

BOT: 4-28-15

GRANT FUNDS



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

APR 16 2015

**TRAVEL REQUEST AND EXPENSE CLAIM**

Processed by Catalina Herrera

**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
Maeve K. Bergman	Dean	Special Programs and Grants	Berkeley City College	510-981-5014

**Conference or other Travel Name** (Attach conference announcement, brochure, or other descriptive document.)  
SAPPHIRE NOW and ASUG Annual Conference

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Orlando	FL		5/5/2015	5/8/2015		5/5/2015	5/8/2015

**Purpose:** To learn about the SAP University Alliance Program and existing 9-14 ICT Digital Media Pathways, and understand the SAP customer base to ensure pathway curriculum aligns with industry need for highly trained employees.

**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)
	\$212	\$56	\$268	4	\$1,072

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	\$1,072	\$1,072							\$1,072
Non- Per Diem			\$1,350	\$75	\$376	\$25	\$200	\$144	\$2,170
<b>Total (Not to Exceed Amount):</b>									<b>\$3,242</b>

Funding										
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
	Registration	8	11	854	5205	1	602000	1021	00	mkb 4/15/15
	Non-Local	8	11	854	5202	1	602000	1021	00	mkb 4/15/15
	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	Maeve Katherine Bergman (Vendor #: 730109)	2000092837	1,350.00
Employee	Maeve Katherine Bergman (Vendor #: 730109)	2000092837	1,513.20

**Signatures and Approvals**

Employee / Date <i>M. Bergman</i>	Supervisor / Date <i>D. Z...</i> 4-15-15	President's Signature / Date <i>[Signature]</i> 4-15-15
Business Office / Date <i>[Signature]</i> 4/16/15	Change Order / Date <i>[Signature]</i> 4.18.15	Out of State Travel: Board of Trustees Approval Date

BOT: 4-28-15

# GRANT FUNDS



## Peralta Community College District

333 East 8th St., Oakland, CA 94606

APR 16 2015

### TRAVEL REQUEST AND EXPENSE CLAIM

Processed by Catalina Herrea

#### 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
Mary Clark-Miller	Instructor	Multimedia Art	Berkeley City College	510-759-3128

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

#### SAPPHIRE NOW and ASUG Annual Conference

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Orlando	FL		5/5/2015	5/8/2015		5/5/2015	5/8/2015

Purpose: To learn about the SAP University Alliance Program and existing 9-14 ICT Digital Media Pathways, and understand the SAP customer base to ensure pathway curriculum aligns with industry need for highly trained employees.

#### Estimated Expenses

- Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.
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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)
	\$212	\$56	\$268	4	\$1,072

#### 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	\$1,072	\$1,072							\$1,072
Non- Per Diem			\$1,350	\$75	\$388	\$6	\$240	\$144	\$2,203
<b>Total (Not to Exceed Amount):</b>									<b>\$3,275</b>

#### Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
	Registration	8	11	854	5205	1	602000	1021	00	m/ks 15 April 15
	Non-Local	8	11	854	5202	1	602000	1021	00	Jul/ks 15 April 15
	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	Mary Clarke-Miller (Vendor #: 728085)	2000092838	1,350.00
Employee	Mary Clarke-Miller (Vendor #: 728085)	2000092838	1,539.60

#### Signatures and Approvals

 Employee / Date 4/16/15	 Supervisor / Date 4-15-15	 President's Signature / Date 4-15-15
 Business Officer / Date 4/16/15	 Chancellor / Date 4-18-15	Out of State Travel: Board of Trustees Approval Date