



## DISTRICT TRAVEL REQUEST

Attach trip information with this request. Submit form and supporting documents as soon as possible, but no later than 30 days prior to the activity.

District Employee Requesting Travel: _____ H# _____  Additional Employee(s) Attending (Not needing reimbursement): _____ H# _____ _____ H# _____  Department: _____  Number of Students Attending: _____  Conference/Workshop (Spell-out association name): _____ _____  Purpose of Trip: _____ _____	Date Submitted: _____  Destination: _____  Address: _____ _____  Destination Telephone #: _____  FOAPs (Include Grant name, if applicable): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 80%;"></td> <td style="border: 1px solid black; width: 20%; text-align: center;">Budget Approved:</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"></td> </tr> </table> Date/Time of Departure: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Date/Time of Return: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Budget Approved:																															
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<b>COST OF TRAVEL TO BE PAID BY DISTRICT:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">CHARGE</th> <th style="width: 10%; text-align: center;">CAL CARD</th> </tr> </thead> <tbody> <tr> <td>Conference Registration<sup>1</sup>.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Lodging<sup>2</sup>.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Meals<sup>3</sup>.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Parking.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Shuttle/Taxi.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Car Rental.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Airfare.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mileage<sup>4</sup> _____ @ _____ \$ _____</td> <td></td> <td></td> </tr> <tr> <td>Internet Access.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other.....\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> District Vehicle <sup>5</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>TOTAL ESTIMATED COST:</b> .....\$ _____			CHARGE	CAL CARD	Conference Registration <sup>1</sup> .....\$ _____	<input type="checkbox"/>		Lodging <sup>2</sup> .....\$ _____	<input type="checkbox"/>		Meals <sup>3</sup> .....\$ _____	<input type="checkbox"/>		Parking.....\$ _____	<input type="checkbox"/>		Shuttle/Taxi.....\$ _____	<input type="checkbox"/>		Car Rental.....\$ _____	<input type="checkbox"/>		Airfare.....\$ _____	<input type="checkbox"/>		Mileage <sup>4</sup> _____ @ _____ \$ _____			Internet Access.....\$ _____	<input type="checkbox"/>		Other.....\$ _____	<input type="checkbox"/>	
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><sup>1</sup> If prepayment is required, attach <i>Request for Check</i> with supporting documents.</p> <p><sup>2</sup> Room Guarantee Required <input type="checkbox"/> Yes <input type="checkbox"/> No            Credit Card Used: <input type="checkbox"/> Personal <input type="checkbox"/> District            Confirmation #: _____</p> <p><sup>3</sup> Attach meal per diem rates from <a href="https://www.gsa.gov/">https://www.gsa.gov/</a></p> <p><sup>4</sup> Attach Google Maps for mileage reimbursement.</p> <p><sup>5</sup> Employee must contact Plant Services, ext. 3225, to reserve a District vehicle. Keys must be checked out from Plant Services prior to 4:00 p.m. on a regular working day.</p> <p>Will any travel expenses be paid or reimbursed by another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$ _____</p> <p>Name of Agency: _____</p> </div> <div style="width: 50%; text-align: center;"> <p>I request approval for the aforementioned travel, which is for the benefit of the college.</p>    <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Signature of Applicant</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Date</div> </div> </div> </div>																																		

**AUTHORIZATION AND APPROVALS:**

Department Head/Supervisor:			
	Print Name	Signature	Date
Supervising Administrator:			
	Print Name	Signature	Date
Cabinet Level Administrator:			
	Print Name	Signature	Date
Superintendent/President: (Required for out-of-state travel)			
	Print Name	Signature	Date

**SUBMIT APPROVED FORM AND SUPPORTING DOCUMENTS TO [accountspayable@hancockcollege.edu](mailto:accountspayable@hancockcollege.edu)**