



ASCC Advisor Conference and Travel Request Form

A copy of a signed request form must be attached to a Conference and Travel Expense Claim.
This form must be completed by each Advisor traveling, and attach to the form a roster of students traveling.

PART I: EMPLOYEE INFORMATION

Employee Name: _____ Job Title: _____
Club or Department: _____ Extension: _____
Form Completed by: _____ Extension: _____

Employee Type

Full-Time Faculty Classified/Confidential Employee Management
Part-Time Faculty

PART II: CONFERENCE/WORKSHOP INFORMATION

Sponsoring Organization
(Spell out acronyms): _____

Name of Conference: _____ Req #: _____
Location (City and State): _____ Dates: _____

Briefly narrate purpose of
conference/workshop: _____

PART III: ESTIMATED EXPENSES

Registration _____	Lodging _____	Meals _____
Airfare _____	Taxi/Shuttle _____	Vehicle Rental _____
Mileage _____	Parking _____	Total Estimated Expenses _____
Other _____	Describe Other: _____	

Number of Students Traveling: _____

Accounts to be charged (required)

Account Number	Percentage	Not to Exceed \$
_____	_____	_____
_____	_____	_____

PART IV: APPROVAL AND AUTHORIZATION - I recommend approval of the above request. To the best of my knowledge, expenses will not exceed available funds.

Attendee: _____ Signature: _____ Date: _____
Immediate Manager: _____ Signature: _____ Date: _____
Vice President Signature: _____ Date: _____

- Forms submitted less than 30 days prior to travel will require approval by the President/Superintendent or designee.
- Travel with expenses exceeding \$1,000 requires approval by the President/Superintendent or designee before the travel event takes place.
- Travel outside the state of California but within the country, after obtaining approval from proper channels, requires approval by the President/Superintendent or designee before the travel event takes place.
- All travel outside the United States requires approval by the Board of Trustees before the travel event takes place.

Special Approval - President/Superintendent Signature: _____ Date: _____
Special Approval – Board of Trustees Meeting Date: _____

For more information, see [Board Policy 6900](#) and [Administrative Procedure 6900](#)