



## Laney College TRiO SSS

900 Fallon Street, Tower T212

Oakland, California 94607

Tel: (510) 464-3237

May 27, 2014

### MEMORANDUM

TO: Chancellor's Office, Peralta Community College District | Office of the President,  
Laney College

CC: Kathy T. Tran, Staff Services Specialist, Fiscal  
Mildred Lewis, Dean of Academic & Student Affairs, Community Leadership &  
Civic Engagement

FROM: Roxanne Rivas, Interim Director TRiO SSS

**SUBJECT: CommonBound Conference, Boston MA | Travel Request Forms; Justification  
Memo**

Dear Chancellor Ortiz and President Webb,

I am writing with regards to my travel request to attend an out-of-state conference June 6-8. The conference is CommonBound: Moving Together Toward A New Economy and it is being held at Northeastern University in Boston, Massachusetts.

I applied for a competitive scholarship to attend this conference on May 6<sup>th</sup> and did not hear back about my status until last night, May 26<sup>th</sup>. I have been awarded a scholarship covering registration fees and lodging (for two of the three nights). For this reason, I am submitting my travel request form late/outside the preferable 15-day prior to travel request policy. My apologies for this inconvenience.

Under the Department of Education's TRiO SSS grant which I manage on behalf of Laney College, I am allowed to attend one professional development conference of my choice, whether local or non-local. I choose to attend the CommonBound conference as it is directly related to my efforts at facilitating the development of Worker Owned Co-Operative curriculum under a partnership grant with the Sustainable Economies Law Center, the East Bay Community Law Center, and Project Equity.

Many thanks in advance for your support of my participation at this conference. Please do not hesitate to reach me with any questions or concerns. I am at your service.

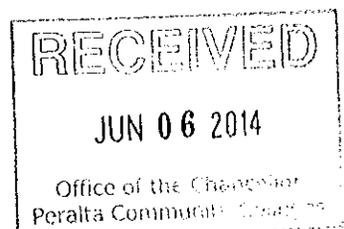
Yours truly,

*Roxanne Rivas*

Interim Director, TRiO SSS

510.464.3124

roxannerivas@peralta.edu



RECEIVED



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

Office of the Chancellor  
Peralta Community Colleges

RECEIVED  
MAY 28 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.

Employee Name Roxanne Rivas	Job Title Interim Director	Office / Department TRIO SSS	Location Laney College T216	Day Phone Number 510.464.3124
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Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.)

CommonBound/Moving Together Toward A New Economy

City Boston	State MA	Conference (Working) Dates (Used to compute per diem days)	Opening 6/6/2014	Closing 6/8/2014	Travel Dates (See instructions tab)	Depart 6/5/2014	Return 6/9/2014
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Purpose: To attend conference and help connect transformative strategies like cooperative ownership, land trusts, sustainable business, public finance, etc., to help facilitate the creation of a just, sustainable and democratic economy.

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)
	\$229 ✓	\$71 ✓	\$300	3	\$900

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	\$300	\$900							\$900
Non-Per Diem			\$0	\$0	\$508 ✓	\$0	\$62 ✓	\$30	\$600
<b>Total (Not to Exceed Amount):</b>									<b>\$1,500</b>

Funding

Source	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration				5205					
Non-Local	5	11	543	5202	1	640000	1123	0	
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: N/A	Receiving a scholarship to cover the cost of registration.		
Employee: Roxanne Rivas			1,200.00

Signatures and Approvals

Employee / Date <i>[Signature]</i> 5/27/14	Supervisor / Date <i>[Signature]</i> 5/28/14	President's Signature / Date <i>[Signature]</i> 6.6.14
Business Officer / Date <i>[Signature]</i> 5/30/14	Chancellor / Date <i>[Signature]</i> 6.6.14	Out of State Travel: Board of Trustees Approval Date