

INSTRUCTIONS FOR COMPLETING TRAVEL REQUEST/EXPENSE FORM
(See Procedure 1000 for complete details.)

1. Requestor completes the upper portion of form down to the Account Number box. The entire form is submitted, along with a conference/workshop/meeting brochure, to his/her administrator.
2. Division administrator fills in account number(s) and amount(s) applicable to that division, then signs and dates the form. If funds outside the division will be requested, the form is submitted to the appropriate administrator for account number, amount, signature and date. The entire form is then submitted to the Area Vice President*.
3. If request is approved, Area Vice President signs and dates the form. After obtaining approval from the President or Board of Trustees, Area Vice President fills in the date of approval and forwards the entire form to the requesting division.
4. After returning from the conference, the requestor completes the claim portion down to and including the "Employee Signature" and "Date", then submits the entire form to the division administrator.
 - a. The claim for reimbursement should be filed with Accounting Office NO LATER THAN TEN (10) CALENDAR DAYS following the conference/workshop/meeting.
 - b. Attachments must include the conference/workshop/meeting brochure and receipts for lodging, registration, commercial transportation and any other authorized additional expenses, other than those noted as not requiring receipts.
 - c. Any expenses prepaid by the College must be included in the expense grid. The total prepayments must then be deducted from the "Total Expenses" amount. The entry on the "net Due Employee" line must be equal to or less than the amount that was originally approved.
5. The division administrator fill in the account number(s) and amount(s) in the last box, then signs and dates the approval line near the bottom of the form. The entire form with attachments is submitted to the Accounting Office for processing.
6. After the account has been verified, Accounts Payable will process the warrant as soon as possible and forward it to the division office, along with the canary and pink copies of the form.
7. The division office gives the warrant for reimbursement and pink copy to the requestor.

**Note: If total estimated travel expenses do no exceed \$1,000 per person and travel is within the State of California, VP approval is not required. The signature of the authorizing administrator is sufficient.*