

RECEIVED

DEC 18 2015

Office of the Chancellor  
Peralta Community Colleges



RECEIVED  
OCT 29 2015

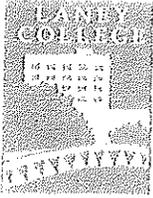
**Peralta Community College District**  
333 East 8th St., Oakland, CA 94606

**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.

Employee Name <i>Monique D. Inerach</i>	Job Title <i>Adjunct</i>	Office / Department <i>LCI</i>	Location <i>Laney Coll.</i>	Day Phone Number <i>510-219-1990</i>						
Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.) <i>American Translators' Association Annual Convention</i>										
City <i>Miami</i>	State <i>FLA</i>	Conference (Working) Dates (Used to compute per diem days)	Opening <i>11-4-15</i>	Closing <i>11-8-15</i>						
Travel Dates (See instructions tab)		Depart <i>11-4-15</i>	Return <i>11-10-15</i>							
Purpose: <i>Attending</i>										
<b>Estimated Expenses</b>										
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						
			\$0	\$ Each Day X Per Diem Days (Maximum Permitted)						
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									\$0	
Non-Per Diem			<i>485</i>		<i>453</i>				<i>938</i> \$0	
Total (Not to Exceed Amount):									\$0	
<b>Funding</b>										
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	<i>5</i>	<i>01</i>	<i>551</i>	<i>5208</i>	<i>1</i>	<i>601100</i>	<i>3102</i>	<i>00</i>		
Non-Local	<i>5</i>	<i>01</i>	<i>551</i>	<i>5202</i>	<i>1</i>	<i>601100</i>	<i>3102</i>	<i>00</i>		
Local				<i>5203</i>						
Membership				<i>5301</i>						
<b>Advance Payment Request</b>										
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							<i>2-98550</i>	<i>485</i>		
Employee							<i>2-98550</i>	<i>453</i>		
<b>Signatures and Approvals</b>										
Major D. Limit <i>10-2-15</i>			Supervisor <i>10-7-15</i>				President's Signature / Date <i>12-16-15</i>			
Employee Signature / Date <i>12/11/15</i>			Change / Date <i>12-16-15</i>				Out of State Travel: Board of Trustees Approval Date			

*10/29/15*

*Vendor Number Pending*



# Laney College

900 Fallon Street · Oakland, California 94607 · (510) 834-5740

Oct. 30, 2015

Dear Dr. Webb and Chancellor Laguerre,

Over the past two weeks, our Professional Development committee at Laney, in conjunction with PD Chairs at the other Peralta Colleges, as well as District Staff Development Officer Miriam Zamora-Kantor, asked Mike Orkin to help us review all pertinent Administrative and Board policies establishing lead-times for PD requests. Mr. Orkin and the District PD chairs determined together that **requests for reimbursement** should be handled differently than requests for advance funding or third-party payments, because **with reimbursement requests**, none of the policies require the advance lead-time we have been requiring over the past several years.

When our Laney PD committee received Monique Inciarte's funding request, it could not be approved because it was submitted 'late' according to our standing lead-time guidelines. However, after reviewing those guidelines with Mr. Orkin, we have revised our lead-time requirements and were able to approve her request this week.

Please let me know if you require additional explanation or information.

Expediently,

Chris Weidenbach  
Chair, Professional Development Committee  
Laney College  
[cweidenbach@peralta.edu](mailto:cweidenbach@peralta.edu)