

LOS ANGELES COMMUNITY COLLEGE DISTRICT TRAVEL EXPENSE CLAIM

MEETING OR CONFERENCE																					
HELD AT					FROM (DATE)			TO (DATE)													
OTHER CITIES VISITED (AS DIRECTED BY BOARD OF TRUSTEES)																					
BOARD AUTHORIZATION:				DATE		ALLOTMENT # TO BE CHARGED		COLLEGE OR DIVISION													
CONFERENCE REQUEST #								ELAC													
DEPARTURE HOUR		<input type="checkbox"/> AM <input type="checkbox"/> PM	DEPARTURE DATE		RETURN HOUR		<input type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE													
DATE																					
Breakfast																					
Lunch																					
Dinner																					
Room																					
<i>Subtotal</i>																					
Conference Fees																					
Telephone																					
Porterage																					
Taxi & Bus																					
<i>Subtotal</i>																					
<table border="1" style="margin-left: auto; margin-right: 0;"> <tr> <td colspan="3">Air or Railroad Fare</td> <td></td> </tr> <tr> <td>or Automobile (Board Rule 71001)</td> <td>Miles</td> <td>@</td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$</td> <td>0.585</td> </tr> </table>										Air or Railroad Fare				or Automobile (Board Rule 71001)	Miles	@				\$	0.585
Air or Railroad Fare																					
or Automobile (Board Rule 71001)	Miles	@																			
		\$	0.585																		
Total Amount of Claim																					
I declare under penalty of perjury that the forgoing is true and correct.					Approved for payment:																
(SIGNED)					(SIGNED)																
PRINT NAME					DIVISION HEAD OR COLLEGE PRESIDENT																
TITLE					DATE																