

# COAST COMMUNITY COLLEGE DISTRICT CONFERENCE AUTHORIZATION REQUEST

<b>Name</b>			
	First Name	Middle Initial	Last Name
<b>Job Title</b>			<b>Employee ID#</b>
<b>Phone</b>			<b>Ext.</b>
<b>Site</b>	<b>CCC</b>	<b>District</b>	<b>GWC</b>
			<b>OCC</b>

## Job Classification

<b>Academic-CFE</b>	<b>Classified-CFCP</b>	<b>Part Time-CFE</b>	<b>Trustee</b>	<b>Other</b>
<b>Part-Time CTA</b>	<b>Confidential</b>	<b>Management</b>	<b>Student</b>	

<i>To be completed by supervisor/manager For non-exempt employees:</i>	Required Optional
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## Conference/Activity Information

<b>Name of Conference</b>			
	No Abbreviations		
<b>Location</b>			<b>Duty Days</b>
	City/State/Country		
<b>Conference Attendance Date(s) &amp; Time(s)</b>			<b>Substitute Requested</b>
	Beginning Date & Time	Ending Date & Time	Yes/No
<b>Travel Dates</b>			
	Actual date(s) including travel dates.		
<b>Purpose of Trip</b>			

## Conference & Travel Pre-Approval Request/Budget

<b>Flight</b>	<b>Mileage</b>	<b>Meals</b>	<b>Lodging</b>
<b>Rental Car</b>	<b>Rental Car Insurance</b>	<b>Registration</b>	<b>Other Allowable Expenses</b>
<b>Comments:</b>			

## Budget Information (Indicate Budget Number(s) from one or more sources):

<b>Budget Number</b>	<b>Amount</b>	<b>Source of Funds</b>
	\$	
	\$	
	\$	
	\$	

Total: \$ \_\_\_\_\_

## Approval Signatures

<b>Signature</b>	<b>Date</b>
<b>Originator/Traveler</b> <small>Originator has read and understands BP/AP 7400 and the Travel Guidelines</small>	
<b>Supervisor</b>	
<b>College President/ V.C./Chancellor (or designee)</b>	

**CAR Instructions:**

- Obtain approval by completing the CAR Form before booking travel, including:
  - Employee info: Name, title, ID, contact.
  - Conference info: Name, location, dates, purpose.
  - Reimbursement details: Travel, registration, lodging costs. Be as accurate as possible.
  - Budget details: Number, amount, fund source.
- Requester submits travel request via Adobe Sign/Microsoft Teams to their immediate manager for approval and budget approving manager, if needed. Please see your department's lead Admin for further assistance in routing.
- Approval process is complete upon approval by the College President/Vice Chancellor/Chancellor (or designee).

*\*See the Travel Guidelines for further instructions*

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**PDI APPLICATION INSTRUCTIONS**

1. Submit your application to your PDI representative and keep a copy.
2. After PDI approval, complete and email a signed CAR form to your college President's office. Prepare CAR in advance to expedite the process.

**Approval and Notification**

1. PDI will contact you if revisions are needed. Upon approval, PDI will notify you and the administration. Your dean and administrative staff will assist with the CAR form for President approval.

**Advance Payment**

1. For advance payments, contact the District Accounting-Travel Office at 714-438-4600 x 84662.  
Reimbursement is only for amounts pre-approved by PDI.

**Reimbursement After Travel**

1. Contact the College Bursar's for reimbursement questions. PDI does not handle reimbursements.