



## **DOCUMENTATION OF BUSINESS NECESSITY AND ADVANCE APPROVAL**

The documentation of business necessity and approval is required when:

- Transportation expenses are not the lowest economical and class roundtrip
- Lodging for conferences within 50 miles of the District Office or College site
- Lodging expenses for the night before or the night after the conference ends
- Any other expenses that are not specifically addressed in AR 7400

Please document your business necessity below if required:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Chancellor/Vice Chancellor/President Signature

\_\_\_\_\_  
Signature Date