

*Amended. 12/9/14*



**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.

<b>Employee Name</b>	<b>Job Title</b>	<b>Office / Department</b>	<b>Location</b>	<b>Day Phone Number</b>
Mary Beth Benvenuti	Director of Bus Srv & Ad	Business Office	COA	510-748-2211

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

Alliance User Conference PeopleSoft

<b>City</b>	<b>State</b>	<b>Conference (Working) Dates</b> (Used to compute per diem days)	<b>Opening</b>	<b>Closing</b>	<b>Travel Dates</b> (See instructions tab)	<b>Depart</b>	<b>Return</b>
Nashville	TN	3/14/2015 - 3/18/2015	3/14/2015	3/18/2015	3/14/2015 - 3/19/2015	3/14/2015	3/19/2015

**Purpose:** Update PeopleSoft skills. Meet with other PS users to share ideas that we may be able to use at PCCD.

**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.

<b>Section A. Daily Per Diem Limits (Maximum Expenses Per Day)</b>			<b>Section B. Total \$ Each Day X Per Diem Days</b>		
See Per Diem Rates Tab for amount to enter	<b>Lodging</b>	<b>Meals &amp; Incidentals</b>	<b>Total \$ (Per Day)</b>	<b>Per Diem Days</b>	<b>\$ Each Day X Per Diem Days (Maximum Permitted)</b>
	\$159	\$66	\$225	5	\$1,125

**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	\$1,125	\$1,125							\$1,125
Non- Per Diem			\$1,070	\$150	\$580	\$40	\$100	\$90	\$2,030
<b>Total (Not to Exceed Amount):</b>									<b>\$3,155</b>

**Funding**

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	2	01	231	5205	1	672000	0000	00	mbb 10/7/2014
Non-Local	2	01	231	5202	1	672000	0000	00	mbb 10/7/2014
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 Alliance 2015		TBD	1,070.00
Employee MaryBeth Benvenuti	ADVANCE AIRFARE ONLY	TBD	560.00

**Signatures and Approvals**

<i>Mary Beth Benvenuti</i> Employee / Date 11/13/14	<i>Eric L. ...</i> Supervisor / Date 11-20-14	<i>Eric L. ...</i> President's Signature / Date 11/13/14	Out of State Travel: Board of Trustees Approval Date
<i>Mary Beth Benvenuti</i> Business Officer / Date 11/13/14	<i>[Signature]</i> Chancellor / Date		

12/9/14



**Peralta Community College District**

333 East 8th St., Oakland, CA 94606

**RECEIVED**  
 NOV 25 2014  
 Office of the Chancellor  
 Peralta Community Colleges  
 Day Phone Number  
 510-466-7367

**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.*

<b>Employee Name</b> Karen Croley	<b>Job Title</b> Curriculum/Academic Ad	<b>Office / Department</b> District Office/Educational Services	<b>Location</b> District Office
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**Conference or other Travel Name** (Attach conference announcement, brochure, or other descriptive document.)

Alliance 2015-Alliance represents the largest meeting of the Higher Education & Public Service Sector users of Oracle Applications

<b>City</b> Nashville	<b>State</b> TN	<b>Conference (Working) Dates</b> (Used to compute per diem days) 3/15/2015	<b>Opening</b> 3/15/2015	<b>Closing</b> 3/18/2015	<b>Travel Dates</b> (See instructions tab)	<b>Depart</b> 3/15/2015	<b>Return</b> 3/18/2015
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**Purpose:** Attend Alliance 2015 conference for Higher Education & Public Services Sector users of Oracle Applications (PeopleSoft) Academic Advising track. Newly implemented module.

**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.

<b>Section A. Daily Per Diem Limits (Maximum Expenses Per Day)</b>	<b>Section B. Total \$ Each Day X Per Diem Days</b>										
See Per Diem Rates Tab for amount to enter	<table border="1"> <tr> <th>Lodging</th> <th>Meals &amp; Incidentals</th> <th>Total \$ (Per Day)</th> <th>Per Diem Days</th> <th>\$ Each Day X Per Diem Days (Maximum Permitted)</th> </tr> <tr> <td>\$199</td> <td>\$66</td> <td>\$265</td> <td>4</td> <td>\$1,060</td> </tr> </table>	Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days	\$ Each Day X Per Diem Days (Maximum Permitted)	\$199	\$66	\$265	4	\$1,060
Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days	\$ Each Day X Per Diem Days (Maximum Permitted)							
\$199	\$66	\$265	4	\$1,060							

**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	\$1,060	\$1,060							\$1,060
Non- Per Diem			\$775	\$99	\$1,065		\$50		\$1,989
<b>Total (Not to Exceed Amount):</b>									<b>\$3,049</b>

**Funding**

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration		1	01	123	5205	1	620100	0000	00	Adela E. Sullivan 11/21/14
Non-Local		1	01	123	5202	1	620100	0000	00	Adela E. Sullivan 11/21/14
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	Higher Education Users Group	2000088758	775.00
Employee	Karen L. Croley		1,800.00

**Signatures and Approvals**

 Employee / Date 11/21/14	 Supervisor / Date 11/21/14	President's Signature / Date
 Business Officer / Date 11/26/14	 Chancellor / Date 11.26.14	Out of State Travel: Board of Trustees Approval Date

12/9/14

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DEC 02 2014

**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.) Office of the Chancellor  
Please type or print and ensure all information is provided as omissions can delay processing. Peralta Community Colleges

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Dave Nguyen	FA Director	Financial Aid	District A&R	510 466 7358

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

HUEG Alliance Conference 2015

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Nashville	TN		3/15/2015	3/18/2015		3/15/2015	3/18/2015

Purpose: Alliance 2015- largest meeting of Higher Ed & Public Sector users of PeopleSoft applications

**Estimated Expenses**

Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.  
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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)
	\$199	\$66	\$265	4	\$1,060

**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	\$1,060	\$1,060							\$1,060
Non- Per Diem			\$775	\$99	\$1,065		\$50		\$1,989
<b>Total (Not to Exceed Amount):</b>									<b>\$3,049</b>

**Funding**

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	1	01	415	5205	1	646000	0000	00	Adela E. Sullivan 11/21/14
Non-Local	1	01	415	5202	1	646000	0000	00	Adela E. Sullivan 11/21/14
Local				5203					
Membership				5301					

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Category	Payee on Check	Requisition Number	Amount
Registration	Higher Education Users Group		775.00
Employee	Dave Nguyen		\$ 1860.00

**Signatures and Approvals**

[Signature] for DAVE NGUYEN  
 Employee / Date: 11/21/14  
 [Signature] Adela E. Sullivan  
 Supervisor / Date: 11-21-14  
 [Signature] [Signature]  
 Business Officer / Date: 12/2/14  
 Chanc. Date: 12.2.14  
 President's Signature / Date: \_\_\_\_\_  
 Out of State Travel: \_\_\_\_\_  
 Board of Trustees Approval Date: \_\_\_\_\_

12/9/14

**RECEIVED**  
DEC 02 2014  
Office of the Chancellor  
Peralta Community Colleges



**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.

<b>Employee Name</b> Nikki Washington	<b>Job Title</b> Director	<b>Office / Department</b> Human Resources	<b>Location</b> District	<b>Day Phone Number</b> 510.466.7257
<b>Conference or other Travel Name</b> (Attach conference announcement, brochure, or other descriptive document.) Alliance 2015 - Higher Education and Public Sector Users of Oracle Applications				
<b>City</b> Nashville	<b>State</b> TN	<b>Conference (Working) Dates</b> (Used to compute per diem days) 3/15/2014 - 3/18/2014	<b>Opening</b> 3/15/2014	<b>Closing</b> 3/18/2014
			<b>Travel Dates</b> (See instructions tab)	<b>Depart</b> 3/14/2014
				<b>Return</b> 3/19/2014

**Purpose:**

**Estimated Expenses**  
Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.  
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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)
	\$132	\$66	\$198	4	\$792

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	\$792	\$792							\$792
Non- Per Diem			\$775	\$107	\$456		\$50		\$1,388
<b>Total (Not to Exceed Amount):</b>									<b>\$2,180</b>

Funding										
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration		1	01	135	5205	1	673000	0000	00	[Signature] 12/2/14
Non-Local		1	01	135	5202	1	673000	0000	00	[Signature] 12/2/14
Local					5203					
Membership					5301					

**Advance Payment Request**

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<b>Category</b> Registration	<b>Payee on Check</b> Higher Education User Group	<b>Requisition Number</b> 20000 88928	<b>Amount</b> 775.00
<b>Employee</b> Nikki Washington		<del>20000 88919</del>	1405
		20000 88919	

**Signatures and Approvals**

 Employee / Date 12/2/14	 Supervisor / Date 12/2/14	 President's Signature / Date
 Business Officer / Date 12/2/14	 Chancellor / Date 12.2.14	<b>Out of State Travel:</b> Board of Trustees Approval Date

12/9/14



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333 East 8th St., Oakland, CA 94606

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**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 of the Chancellor's Office of the Chancellor Peralta Community Colleges Day Phone Number

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Dominique Benavides	FA Systems Analyst	Financial Aid	District A&R	510 466 7379

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

HUEG Alliance Conference 2015

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Nashville	TN		3/15/2015	3/18/2015		3/15/2015	3/18/2015

Purpose: Alliance 2015- largest meeting of Higher Ed & Public Sector users of PeopleSoft applications

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

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Per Diem	\$1,060	\$1,060							\$1,060
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<b>Total (Not to Exceed Amount):</b>									<b>\$3,049</b>

**Funding**

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	1	01	415	5205	1	646000	0000	00	Adela E. Sullivan 11-21-14
Non-Local	1	01	415	5202	1	646000	0000	00	Adela E. Sullivan 11-21-14
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: Higher Education Users Group			775.00
Employee: Dominique Benavides			\$1800.00

**Signatures and Approvals**

Employee / Date <i>D. Benavides</i> 11/21/14	Supervisor / Date <i>Adela E. Sullivan</i> 11-21-14	President's Signature / Date <i>[Signature]</i> 12-2-14
Business Officer / Date <i>Susan Rine</i> 12/2/14	Chancellor / Date <i>[Signature]</i> 12-2-14	Out of State Travel: Board of Trustees Approval Date