14</b>	Account No.(s)	Amount
		Signature
<b>15 APPROVED ESTIMATED EXPENSE:</b>		\$ _____

**Approval and Authorization**

Request is hereby granted. Payment of claim is authorized to extent that audit shows expenses incurred and supported in accord with sections 72423 and 87032 of the Education Code and Chaffey Community College District Board Policies.

**ITEMIZE EXPENSES BELOW (INCLUDING PREPAYMENTS) AFTER TRAVEL IS COMPLETED**

1 Date	2 Meals			*Transportation	*Hotel	*Other expense receipt required		3 Daily Total
	B	L	D			Other	Mileage	

5 Less amount advanced [enter warrant number(s) and amount(s)]: # _____ \$ _____ # _____ \$ _____ # _____ \$ _____ Explanation of other expense(s): _____	4 Subtotal: _____ 6 Prepayment Total: _____ 7 Reimbursement Total: _____
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I declare under penalty of perjury that the above information is true and correct.  8 Signature: _____	If reimbursement request exceeds approved estimate, Administrator must sign below.  Administrator: _____
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\*Receipts must be attached for all expenditures except meals.

**Accounting Services Use Only**