



Cerritos Community College District Conference and Travel Request Form

A copy of a signed request form must be attached to a Conference and Travel Expense Claim.

PART I: EMPLOYEE INFORMATION

Employee Name:	_____	Job Title:	_____
Department:	_____	Extension:	_____
Form Completed by:	_____	Extension:	_____
Employee Type			
Full-Time Faculty	Classified/Confidential Employee	Management	
Part-Time Faculty	Board of Trustees		

PART II: CONFERENCE/WORKSHOP INFORMATION

Sponsoring Organization
(Spell out acronyms): _____

Name of Conference: _____ Req #: _____

Location (City and State): _____ Dates: _____

Briefly narrate purpose of
conference/workshop: _____

PART III: ESTIMATED EXPENSES

Registration	_____	Lodging	_____	Meals	_____
Airfare	_____	Taxi/Shuttle	_____	Vehicle Rental	_____
Mileage	_____	Parking	_____	Total Estimated Expenses	_____
Other	_____	Describe Other:	_____		

Accounts to be charged (required)

Account Number	Percentage	Not to Exceed \$
Example: 01.0-00000.0-00000-00000-5210-0000000		
_____	_____	_____

PART IV: APPROVAL AND AUTHORIZATION - I recommend approval of the above request. To the best of my knowledge, expenses will not exceed available funds.

Attendee:	_____	Signature:	_____	Date:	_____	
Immediate Manager:	_____	Signature:	_____	Date:	_____	
Vice President Signature:				_____	Date:	_____

- Forms submitted less than 30 days prior to travel will require approval by the President/Superintendent or designee.
- Travel with expenses exceeding \$1,000 requires approval by the President/Superintendent or designee before the travel event takes place.
- Travel outside the state of California but within the country, after obtaining approval from proper channels, requires approval by the President/Superintendent or designee before the travel event takes place.
- All travel outside the United States requires approval by the Board of Trustees before the travel event takes place.

Special Approval - President/Superintendent Signature: _____ Date: _____

Special Approval – Board of Trustees Meeting Date: _____

For more information, see [Board Policy 6900](#) and [Administrative Procedure 6900](#)