

9/8/15



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

PREPARED BY: [Signature]

**TRAVEL REQUEST AND EXPENSE CLAIM**

AUG 06 2015

**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.

Office of Finance and Administration  
Peralta Community College District

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Drew Gephart	DSO	International Education	District	5105877834

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

EducationUSA EXPO 2015

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Tokyo	Japan		9/8/2015	9/13/2015		9/8/2015	9/13/2015

**Purpose:** To attend EducationUSA EXPO to recruit international students from Japan to 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.

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)
	\$176	\$173	\$349	6	\$2,094

**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	\$2,094	\$2,094							\$2,094
Non- Per Diem				\$120	\$1,360		\$200		\$1,680
<b>Total (Not to Exceed Amount):</b>									<b>\$3,774</b>

**Funding**

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local		I	01	125	5202	I	649400	0000	00	Shine AUG 06 2015
Local					5203					
Membership					5301					Accounts Payable

**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	Drew Gephart		3,774.00

**Signatures and Approvals**

[Signature] 7/16/15 Employee / Date	[Signature] 7/16/15 Supervisor / Date	[Signature] 7/16/15 President's Signature / Date
[Signature] 7/16/15 Business Officer / Date	[Signature] 8/16/15 Chancellor / Date	Out of State Travel: Board of Trustees Approval Date [Signature] 9/8/15

9/8/15



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Employee Name	Job Title	Office / Department	Location	Day Phone Number
Rochelle Olive	Department Chair	Bus Depart/Entrepreneur Ctr	College of Alameda	510 374-9245

**Conference or other Travel Name** (Attach conference announcement, brochure, or other descriptive document.)  
NACCE - NATIONAL ASSOCIATION FOR COMMUNITY COLLEGE ENTREPRENEURSHIP

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Houston	TX		10/9/2015	10/14/2015		10/9/2015	10/14/2015

**Purpose:** Learn more of our growing CTE and Economic Workforce Development Programs aligning with Entrepreneurship

**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)
	\$189	\$83	\$272	6	\$1,632

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	\$1,632	\$1,632							\$1,632
Non- Per Diem				\$75	\$600	\$16	\$85		\$776
<b>Total (Not to Exceed Amount):</b>									<b>\$2,408</b>

Funding										
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration		2	11	255	5205	1	672700	1071	03	OP / 8-21-15
Non-Local		2	11	255	5202	1	672700	1071	02	OP / 8-21-15
Local		2	11	255	5203	1	672700	1071	02	OP / 8-21-15
Membership					5301					

Advance Payment Request			
<ul style="list-style-type: none"> <li>Must be submitted with designated approvals 15 working days prior to event.</li> <li>Advance payments are limited to registration plus 80% of the employee's remaining expenses.</li> </ul>			
Category	Payee on Check	Requisition Number	Amount
Registration	NACCE - National Association for Community College Entrepreneurship		
Employee	Rochelle Olive		

Signatures and Approvals			
 Employee / Date 8/21/15	 Supervisor / Date 8-21-15	 President's Signature / Date 8/21/15	Out of State Travel: Board of Trustees Approval Date
 Business Officer / Date 8/21/15	 Chancellor / Date 8-24-15		

9/8/15



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Employee Name	Job Title	Office / Department	Location	Day Phone Number
Petural Shelton	Project Director	Deputy Sector Navigator	College of Alameda	(925) 575-0484

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

NACCE - NATIONAL ASSOCIATION FOR COMMUNITY COLLEGE ENTREPRENEURSHIP

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
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	Local	2	11	255	5203	1	672700	1071	02	CP/8-21-15
	Membership				5301					

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Category	Payee on Check	Requisition Number	Amount
Registration	NACCE - National Association for Community College Entrepreneurship		
Employee	Petural Shelton		

**Signatures and Approvals**

Employee / Date <i>Petural Shelton</i> 8-17-15	Supervisor / Date <i>[Signature]</i> 8-21-15	President's Signature / Date <i>[Signature]</i> 8/21/15
Business Officer / Date <i>[Signature]</i> 8/21/15	Chairman / Date <i>[Signature]</i> 8-21-15	Out of State Travel: Board of Trustees Approval Date