

RECEIVED

DEC 18 2015



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

Office of the Chancellor for Peralta Community Colleges

**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	Job Title	Office / Department	Location	Day Phone Number
HERBERT KITCHEN	Coordinator / Marketing	Public Info, Comm. And Media	District Office	510 466 7222

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

National Council Marketing Public Relations

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
St. Louis	MO		3/13/16	3/15/16		3/12/16	3/16/16

Purpose: Presenter at this year's conference

**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)
	\$210	\$125	\$335	3	\$1,005

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	\$1,005	\$1,005							\$1,005
Non- Per Diem			\$600	\$61	\$1,050	\$0	\$100	\$0	\$1,811
<b>Total (Not to Exceed Amount):</b>									<b>\$2,816</b>

**Funding**

Source	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	1	01	116	5205	1	660800	0000	00	
Non-Local	1	01	116	5202	1	660800	0000	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	National Council for Marketing & Public Relations (NCMPR)		
Employee	Herbert Kitchen		

**Signatures and Approvals**

Employee / Date <i>Herbert Kitchen</i> 12/22/15	Supervisor / Date <i>[Signature]</i> 12-23-15	President's Signature / Date
Business Officer / Date	Chancellor / Date	Out of State Travel: Board of Trustees Approval Date



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

**RECEIVED**

DEC 21 2015

**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.

Office of the Chancellor  
Peralta Community College

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Silvia Cortez	A&R Systems Analyst	Admissions & Records	District A&R	(510) 466-7365

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

HUEG Alliance Conference 2016

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Seattle	WA		3/6/2016	3/9/2016		3/6/2016	3/9/2016

Purpose: Alliance 2016- 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.  
 • 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)
	\$189	\$74	\$263	4	\$1,052

**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	\$1,056	\$1,056							\$1,056
Non- Per Diem			\$785	\$126	\$209		\$50		\$1,170
<b>Total (Not to Exceed Amount):</b>									<b>\$2,226</b>

**Funding**

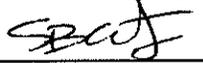
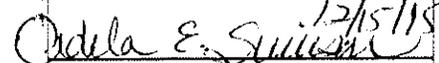
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration		1	01	123	5205	1	620100	0000	00	Adela E. Sullivan 12/15/15
Non-Local		1	01	123	5202	1	620100	0000	00	Adela E. Sullivan 12/15/15
Local					5203					
Membership					5301					

**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	Higher Education User Group	2000098866	785.00
Employee	Silvia Cortez	2000098708	1,056.00

**Signatures and Approvals**

 12/7/15	 12/15/15	President's Signature / Date
Employee / Date	Supervisor / Date	Out of State Travel: Board of Trustees Approval Date
Business Officer / Date	Chancellor / Date	



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

**RECEIVED**

DEC 21 2015

**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.

Office of the Chancellor  
Peralta Community Colleges

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Karen Croley	Curriculum/Academic Ad	Educational/Student Services	District Office	510-587-7833

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

Alliance 2016-Alliance represents the largest meeting of the Higher Education & Public Service Sector users of Oracle Applications

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Seattle	WA		3/6/2016	3/9/2016		3/5/2016	3/9/2016

**Purpose:** Attend Alliance 2016 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.

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	\$75	\$264	4	\$1,056

**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	\$1,056	\$1,056							\$1,056
Non- Per Diem			\$865	\$126	\$594		\$50		\$1,635
<b>Total (Not to Exceed Amount):</b>									<b>\$2,691</b>

**Funding**

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	1	01	124	5205	1	644100	1000	00	Adela E. Sullivan 12/15/15
Non-Local	1	01	124	5202	1	644100	1000	00	Adela E. Sullivan
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		2000098747	865.00
Employee: Karen L. Croley		2000098868	1,800.00

**Signatures and Approvals**

Employee / Date <i>Karen Croley</i> 11/13/15	Supervisor / Date <i>Adela E. Sullivan</i> 12/15/15	President's Signature / Date
Business Officer / Date	Chancellor / Date <i>[Signature]</i>	Out of State Travel: Board of Trustees Approval Date

RECEIVED

DEC 18 2015

Office of the Chancellor  
Peralta Community Colleges



RECEIVED  
OCT 29 2015

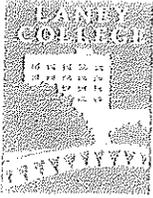
**Peralta Community College District**  
333 East 8th St., Oakland, CA 94606

**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)						
<b>Section C. Total Requested Expenditures for Conference</b>										
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>601100</i>	<i>3102</i>	<i>00</i>	
Non-Local		<i>5</i>	<i>01</i>	<i>551</i>	<i>5202</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)