



**Peralta Community College District**  
333 East 8th St., Oakland, CA 94606

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MAR 31 2014

**TRAVEL REQUEST AND EXPENSE CLAIM**

**Part 1: Travel Request** (Complete and submit before attending conference.)

Please type or print and ensure all information is provided as omissions can delay processing.

**LANEY COLLEGE  
BUSINESS OFFICE**

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Peter Crabtree	Dean/PI	Career & Technical Ed.	Laney	510 464-3218

**Conference or other Travel Name** (Attach conference announcement, brochure, or other descriptive document.)

**Sustainable Building Operations workshop**

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Albuquerque	NM		3/27/2014	3/29/2014		3/26/2014	3/29/2014

**Purpose:** Conduct the Sustainable Building Operations workshop as the BEST PI.

**Estimated Expenses**

Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.

- Total lodging, meals & incidentals cannot exceed the total per diem rate for the destination times the number of working days. Incidentals cannot exceed \$25/day and do not require receipts. Exception: Lodging can be higher if sponsor's lowest hotel discounted rate is higher. See Instructions for additional details and restrictions.
- Per Diem Amount requested must be equal or less than maximum.
- Use "Google Maps" to determine mileage. Personal vehicle travel cannot exceed economy airfare.

Section A. Daily Per Diem Limits (Maximum Expenses Per Day)	Section B. Total \$ Each Day X Per Diem Days				
See Per Diem Rates Tab for amount to enter	Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days	\$ Each Day X Per Diem Days (Maximum Permitted)
	\$89	\$46	\$135	3	\$405

**Section C. Total Requested Expenditures for Conference**

Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel (Air/Train)	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request
Per Diem		\$405							\$405
Non- Per Diem				\$35	\$796		\$50	\$70	\$951
<b>Total (Not to Exceed Amount):</b>									<b>\$1,356</b>

**Funding**

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
	Registration				5205					
	Non-Local	5	11	552	5202	1	672700	1931	05	
	Local				5203					
	Membership				5301					

**Advance Payment Request**

- Must be submitted with designated approvals 15 working days prior to event.
- Advance payments are limited to registration plus 80% of the employee's remaining expenses.

Category	Payee on Check	Requisition Number	Amount
Registration			
Employee			

**Signatures and Approvals**

 Employee / Date 3/20/14	 Supervisor / Date	 President's Signature / Date 4-21-14
 Business Officer / Date 4/14/14	 Chancellor / Date 4-25-14	<b>Out of State Travel:</b> Board of Trustees Approval Date

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Peralta Community Colleges

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PRESIDENTS