



**CERRITOS  
COLLEGE**

# ASCC

## Conference and Travel Expense Claim

Attach an approved Conference and Travel Request Form when submitting a claim to Fiscal Services.

### PART I: TRAVELER & TRAVEL INFORMATION

Traveler Name: \_\_\_\_\_ Advisor \_\_\_\_\_ Student \_\_\_\_\_ Ext. \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Name of Conference/Trip: \_\_\_\_\_ Location (City and State): \_\_\_\_\_  
 Name of Club/Dept: \_\_\_\_\_

**PART II: CONFERENCE AND TRAVEL EXPENSE CLAIM** Forms must be filed within thirty (30) calendar days after return from travel. Forms submitted to Fiscal Services after 30 calendar days, or forms that are incomplete and do not include the necessary itemized original receipts, may be denied for reimbursement.

**If you're claiming mileage, please attach a Google map with this claim form for each destination.**

Enter Dates Attended

MEALS									Subtotal
Breakfast									
Lunch									
Dinner									

Subtotal - Meals: \_\_\_\_\_

Enter Dates Attended

OTHER EXPENSES									Subtotal
Registration									
Lodging									
Parking									
Taxi/Shuttle									
Airfare									
Other (Refer to BP/AP 6900)									

Describe other: \_\_\_\_\_ Subtotal - Other Expenses: \_\_\_\_\_

Enter Dates Attended

MILEAGE									# Miles
Total miles per day									

Additional Comments: \_\_\_\_\_ Subtotal - Mileage (.725 cents per mile) \_\_\_\_\_  
**Total Personal Reimbursement Request** \_\_\_\_\_

### ACCOUNTS TO BE CHARGED (REQUIRED AND MUST MATCH TRAVEL REQUEST FORM)

Account Number	Percentage	Not to Exceed \$

**PART III: APPROVAL AND AUTHORIZATION** – I certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.

Attendee: \_\_\_\_\_ Attendee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Club Advisor/Dept Manager: \_\_\_\_\_ Advisor/Dept. Mgr Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ ASCC Student Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Dean of Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_