

State Center Community College District

**TRAVEL OR CONFERENCE AUTHORIZATION REQUEST**

(Attached completed approved form to all prepaid items request and final reimbursement request)

NAME		ID#	PHONE OR EXT.	MAXIMUM AMT.
TITLE OF ACTIVITY		ACTIVITY DATE(S)		
DATES AWAY FROM SITE	LOCATION	If travel is out-of-state, I have confirmed the State is not on the travel banned list. Refer to AB1887 list on the <a href="http://www.cag.ca.gov/">California Attorney General Website</a>		<input type="checkbox"/> Yes <input type="checkbox"/> Except.
PURPOSE OF TRAVEL				

**TRAVEL DETAILS\***

TRANSPORTATION NEEDED	NAME OF LODGING/CONFIRMATION #	# OF DAYS AWAY FROM SITE	OTHER EXPS NEEDED
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**ESTIMATE COSTS**

BUDGET NUMBER	OTHER FUNDING SOURCE	OTHER FUNDING AMT. (Negative) \$		
TRANSPORTATION \$	LODGING \$	CONFERENCE \$	MEALS \$	OTHER \$
TOTAL ESTIMATE COSTS \$	EMPLOYEE'S SIGNATURE		DATE	
SCIP Transaction/PO # for Pre-paid Items				

**PRE-TRAVEL APPROVAL** I find that the proposed travel meets the requirements of District policy (AR 7400/Accounting Guidelines 7.0 Travel & Conference)

DEAN/SUPERVISOR	DATE	VP ADMIN. SERVICES	DATE
PRESIDENT/VICE CHANCELLOR	DATE	CHANCELLOR	DATE

(Required approvals: • out-of-state – President/Chancellor | • out-of-country – Board of Trustees)

**\*TRAVEL DETAILS:** Prior to completing this authorization form, the employee should receive verbal travel approval from their supervisor. The best rates are received when early reservations are made.

**Transportation Needed-** List type, i.e. airfare, rental car, personal car. Airfare estimates should include a screen shot of travel as of the date the employee has signed this form.

**Lodging -** Employees are encouraged reserve lodging in advance, when cancelation without penalty can be arranged.

**Meals-** Estimate purposes use the full day meal allowance of \$55.00 multiply by the number of days away from site. Actual reimbursement will be based on actual travel times.

**Other Expenses-** List other expenses needed, i.e. check bag, parking, fuel for rental car, etc.