

3/8/16

FINANCE 2/1/14



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

RECEIVED
FEB 29 2016
Office of the Chancellor
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
Thomas Torres-Gil	Program Manager	Office of International Education	District	510-587-7835
Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.)				
EF Tarrytown Fair and Language School Recruitment				
City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing
New York	NY		4/11/2016	4/16/2016
			Travel Dates (See instructions tab)	Depart
				4/11/2016
				Return
				4/16/2016

Purpose: Attend Education First (EF) recruitment fair, recruit and present at Kaplan and other language schools

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)
	\$270	\$100	\$370	6	\$2,220

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	\$2,200	\$2,200			\$200				\$2,200
Non- Per Diem			\$0	\$173	\$500	\$0	\$150	\$0	617 \$823
Total (Not to Exceed Amount):									\$3,023

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local		1	01	125	5202	1	649400	0000	00	<i>mm</i>
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	Employee THOMAS TORRES-GIL	3000100170	3,023.00
			\$2,253.60

Signatures and Approvals

<i>ATC</i> Employee / Date 2/10/16	<i>[Signature]</i> Supervisor / Date 02/16/16	<i>[Signature]</i> President's Signature / Date 2/24/16
<i>[Signature]</i> Business Officer / Date 2/26/16	<i>[Signature]</i> Chancellor / Date 02 29 16	Out of State Travel: Board of Trustees Approval Date



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



1/8/16
RECEIVED
FEB 10 2016

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 Danielle Robledo	Job Title English Instructor	Office / Department English Dept	Location Laney	Day Phone Number 510 325 3589
Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.) Online Course: The Power of Awareness-through Sounds True.				
City Louisville	State CO	Conference (Working) Dates (Used to compute per diem days) 1-4-16	Opening 2-22-16	Closing 2-22-16
Travel Dates (See instructions tab)			Depart	Return

Purpose:

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		
Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days
See Per Diem Rates Tab for amount to enter		\$0	

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		\$373.00							\$0
Total (Not to Exceed Amount):									\$373.00

Funding

Source	Professional Development								
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	5	01	551	5205	1	601100	3102	00	
Non-Local				5202					
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			
Employee		2-100107	\$373.00

Signatures and Approvals

Employee / Date Danielle Robledo 2/10/16	Supervisor / Date Lily Cole 2-16-16	President's Signature / Date [Signature] 2/22/16
Business Officer / Date [Signature] 2/17/16	Chancellor / Date [Signature] 02-23-16	Out of State Travel: Board of Trustees Approval Date

11/16

3/8/16
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 JAN 27 2016

URGENT

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

FEB 22 2016

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
Mark Rauzon	Instructor	Geography	Laney	510-604-9201

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

Pacific Seabird Group

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Honolulu	HI		2/10/16	2/13/16		2/10/16	2/16/16

Purpose:

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)
	177	94	271	4	1084.00

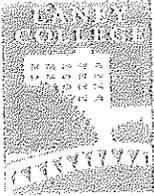
Section C. Total Requested Expenditures for Conference									
Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel (Air/Train)	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request
Per Diem	1084	900							\$900
Non-Per Diem			295		\$546	\$0	\$20	\$0	\$861
Total (Not to Exceed Amount):									\$1761

Funding									
Source	Professional Development 1,000.00								
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	5	01	551	5205	1	601100	3102	00	
Non-Local	5	01	551	5202	1	601100	3102	00	
Local				5203					
Membership				5301					

Advance Payment Request			
<ul style="list-style-type: none"> 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	Payment Method	Requisition Number	Amount
Registration	Paid on Check		
Employee		2-99659	1,000

Signatures and Approvals			
Employee / Date	Supervisor / Date	President's Signature / Date	Out of State Travel: Board of Trustees Approval Date
Mark Rauzon 1/26/15	[Signature] 2-1-16	[Signature] 2/22/16	
Business Officer / Date	Chancellor / Date		
[Signature] 2/17/16	[Signature] 2/10/16		

12716



Laney College

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

To: Phyllis Carter ~ Director of Business and Administrative Services Laney College

CC: Dr. Elnora Webb ~ Laney College President ~ Dr. Jowel C Laguerre ~ Chancellor Peralta Colleges

From: Eric J Smith ~ Staff Services Specialist/Fiscal ~ Laney College Business Office

Re: Late Travel Justification
Employee: Mark Rauzon
Pacific Seabird Group

Date: January 27, 2016

This Travel Request is a request through Professional Development, which requires the approval of the Professional Development Committee. The approval of funds was completed November 2015.

The Travel Request was submitted to my office during the month of December, but was incomplete and missing requested documentation, due to this being a new process for the employee. I received all documentation by the end of December 2015, but the Travel request was not completed. I reached out to Mark regarding his travel request after the winter break, and said he is still planning to attend the conference. We met on 01-26-2016 and he completed the Travel Request.

Once processed, the Travel Request will be routed to the VP of instruction for review and approval then the Business Director for review and approval, before being submitted to the President's office.

I am asking for approval of this Travel Request on the basis of time and processes and a new process for the employee. Also Mark will be a presenter at the conference representing Peralta Colleges.

The employee has paid for the expense of the Travel and at this time with the approvals of the Business Director, Laney College President, Chancellor, and Board we would be submitting the Travel Request as a Travel Reimbursement once the employee returns.

Sincerely,

Eric J Smith

3/8/16



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



RECEIVED
~~DEC 17 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.

Employee Name	Job Title	Office / Department	Location	Day Phone Number
Vincent Bordelon	PE Instructor/Coach	Physical Education/Athletics	Laney	(510) 712-7375

Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.)
2016 AFCA National Convention

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
San Antonio	TX		1/10/2016	1/13/2016		1/10/2016	1/13/2016

Purpose: Professional Development

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)
	\$160	\$61	\$221	4	\$884

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	\$884	\$884							\$884
Non- Per Diem			\$100	\$64	\$432				\$596
Total (Not to Exceed Amount):									\$1480

Funding

Source	Professional Development 1000 ⁰⁰ only								
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration	5	01	551	5205	1	601100	3102	00	
Non-Local	5	01	551	5202	1	601100	3102	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			
Employee		2-100168	1,000 ⁰⁰

Signatures and Approvals

Employee / Date	Supervisor / Date	President's Signature / Date
Vincent Bordelon 2/11/15	[Signature] 2-18-16	[Signature] 2/11/15
Business Officer / Date	Charter / Date	Out of State Travel / Board of Trustees Approval Date
[Signature] 2/18/16	[Signature] 02-23-16	

1482
14/1/16



Laney College

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

To: Phyllis Carter ~ Director of Business and Administrative Services Laney College

CC: Dr. Elnora Webb ~ Laney College President ~ Dr. Jowel C Laguerre ~ Chancellor Peralta Colleges

From: Eric J Smith ~ Staff Services Specialist/Fiscal ~ Laney College Business Office

Re: Late Travel Justification
Employee: Vincent Bordelon
2016 AFCA National Convention

Date: January 26, 2016

This Travel Request is a request through Professional Development, which requires the approval of the Professional Development Committee. Though the employee signed the Travel Request on 11-30-15, and the supervisor signed on 12-01-2015 the Travel Request was not approved by the Professional Development Committee until 12-16-2015, which was there regular scheduled meeting when Travel Request are presented and approved.

The Travel Request was submitted to my office on 12-17-2015, and due to the urgency of another project I was unable to start processing the Travel Request until after the holiday break, and by that time it was already past the approval timeline. Also this is a new employee who does not have a vendor number, once a vendor number is assigned the process continues.

Once processed, the Travel Request is routed to the VP of instruction for review and approval then the Business Director for review and approval, before being submitted to the President's office.

I am asking for approval of this Travel Request on the basis of time and processes not working in favor of the employee. The employee has paid for the expense of the Travel and at this time with the approvals of the Laney College President, Chancellor, and Board we would be submitting the Travel Request as a Travel Reimbursement.

The Business Office will review the Travel Processes to make sure in the future this type of situation is avoided. Effective communication between all individuals involved in the process is our continued goal.

Sincerely,

Eric J Smith

7/8/16 rec'd 2/11
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 FEB 18 2016
 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.

Employee Name	Job Title	Office / Department	Location	Day Phone Number
James Stein	Chief Engineer	Public Info., Communication & Media	District	466-5358

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

National Association of Broadcasters

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Las Vegas	NV		4/17/16	4/20/16		4/17/16	4/20/16

Purpose: **Research and training in broadcast equipment for Peralta TV**

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.
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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)
	\$109	\$75	\$184	4	\$736 672

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	\$736 672	\$736 672							\$736 672
Non- Per Diem			\$0	\$101	\$0		\$50		\$151
Total (Not to Exceed Amount):									\$887 822

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration		1	01	116	5205	1	660800	0000	00	Tyler 10 FEB 16
Non-Local		1	01	116	5202	1	660800	0000	00	11
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			0.00
Employee	James Stein	20000100148	709.60
			6658.40

Signatures and Approvals

James Stein 2-10-16 Employee / Date	Tyler 10 FEB 16 Supervisor / Date	President's Signature / Date
[Signature] 2/15/16 Business Officer / Date	[Signature] 2-10-16 Chairman / Date	Out of State Travel: Board of Trustees Approval Date



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



3/8/16
RECEIVED
FEB 17 2016

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
Larry Chang	BEST Ctr proj. mgr.	L305/ CTE Division	Laney College	510-464-3240

Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.)
2016 National HVACR Educators and Trainers Conference

City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return
Las Vegas	NV		3/20/2016	3/23/2016		3/21/2016	3/23/2016

Purpose: Deliver presentation for BEST Ctr.

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				
	Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days	\$ Each Day X Per Diem Days (Maximum Permitted)
See Per Diem Rates Tab for amount to enter	\$93 ✓	\$64 ✓	\$157	4	\$628

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	\$628	\$628							\$628
Non- Per Diem			\$240 ✓	\$29 ✓	\$400 ✓	\$26 ✓	\$80 ✓	\$60 ✓	\$835
Total (Not to Exceed Amount):									\$1,463

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local	5		11	552	5202	1	67270	1931	07	
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			
Employee	Larry Chang		

Signatures and Approvals

Employee / Date: *Larry Chang* 2/10/16
 Supervisor / Date: *Patricia R. R...* 2/16/16
 Business Officer / Date: *[Signature]* 2/17/16
 Chancellor / Date: *[Signature]* 02-23-16
 President's Signature / Date: *[Signature]* 2/22/16
 Out of State Travel: Board of Trustees Approval Date

4/17/16