

Necessary Attachments for Spend Authorization to be Completed

If you are requesting reimbursement for the following:

SEND ALL ATTACHMENTS AS PDF	
Lodging including tax	Hotel estimate
Registration	Conference Registration page
Airfare	Airfare estimate
Car Rental	Car rental estimate
Parking	Hotel Parking information page
Per Diem	Agenda for Conference
Mileage	Map from Valley College or home address whichever is closer

