

San Luis Obispo County Community College District
Conference Request/Travel Reimbursement Form

NAME		BANNER ID#							
MAILING ADDRESS		CITY	STATE						
TITLE OF ACTIVITY		LOCATION							
PURPOSE OF TRAVEL (ATTACH ADDITIONAL PAGES, IF NEEDED)									
ACTIVITY DATE(S)	DATE(S) AWAY FROM SITE	DEPARTMENT							
EMPLOYEE SIGNATURE (sign prior to travel)		DATE	PHONE# or EXTENSION						
Advance Request									
Payable to:	Address:								
		Amount:	Date Needed:						
PRE-EVENT APPROVAL									
Approvals: I find that the proposed travel meets the requirements of District policy and is consistent with the scheduling of any conference or training session to be attended.									
DIVISION CHAIR/DIRECTOR	DATE								
DEAN	DATE	VICE PRESIDENT/PRESIDENT	DATE						
EXPENSE DETAIL (COMPLETE ACTUALS AFTER TRAVEL)									
ITEM	EST. COST	Sun.____	Mon.____	Tue.____	Wed.____	Thu.____	Fri.____	Sat.____	TOTAL
CONFERENCE REGISTRATION/FEES									
LODGING									
TRANSPORTATION EXPENSE: AIRFARE, RENTAL CAR									
MILEAGE #	\$ -								
OTHER TRAVEL EXPENSES TAXI, PARKING, ETC.									
MEALS ALLOWANCE: BREAKFAST (\$22)									-
LUNCH (\$23)									-
DINNER (\$36)									-
INCIDENTALS (\$5)									-
TOTAL:	-	-	-	-	-	-	-	-	-
I hereby certify under penalty of perjury that:									
1. I departed at ____ am/pm on ____/____/____ and returned at ____ am/pm on ____/____/____.									
2. The above is an accurate accounting of my incurred expenses while in travel status.									
3. The expenses claimed are not reimbursable to me or to the District from any other source.									
4. My personal vehicle used for district business has the minimum insurance requirements required by law under the State of California and I carry a valid driver's license (if applicable).									
LESS Amt Paid by Advance/CalCard: _____									
AMOUNT DUE TO EMPLOYEE _____									
* Total expense should not exceed Maximum \$ Allowed.									
I have attached the following receipts/documents to support my reimbursement:									
<ul style="list-style-type: none"> • Conference brochure or meeting agenda • Itemized lodging bill showing zero balance • Conference registration • Rental car, gasoline or mapped route for mileage • Parking, Taxi, other 									
(MEAL RECEIPTS NOT REQUIRED, AS OF 7/1/19, unless required by funding agency)									
(To be signed after expenses are itemized/authorized for payment.)									