



Laney College
Office of Academic and Student Affairs

900 Fallon Street • Oakland, California 94607
Tel. (510) 464-3213 • Fax (510) 464-3231

www.peralta.edu

MEMORANDUM

July 23, 2014

TO: Lilia Cellhay, Vice President of Instruction

CC: Elñora T. Webb, Ph.D., Laney College President

FROM: Phoumy Sayavong, Interim Dean of Humanities, Social Science,
Applied Technology

SUBJECT: Travel cost for the LANA Conference

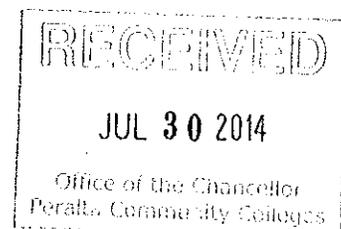
I will be representing Laney College at the Laotian American National Alliance's (LANA) Annual Conference in Atlanta, Georgia from July 31 to August 3, 2014. I will be speaking on a panel and participating in the different workshops and discussions.

The APASS program will be covering my travel costs, and I will share with APASS any information and skills that would be useful in working with local Laotian communities.

Because the 2015 APASS budget was loaded on July 8, 2014, we were unable to submit the travel request form ahead of the 15 workday period and submitted the request to the Vice President of Instruction's office on Thursday, July 10, 2014.

Sincerely,

Phoumy Sayavong, Ph.D.
Interim Dean of Humanities, Social Science and Applied Technology
Psayavong@peralta.edu 510-464-3215



JUL 28 2014

Peralta Community College District

333 East 8th St., Oakland, CA 94606

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JUL 30 2014

TRAVEL REQUEST AND EXPENSE CLAIM

Part 1: Travel Request (Complete and submit before attending conference.) Office of the Chancellor
Please type or print and ensure all information is provided as omissions can delay processing. Peralta Community College District

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Phoumy Sayavong	Interim Dean of Humaniti	Instruction & APASS	Laney College	510-464-3215

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

Laotian American National Alliance's *(LANA) "Next Generation Leadership: Creating Connections and Building Bridges"

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Atlanta	GA	7/31/2014	8/3/2014		7/31/2014	8/3/2014	

Purpose: Attend LANA's conference to learn about opportunities and strategies for underserved Southeast Asian communities.

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)
	\$79	\$56	\$135	4	\$540

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:	\$1,023	\$1,023							\$1,023
Non- Per Diem:	\$540	\$540	\$32	\$33	\$650		\$90		\$806
Total (Not to Exceed Amount):									\$1,829

Funding

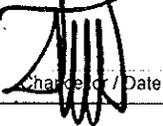
Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration				5205					
Non-Local	5	11	543	5202	1	672700	1122	00	
Local				5203					
Membership				5301					

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		
Employee Phoumy Sayavong			

Signatures and Approvals

 Employee / Date: 7/10/14	 Supervisor / Date: 7-15-14	 President's Signature / Date: 7/29-14
 Business Officer / Date: 7/17/14	 Charge Officer / Date:	Out of State Travel: Board of Trustees Approval Date

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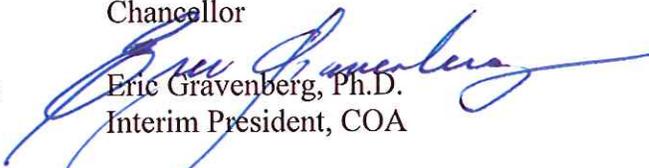
On behalf of D 11.11



OFFICE OF THE PRESIDENT

Date: July 15, 2014

To: José M. Ortiz, Ed.D.
Chancellor

From:  Eric Gravenberg, Ph.D.
Interim President, COA

RE: Travel Request



Three members of the College of Alameda (Char Perlas, Petural (PJ) Shelton, and Peter Ha) will be traveling to Seattle on July 20 – 22, 2014. The short notice of this travel precluded us from making the Board of trustees agenda for July 15, 2014. This will be a one-time anomaly. The request from Bay Ship & Yachts to travel to Seattle came to Dean Perlas the week of July 4, 2014, requesting that members from COA to accompany them to a meeting at Seattle Community College to determine if their Maritime Welding/Painting program (in joint partnership with Vigor Shipping <http://www.southseattle.edu/harbor-island-training-center/>) could be replicated as a partnership between COA and Bay Ship.

Should you have any questions regarding this travel, please do not hesitate to contact me for further details.



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JUL 21 2014

TRAVEL REQUEST AND EXPENSE CLAIM

Part 1: Travel Request (Complete and submit before attending conference)
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Office of the Chancellor
Peralta Community Colleges

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Charlene Perlas	Dean	Workforce Development	College of Alameda	

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

Meeting at South Seattle Community College and The Port of Seattle

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Seattle	WA		7/20/2014	7/22/2014		7/20/2014	7/22/2014

Purpose: Collaboration with S. Seattle Community College for developing programs, curriculum and industry partners

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)
	\$152	\$61	\$213	3	\$639

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	\$639	\$639							\$639
Non- Per Diem				\$67		\$300		\$50	\$417
Total (Not to Exceed Amount):									\$1,056

Funding

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration				5205					
Non-Local	2	11	255	5202	1	672700	1071	01	<i>[Signature]</i> 7.10.14
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

<i>[Signature]</i> 7.10.14 Employee / Date	<i>[Signature]</i> 7/10/14 Supervisor / Date	<i>[Signature]</i> 7/10/14 President's Signature / Date
<i>[Signature]</i> 7/10/14 Business Officer / Date	<i>[Signature]</i> 7.22.14 Chancellor / Date	Out of State Travel: Board of Trustees Approval Date

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TRAVEL REQUEST AND EXPENSE CLAIM

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Peralta Community Colleges
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Employee Name	Job Title	Office / Department	Location	Day Phone Number
Petural Shelton	Deputy Sector Navigator		College of Alameda	925 575-0484

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

Meeting at South Seattle Community College and The Port of Seattle

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Seattle	WA		7/20/2014	7/22/2014		7/20/2014	7/22/2014

Purpose: Function of Deputy Sector Navigator for developing programs, curriculum and industry partners

Estimated Expenses

Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.
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Per Diem	\$639	\$639							\$639
Non- Per Diem				\$67	\$475	\$50	\$50	\$50	\$692
Total (Not to Exceed Amount):									\$1,331

Funding

Source	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration				5205					
Non-Local	2	11	255	5202	1	672700	1071	01	<i>[Signature]</i> 7.10.14
Local				5203					
Membership				5301					

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Category	Payee on Check	Requisition Number	Amount
Registration			
Employee			

Signatures and Approvals

<i>[Signature]</i> 7.10.14 Employee / Date	<i>[Signature]</i> 7.10.14 Supervisor / Date	<i>[Signature]</i> 7/19/14 President's Signature / Date
<i>[Signature]</i> 7/10/14 Business Officer / Date	<i>[Signature]</i> 7.22.14 Chancellor / Date	Out of State Travel: Board of Trustees Approval Date

EVANIS B... is 10/14th ...



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Office of the Chancellor
Peralta Community Colleges

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Peter Ha	Instructor	DTEC	College of Alameda	

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

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Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel (Air/Train)	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request
Per Diem	\$639	\$639							\$639
Non- Per Diem				\$67	\$475				\$542
Total (Not to Exceed Amount):									\$1,181

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local					5202					
Local		2	11	255	5203	1	493012	1071	01	<i>[Signature]</i> 7-10-14
Membership					5301					

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Category	Payee on Check	Requisition Number	Amount
Registration			
Employee			

Signatures and Approvals

<i>[Signature]</i> 7-10-14 Employee / Date	<i>[Signature]</i> 7-10-14 Supervisor / Date	<i>[Signature]</i> 7/14/14 President's Signature / Date
<i>[Signature]</i> 7/10/14 Business Officer / Date	<i>[Signature]</i> 7-22-14 Chancellor / Date	Out of State Travel: Board of Trustees Approval Date

2015 Budget is with Carmen Fairley