

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 T#				DATE		ALLOTMENT NUMBER TO BE CHARGED 000- - -586100			COLLEGE OR DIVISION		
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conference Fees											
Telephone & Telegraph											
Portage											
Taxi & Bus											
Airport Tax											
Parking											
Other											
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:	Air or Railroad Fare:		
	or Automobile (Board Rule 7503.10)	Miles	@\$.580/mile
			0.00

Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rate for college business mileage.	TOTAL AMOUNT OF CLAIM	0.00
	Minus Advance or Charges to CalCard	
	Total Amount Due to Employee	\$ 0.00

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT (SIGNED) _____ DATE _____	APPROVED FOR PAYMENT BY: (SIGNED) _____ DATE _____
PRINT NAME _____	PRINT NAME _____
TITLE _____	TITLE _____

AFTER APPROVAL SEND ORIGINAL AND DUPLICATE TO:
DISTRICT OFFICE ACCOUNTS PAYABLE 770 WILSHIRE BOULEVARD. LOS ANGELES, CA 90017