



OHLONE COMMUNITY COLLEGE DISTRICT
TRAVEL/CONFERENCE/COURSE AUTHORIZATION FORM

(Submit a signed form to the Business Office a minimum of 10 working days prior to registration deadline; 21 days for out-of-state travel.)

Conference/Event: _____

Place: _____ Contact Phone Number: _____

Date(s): _____ Registration Deadline: _____

College days involved: _____

List how this absence will affect your work schedule, classes to be missed and coverage details

[Empty box for listing work schedule and coverage details]

Estimated costs to District:

Registration Fee: \$ _____

Transportation:

Air \$ _____

Auto (est. miles) _____ x \$0.50/mile \$ _____

Other (specify): _____ \$ _____

Total Transportation: \$ _____

Lodging (including tax) \$ _____

Meals: (Breakfast \$10.00 Lunch \$15.00 Dinner \$30.00 \$ _____

unless specified as part of the conference) (THIS IS NOT A PER DIEM AMOUNT AND DOES NOT INCLUDE ANY ALCOHOLIC BEVERAGES. YOU MUST HAVE ITEMIZED RECEIPTS FOR ALL OF YOUR MEALS.)

TOTAL ESTIMATED COSTS (Attach Conference Announcement Materials) \$ _____

Conference registration, airline tickets and hotel accommodations to be paid for by the District MUST BE SUBMITTED TO THE BUSINESS OFFICE ON INDIVIDUAL OR SEPARATE REQUISITION FORMS. SUBMIT RECEIPTS AND A COPY OF THE AUTHORIZATION FORM TO THE BUSINESS OFFICE ALONG WITH YOUR CLAIM FOR REIMBURSEMENT. IF FOR STAFF DEVELOPMENT, SEND TO STAFF DEVELOPMENT COORDINATOR

Attendee's Name (Print or Type) _____ Colleague ID: _____

Signature: _____ Date: _____

Funds are budgeted: [] YES [] NO Budget No: _____

[] Approved [] Not Approved

Division Dean/Director/Vice President/President _____ Date _____

Staff Development Coordinator (If applicable) _____ Date _____

Budget No.: _____

Vice President (Out-of-State Travel) _____ Date _____

Maximum Amount Approved: _____

President (Out-of-State Travel) _____ Date _____

Original to Conference Attendee
Copy to Budget Mgr.
Copy to Mgr. Staff Development (if applicable)
Copy to be attached to Reimbursement Claim