

PLEASE SUBMIT ALL COPIES
IN TRIPLICATE TO BUSINESS
SERVICES OFFICE

San Joaquin Delta Community College District

Employee Travel Request

(Instructions on Reverse Side)

DATE _____ DIVISION _____

PURPOSE OF TRIP _____

DESTINATION (CITY) _____

(LODGING) _____

TRAVELER: _____ EXT. _____

NAMES OF PASSENGERS: _____

DATE AND TIME OF:
DEPARTURE _____ RETURN _____
DATE TIME DATE TIME

CHECK IF

ADVANCE NEEDED — ALL SUPPORTING DOCUMENTS MUST BE ATTACHED.

- 1. REGISTRATION \$ _____
- 2. LODGING \$ _____
- 3. MEALS \$ _____
- 4. PARKING/BRIDGE \$ _____
- 5. AIRFARE \$ _____ PO# _____
- 6. PERSONAL VEHICLE MILEAGE \$ _____
- 7. DISTRICT VEHICLE \$ _____ (NOTIFY TRANSPORTATION)
- 8. RENTAL VEHICLE \$ _____
- 9. OTHER \$ _____

BUDGET:

ACCOUNT # _____ CHARGES NOT TO EXCEED \$ _____

ACCOUNT # _____ CHARGES NOT TO EXCEED \$ _____

PROFESSIONAL GROWTH FUNDING _____ (ATTACH APPROVAL)

APPROVALS:

DIVISION/DEPARTMENT MANAGER _____

VICE PRESIDENT _____

ROUTING:

ALL CHECKS WILL BE SENT INTEROFFICE

MAIL TO TRAVELER UNLESS CHECKED HERE

TO BE MAILED TO HOME ADDRESS OF:

BUSINESS SERVICES OFFICE USE ONLY

LOG # _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____

Instructions:

- A. Request
The request should be submitted to the Division/Department Manager at least 10 working days in advance for approval of proposed trip. Persons attending the same meeting should consolidate use of transportation if possible.

- B. Claims
Submit a District Travel Claim to the Business Services Office with receipts attached.

If needed, use this space for additional reports or comments.