

SAMPLE**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****CONFERENCE REQUEST CLAIM**

COMPLETE THIS FORM BEFORE ATTENDING (SEE INSTRUCTION ON BACK)

JANE E. DOE /1000000 /03-10-2018

Employee Name

Employee No.

Request Date

Accounts Numbers: 12-2412-675000-30000-5210Dept/Location: ACCOUNTING / DOTel. No.: 714 - 480 - 7354**PART I : REQUEST FOR APPROVAL/APPROVED ESTIMATED EXPENSES**COMMUNITY COLLEGE GRANT WRITING CONFERENCE /4/5/2018 - 4/8/2018

Title of Conference/Seminar

Dates of Attendance/Travel

ORLANDO, FL /TEACHERS OF AMERICA ASSOCIATION

Location (City/State)

Sponsoring Organization

Briefly narrate purpose of Conference/Seminar and benefits to District:
LEARN HOW TO WRITE GRANTS TO FUND COURSES
IN SCIENCE FOR STUDENTS INTERESTED IN UNDERSEA CAREERS /

Requestor's Signature

ESTIMATE EXPENSES

Transportation	\$ <u>300.00</u>	Meal	\$ <u>240.00</u>
Registration	\$ <u>20.00</u>	Other	\$ <u>50.00</u>
Lodging	\$ <u>650.00</u>		
TOTAL: \$ <u>1,260.00</u>			

APPROVED ESTIMATED EXPENSE

(to be completed by administrator)

TOTAL APPROVED ESTIMATED EXPENSES

\$ 1,260.00

Signature of Administrator/Manager

Date of Board Approval (if required)

Signature of Chancellor, Vice Chancellor or President

Date

PART II: REQUEST FOR ADVANCES (submit requisition and 2 photocopies - see instructions)

(1) Transportation	<u>Air, Monorail, Bus & Car (Purchase Req # 44571)</u>	\$ <u>225.00</u>
(2) Registration Fee (payee)	<u>Teachers of America Asso. Florida Chapter (Purchase Req #40808)</u>	\$ <u>20.00</u>
(3) Lodging (payee)	<u>Disneyworld Grand Hotel (Purchase Req #40523)</u>	\$ <u>650.00</u>
(4) Cash Advance (payee)	<u>Jane E. Doe (Purchase Req #40415)</u>	\$ <u>50.00</u>
TOTAL ADVANCE: must not exceed 75% of Total Approved Estimated Expense		\$ <u>945.00</u>

PART III: ACTUAL EXPENSE REPORT/CLAIM FOR REIMBURSEMENT Complete & submit original Conf. Req. Claim Form to Accts Payable after attendance

(1) Transportation (attach receipt) \$ 250.00 Air \$ 15.00 Rail \$ 5.00 Bus 1. \$ 270.00
 Auto: (not to exceed plane fare) 2500 to 2548
 (odometer readings)

TOTAL MILES 48.0 x * \$ 0.58 = \$ 27.84(2) Registration Fee (attach receipt) 2. \$ 20.00(3) Lodging (attach receipt/exclude phone calls; parking) 3. \$ 605.00

(4) Meals

Date	Breakfast	Lunch	Dinner	TOTALS
04/05/16	\$ 10.00	\$ 20.00	\$ 30.00	\$ 60.00
04/06/16	\$ 10.00	\$ 20.00	\$ 30.00	\$ 60.00
04/07/16	\$ 10.00	\$ 20.00	\$ 30.00	\$ 60.00
04/08/15	\$ 10.00	\$ 20.00	\$ 30.00	\$ 60.00

TOTAL MEALS 4. \$ 240.00

(5) Other Expenses \$ 95.00 \$ 15.00
 (Itemize and attach receipts)
Grant Writing Basics Software (\$45) Grant Samples Textbook (\$15)
Parking (\$50)

TOTAL OTHER EXPENSE 5. \$ 110.00TOTAL EXPENSE (not to exceed Approved Estimated Amount) \$ 1,272.84(6) Less Advances: (see PART II) 6. \$ 945.00

AMOUNT DUE RSCCD (Total Advances exceed Total Expenses)/

AMOUNT DUE CLAIMANT (Total Expenses exceed Total Advances) \$ 327.84

I certify that the above are actual and necessary expenses incident to this conference and if mileage is being claimed hereon, I had at the time of the use of my private automobile such insurance as required by district rules and regulations for Public Liability and Property damage.

Signature of Claimant: _____ Signature of Direct Supervisor: _____ Date: _____