

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: CONFERENCE REQUEST NUMBER				DATE		ALLOTMENT NUMBER TO BE CHARGED			COLLEGE OR DIVISION		
TV						D000- - - 586100			VALLEY		
DEPARTURE HOUR		A.M.		DEPARTURE DATE		RETURN HOUR		A.M.		RETURN DATE	
		P.M.						P.M.			
DATE	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	TOTAL
Breakfast											
Lunch											
Dinner											
Room											
Subtotal											
Conference Fees											
Telephone & Telegraph											
Portage											
Taxi & Bus											
Airport Tax											
Parking											
Other											
Subtotal											
Notes:				Air or Railroad Fare:							
				or Automobile (Board Rule 7503.10)		Miles:		@ \$.58/mile			
TOTAL AMOUNT OF CLAIM											
Minus Advance or Charges to CalCard											
Total Amount Due to Employee											
I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT						APPROVED FOR PAYMENT BY:					
(SIGNED)						(SIGNED)					
DATE						DATE					
✍						✍					
PRINT NAME						PRINT NAME					
						MIKE LEE					
TITLE						TITLE					
						VICE PRESIDENT, ADMINISTRATIVE SERVICES					
AFTER APPROVAL SEND ORIGINAL AND DUPLICATE TO: DISTRICT OFFICE ACCOUNTS PAYABLE 770 WILSHIRE BOULEVARD. LOS ANGELES, CA 90017											