

I have read and understand SBCCD Administrative Procedure 7400 (<https://sbccd.edu/ap-7400-travel>).

Conference literature is attached.

SECTION A – TRAVEL/CONFERENCE REQUEST

1) Employee Name (if students are travelling, attach list of names and IDs)		2) Site & Department	
3) Agency Sponsoring Conference		4) Conference Name	
7) Conference Date(s)	Start	End	8) Travel Date(s)
			Start
			End
			9) # of Paid Substitute Hours (if any)
10) Purpose and value of travel/conference to SBCCD			

11a) Location	City	State/Country	11b) Check "✓" if traveling outside the contiguous US. Provide prior Board approval date in box 17). <input type="checkbox"/>
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12) For Expenses During the Conference Related to Meals & Incidentals (choose one)

I choose to be reimbursed at the per diem rate; I will not use a CalCard for these expenses and no receipts will be required.

I choose to use my CalCard for these expenses; I will provide itemized receipts and will limit spending to the per diem rate.

Meals are not reimbursable if provided at conference or event. SBCCD uses per diem rates for San Francisco area as established by GSA (www.gsa.gov/perdiem) for all days of business travel. Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

13a) Travel Cost Estimate				14) Total Estimate (total columns 13b), 13c) and 13d)	
Lodging Nightly Rate	13b) Paid by Employee	13c) Paid by CalCard	13d) Paid by SBCCD Check	\$	
\$				15) Budget Account(s)	
Total Lodging (with tax & surcharge)	\$	\$	\$		\$
Registration	\$	\$	\$		\$
Airfare	\$	\$	\$		\$
Car Rental	\$	\$			\$
Other Transportation	\$	\$		16) Unreimbursed Employee Cost	\$
Parking/Baggage	\$	\$		17) Prior Board Approval Date: (if total estimate is over \$5,000 and/or travel is outside the contiguous United States)	
Per Diem Meals & Incidentals	\$	\$			
# of Miles x IRS Rate	\$	\$			
Subtotals	\$	\$	\$		

18a) Purchasing Requisition or Purchase Order Numbers (as necessary)	18b) Employee PR/PO #	18c) US Bank PR/PO #	18d) Registration PR/PO #	18e) Lodging PR/PO #
	\$	\$	\$	\$

19) Signature of Employee & Date

20) Signature of Administration for Special Approval Funding & Date (if required)

21) Signature of Appropriate Administrator Approving Travel & Date (Employee travel must be approved by supervisor; student travel by the College President; and Chancellor travel by the Board Chair)

22) Whenever travel is appropriately authorized and costs are incurred, a claim must be filed showing in detail all actual expenditures. The claim must be submitted with all required claim support, including:

- Conference literature; and
- Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

The traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle. **Claims must be filed within thirty (30) calendar days after return from travel.** Claims submitted after 30 calendar days may be denied. Claims must be filed within the travel fiscal year to be accepted.

Signature of Employee & Date