

CONFERENCE ATTENDANCE APPROVAL

This form must be submitted to Division Dean for Approval: 7 days before In-State Conference or 21 Days before Out-Of-State Conference.
To be submitted for conferences NOT requiring an advance.

Name _____ Date _____

Title or Purpose of Conference _____

Location (City, State) _____

Dates of Conference _____

School Days Involved _____

If applicable, have you applied for Professional Development for conference or replacement costs? _____

Substitute required? _____ Substitute Name _____

Estimated Expenses

Transportation (check applicable mode)

* _____ Common Carrier \$ _____

_____ Personal Car (51.0 cents per mile) \$ _____

* Lodging \$ _____

* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS) \$ _____

* Conference Registration Fees \$ _____

* Shuttle/Bus/Taxi fares to and from terminals \$ _____

* Miscellaneous \$ _____
(bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)

* Car Rental (prior approval required) \$ _____

TOTAL ESTIMATED EXPENSE \$ _____

Budget account(s) to be charged _____ \$ _____

Professional Development, if applicable _____ \$ _____

(If this is not Professional Development, please indicate benefits to the College on back)

* Receipts will be required for reimbursement after conference

Administrative Approval

Dean _____

Vice President _____

President _____

(Required for Out-Of-State travel)

Rules and Regulations

1. Transportation (Primary: to and from destination area)

Common carrier or personal car. If the former, reimbursement will not exceed lowest economy airfare, where applicable. If the latter, payment will be allowed at the rate of 37.5¢ per mile for round-trip distances of 250 miles or less; reimbursement for round-trip distances of more than 250 miles will not exceed lowest economy airfare, except in authorized instances when two or more District employees travel in one car or when no convenient common carrier transportation is available.

2. Transportation (secondary: in destination area)

3. Meals

Payment will be allowed on the basis of actual cost, but not to exceed \$55.00 per day. Receipts are required. If no receipts are submitted the maximum meal allowance will be \$40.00.

Notes

1. The District "Statement of Conference Expense," with all receipts attached, must be submitted immediately upon return from the conference in order to receive reimbursement promptly.
2. If an advance is desired, the District "Request Conference Advance" must be completed for administrative approval three weeks prior to the conference.
3. This form will be returned to you after it has been approved by Administrators. Please submit it with statement of conference expense along with all receipts in order to receive reimbursement.

Comments

(Comments are not needed if this is Professional Development)

Benefits to College or District