



Pasadena Area Community College District Request For Board Authorization For Conference / Business Meeting Attendance

(One Traveler Per Request)

Conference Request Forms Are To Be Submitted To Business Services (C-202) No Later Than Ten Days Prior To Board Of Trustees Meetings For Board Approval Prior To Date Of Conference

Name of Attendee:

Phone Ext.

Room:

Date(s) of Conference:

Additional Travel Date(s):

Full Title of Conference/Meeting:

City and State:

Benefit of Conference/Meeting to College and You:

Substantiation Of Reimbursement Request

| | |
|---|----------------------|
| Local Conference Within a 50-Mile Radius of The College | Mileage rate: |
| Registration | |
| Personal Auto Mileage | Mile(s) |
| Parking | |
| Other | |
| Total Cost of Travel | |

Total Amount to be Board Reported

| |
|--|
| Distant Conference More Than 50 Miles From The College |
| Registration |
| Air (College Travel) |
| Personal Auto |
| not to exceed cost of air coach fare |
| Lodging |
| Meals (\$41/day) |
| Other parking |
| Other Workshops |
| Total Cost of Travel |

**Total Amount to be Board Reported
(including air fare)**

Number of classes to be missed:
How will these be covered? *(please check one)*

Substitute

Special Class Assignment

Other *(please explain, secondary page)*

EMP:

**Account
Number(s):**

**Cost Center
Name(s):**

Traveler's Signature

Date:

Approvals:

Cost Center Manager: _____

Budget Manager: _____

(Dean's signature required for faculty)

Budget Administrator: _____