

Travel Request - Student Services			
Conference/Meeting/Seminar:			
Website (if available)			
Traveler:			
Dates:			
Destination City:			
Funding:	%	Budget string	
Travel Justification:			
<i>How will the college benefit from participation in the conference:</i>			
<i>Is there a virtual option:</i>			
<i>Why is attending in-person necessary:</i>			
		Miles	
Mileage:	\$0.76		\$ -
Hotel:			
Meals	\$	Qty:	
Breakfast	\$		\$ -
Lunch	\$		\$ -
Dinner	\$		\$ -
	Daily Rate	# of days	
Hotel Parking:			\$ -
Airport Parking			\$ -
Ground Transportation (car rental/ride-sharing service)			
Conference Registration			\$ -
Flight			\$ -

Important reminders:

Per AP5900: In-State Travel (or within 500 miles), requests for travel are to be submitted for approval at the earliest time possible, but no later than (10) days prior to travel date. Out of State (or beyond 500 miles), require college president's approval and Board of Trustees before the travel event takes place.

For **new travelers** who do not yet have a District-issued travel card, please allow an additional fifteen (15) business days following full travel approval for processing and issuance of an RCCD Bank of America Travel Card.

Total

Director:

Approved

Denied

Dean:

Approved

Denied

VPSS:

Approved

Denied