

# College of the Sequoias

## Travel/Conference Request & Expense Report

**Budget to be Charged:**

- Admin. Travel
- Faculty Conference
  - 1st Conference
  - 2nd Conference
- Staff Development
- Other

Name \_\_\_\_\_ Banner ID @ \_\_\_\_\_

Conference Title \_\_\_\_\_

Date(s) \_\_\_\_\_ City \_\_\_\_\_

Other Staff Attending \_\_\_\_\_

Reason for Attending \_\_\_\_\_

TRAVEL REQUEST	Estimated Expense	Actual Expenditures (No Alcohol Beverages Included)						
		Date	Date	Date	Date	Date	Date	Total
Meals:								
Breakfast								
Lunch								
Dinner								
<b>(a) SUBTOTAL</b>								
Registration								
Lodging								
Mileage @ IRS								
Airfare								
Auto Rentals								
Taxi/Shuttles								
Parking								
Other (Explain)								
<b>(b) SUBTOTAL</b>								
<b>TOTAL (a + b)</b>								

Insurance Requirements: All members of the Board of Trustees and District employees who are required to use their private automobiles for District business shall carry personal automobile liability insurance of \$100,000 Combined Single Limit or not less than \$100,000 Per Person/ \$300,000 Per Accident and property/damage insurance of not less than \$50,000. (J.P.A. Board Action May 21, 1992). Signing this form indicates that you fully understand and comply with the insurance requirements:

<p style="text-align: center;">Signature of Employee _____ Date _____</p> <p style="text-align: center;"><b>Approval for Travel:</b></p> <p><input type="checkbox"/> Grant or Other Funding (specify) _____</p> <p><input type="checkbox"/> Grant/Other Approval: _____</p> <p style="text-align: right; margin-right: 50px;">Sign &amp; Date if approved</p> <p style="text-align: right; margin-right: 50px;">_____ Division Chair/Supervisor</p> <p style="text-align: right; margin-right: 50px;">_____ Date Dean or Associate Dean</p> <p style="text-align: right; margin-right: 50px;">_____ Date Vice President or President</p> <p style="text-align: right; margin-right: 50px;">_____ Date</p>	<p style="text-align: center;">Signature of Employee _____ Date _____</p> <p style="text-align: center;"><b>Approval for Expenses:</b></p> <p>(Conference program, receipts for lodging, registration, transportation, meals and other allowable expenses must be attached to receive reimbursement.)</p> <p><input type="checkbox"/> Grant/Other Approval: _____</p> <p style="text-align: right; margin-right: 50px;">Sign &amp; Date if approved</p> <p style="text-align: right; margin-right: 50px;">_____ Division Chair/Supervisor</p> <p style="text-align: right; margin-right: 50px;">_____ Date Dean or Associate Dean</p> <p style="text-align: right; margin-right: 50px;">_____ Date Vice President or President</p> <p style="text-align: right; margin-right: 50px;">_____ Date</p>
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Charge to Budget # \_\_\_\_\_ Amount \_\_\_\_\_

Fund \_\_\_\_\_ Organization \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

Charge to Budget # \_\_\_\_\_ Amount \_\_\_\_\_

Fund \_\_\_\_\_ Organization \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

## Travel Conference Expense Form Instructions

1. Fill out the Travel/Conference Request Form as far in advance of travel as feasible. In the "Estimated Expense" column, list the foreseeable expenses for the listed items.
  - a. Reimbursement for meals will cap at \$50 per day.
  - b. Mileage/Travel Reimbursement: The use of a District vehicle or gas card requires a separate Transportation Request form. **Using a District gas card is preferred over requesting mileage reimbursement when traveling 75 miles or further one-way.**
2. Specify the appropriate grant or other funding source. Be sure to specify if funding will come from the Faculty Conference Fund where applicable.
3. Sign and date in the "Approval for Travel" box.
4. Submit the Request form and a Conference Flier to your Division Chair (faculty) or to your supervisor (staff) who will initiate the approval process. You will receive the form back after all signatures have been applied and the conference is approved or denied.
5. If approved, attend the conference.
6. After returning from the conference, fill in the actual expenditures and attach receipts for all expenditures. Meal expenses are not per diem, actual expenses must be recorded (**original itemized receipts required**). Recognize that the maximum reimbursement for the total of all meals each day will be \$50 (AP 7400). Include a copy of the conference agenda or program. Sign and date in the "Approved for Expenses" box.

For Faculty: Travel/Conference requests and expense reimbursements are covered by the COSTA Master Agreement, Article XV, and AP 7400. Faculty are entitled to attend up to two conferences per year. Reimbursement for the first conference paid out of the Faculty Conference fund is guaranteed at \$200, but additional reimbursement is possible. Second conferences are not guaranteed to be reimbursed. Final reimbursement beyond the initial \$200 depends upon adequate funding at year's end.

1. Submit the form to your Division Chair by June 1, who will initiate the reimbursement process:
  - a. First conferences from the Faculty Conference Fund receive an immediate \$200 reimbursement, the balance to be reimbursed at the end of the academic year, subject to adequate funding
  - b. Second conferences from the Faculty Conference Fund receive no immediate reimbursement, the balance to be reimbursed as noted directly above.