## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CONFERENCE REQUEST CLAIM COMPLETE THIS FORM BEFORE ATTENDING ( SEE INSTRUCTION ON BACK)

	E	mployee Name			Employee No		Request Date
Accounts Numbers:			Dept/Location:		/	Tel. No.:	
PARTI: REQUEST	FOR APPRO	VAL/APPROVED ES	STIMATED EXPENSES				
					/		
		Title of Conference	ence/Seminar			Dates of A	tendance/Travel
			/				
Priofly parrata pur	•	(City/State)	d benefits to District:		Sponsoring	Organizatio	า
			d benefits to district.				
			·		Requesto	r's Signature	
Transportation \$ Meal \$					APPROVED ESTIMA		
				( to be completed by administrator)  TOTAL APPROVED ESTIMATED EXPENSES			
				101	\$	IWATED EXIT	11020
Lodging \$							
		TOTAL: \$					
					Signature of Admi	nistrator/Manage	r
Date of Board App	proval (if require	 ed)	Signature of Chancell	or, Vice Chancel	lor or President		Date
		,E5 (submit requisition	and 2 photocopies - see instr	uctions)			
1) Transportation	_					_ \$	
<ol> <li>Registration F</li> </ol>	-					_ \$_	
3) Lodging (paye	_					_	
4) (Cash Advance	- 109/04/						
TOTAL ADVAI	NCE: must not e		Approved Estimated Expense		accounts Payable aft	\$er attendance)	
PART III: ACTUAL	NCE: must not e	PORT/CLAIM FOR I	REIMBURSEMENT (comple	ete and submit to A	accounts Payable aft		
TOTAL ADVA	NCE: must not e	PORT/CLAIM FOR I	REIMBURSEMENT (comple	Rail	Bus	1. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e	NCE: must not e  EXPENSE REF  In (attach receivexceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (complete place) Air to (odometer readings)	Rail	Bus	1. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F	EXPENSE REF in (attach receivexceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto (odometer readings	Rail	Bus¢	1. \$ = \$ 2. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)	EXPENSE REF in (attach receivexceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto(odometer readings TOTAL MILES	Rail	Bus¢	1. \$ = \$ 2. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)	EXPENSE REF in (attach receipt/exceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto(odometer readings TOTAL MILES	Rail	Bus	1. \$ = \$ 2. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)	EXPENSE REF in (attach receipt/exceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto(odometer readings TOTAL MILES	Rail	Bus	1. \$ = \$ 2. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)	EXPENSE REF in (attach receipt/exceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto(odometer readings TOTAL MILES	Rail	Bus	1. \$ = \$ 2. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)	EXPENSE REF in (attach receipt/exceed plane f	PORT/CLAIM FOR I	REIMBURSEMENT (compleAirto(odometer readings TOTAL MILES	Rail	Bus	1. \$ = \$ 2. \$ 3. \$	
TOTAL ADVAIDANT TOTAL ADVAIDANT TOTAL ADVAIDANT TOTAL ADVAIDANT TOTAL ACTUAL  1) Transportation Auto: (not to expect to the control of the co	NCE: must not e  EXPENSE REF In (attach receipt/exceed plane f  Fee (attach receipt/exceed)  Date	PORT/CLAIM FOR I	REIMBURSEMENT (complete	Rail Dinner	Bus  * *¢	1. \$ = \$ 2. \$ 3. \$ 6. 4. \$	
TOTAL ADVAL  PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack 4) Meals  5) Other Expense	NCE: must not e  EXPENSE REF In (attach receipt/exceed plane f  Fee (attach receipt/exceed)  Date	PORT/CLAIM FOR I	REIMBURSEMENT (complete	Rail Dinner	Bus  * *¢	1. \$ = \$ 2. \$ 3. \$ 6. 4. \$	
TOTAL ADVAI  PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack 4) Meals	NCE: must not e  EXPENSE REF In (attach receipt/exceed plane f  Fee (attach receipt/exceed)  Date	PORT/CLAIM FOR I	REIMBURSEMENT (complete	Rail Dinner	Bus  * *¢	1. \$ = \$ 2. \$ 3. \$ 6. 4. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)  4) Meals  5) Other Expense (Itemize and	NCE: must not e  EXPENSE REF In (attach receipt/exceed plane f  Fee (attach receipt/exceed)  Date	PORT/CLAIM FOR I	REIMBURSEMENT (complete	Rail Dinner	Bus  * *¢	1. \$ = \$ 2. \$ 3. \$ 	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack 4) Meals  5) Other Expense (Itemize and attach receipts)	NCE: must not e  EXPENSE REF In (attach receivexceed plane f  Fee (attach receipt/exceixch receipt/exceixceed)  Date  es \$	PORT/CLAIM FOR I	REIMBURSEMENT (complete	Rail Dinner  TOTAL	Bus¢	1. \$ = \$ 2. \$ 3. \$  E 5. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)  4) Meals  5) Other Expense (Itemize and attach receipts)	EXPENSE REF In (attach receipt/exceed plane f Tee (attach receipt/exceed plane)  Date  Date  DATAL EXPENSE	PORT/CLAIM FOR I	REIMBURSEMENT (complete Air to (codometer readings)  TOTAL MILES (codometer readings)  Dearking) (codometer readings)  Lunch (codometer readings)  Parking (codometer readings)  Section (codometer readings)  Parking (codometer readings)  Parking (codometer readings)	Rail Dinner  TOTAL	TOTAL MEALS	1. \$ = \$ 2. \$ 3. \$  6. 4. \$  E 5. \$ \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack 4) Meals  5) Other Expense (Itemize and attach receipts)	EXPENSE REF In (attach receipt/exceed plane f Tee (attach receipt/exceed plane)  Date  Date  DATAL EXPENSE	PORT/CLAIM FOR I	REIMBURSEMENT (complete Air to (codometer readings TOTAL MILES (codometer) to (codometer readings TOTAL MILES (codometer) to (codometer readings TOTAL MILES (codometer) to	Pate and submit to A Rail  Dinner  TOTAL	TOTAL MEALS  OTHER EXPENS	1. \$ = \$ 2. \$ 3. \$  5. 4. \$  E 5. \$ 6. \$	
PART III: ACTUAL  1) Transportation Auto: (not to e)  2) Registration F  3) Lodging (attack)  4) Meals  5) Other Expense (Itemize and attach receipts)  TO  6) Less Advances	EXPENSE REF In (attach receipt/exceed plane f Tee (attach receipt/exceed plane)  Date  Date  DATAL EXPENSION: S: (see PART	PORT/CLAIM FOR I	REIMBURSEMENT (complete Air to (codometer readings TOTAL MILES (codometer) to (codometer readings TOTAL MILES (codometer) to (codometer readings TOTAL MILES (codometer) to	Dinner  TOTAL  ances exceed Total Expenses exceed	TOTAL MEALS  TOTAL MEALS  OTHER EXPENS  al Expenses)/ eed Total Advances	1. \$ = \$ 2. \$ 3. \$  5. 4. \$  E 5. \$ 6. \$ 6. \$	

\*Calendar year 2008 mileage rate \*Effective Date: 01/08