



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

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.

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Hollie Hardy	Instructor	English	Berkeley City College	510-917-0919

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

Association of Writers and Writing Programs

City	State	Conference (Working) Dates <i>(Used to compute per diem days)</i>	Opening	Closing	Travel Dates <i>(See instructions tab)</i>	Depart	Return
Seattle	WA		2/26/2014	3/1/2014		2/26/2014	3/2/2014

Purpose: **To connect with and learn from authors, teachers, students, writing programs, literary centers, and publishers from across the nation in order to develop engaging curriculum to promote student success.**

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 <i>(Maximum Expenses Per Day)</i>			Section B. Total \$ Each Day X Per Diem Days		
See Per Diem Rates Tab for amount to enter	Lodging	Meals & Incidentals	Total \$ <i>(Per Day)</i>	Per Diem Days	\$ Each Day X Per Diem Days <i>(Maximum Permitted)</i>
	\$152	\$71	\$223	4	\$892

Section C. Total Requested Expenditures for Conference

Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel <i>(Air/Train)</i>	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request
Per Diem	\$892	\$380							\$380
Non- Per Diem			\$220 ✓						\$220
Total <i>(Not to Exceed Amount):</i>									\$600

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
	Registration	8	01	801	5205	1	660100	3102	02	gw 4/25/14
	Non-Local	8	01	801	5202	1	660100	3102	02	gw 4/25/14
	Local				5203					
	Membership	8	01	801	5301	1	660100	3102	02	gw 4/25/14

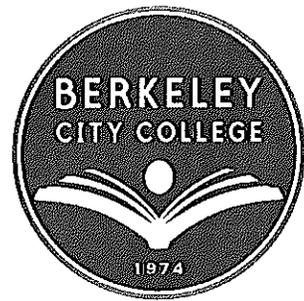
Advance Payment Request

- 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

<i>Hollie Hardy</i> 4/22/14 Employee / Date	<i>Lita G...</i> 4/22/14 Supervisor / Date	<i>D.F. Bod...</i> LC President's Signature / Date
<i>[Signature]</i> 4/29/14 Business Officer / Date	<i>[Signature]</i> 5.7.14 Chancellor / Date	Out of State Travel: Board of Trustees Approval Date



MEMORANDUM

To: Dr. José M. Ortiz, Chancellor, Peralta Community College District

From: Gabrielle Winer

Date: January 24, 2014

Re: Explanation of Non-Local Travel Request Delay

Please find attached a travel reimbursement request and claim for Hollie Hardy's travel to the upcoming Association of Writers and Writing Programs Conference and Bookfair in Seattle.

Thankfully, the cost of the travel is borne by Professional Development funds designated by the PFT.

Unfortunately, the forms were not submitted for prior approval because of unanticipated delays. The Professional Development funds have not been available for several years, and we are still working to establish protocols and processes at the college that result in more timely travel requests.

Thank you in advance for your review, and if acceptable, approval. Please do not hesitate to contact me with questions or concerns, gwiner@peralta.edu or 510-388-7324.

Gabrielle Winer
Professional Development Committee Chair
Berkeley City College