

COAST COMMUNITY COLLEGE DISTRICT

CONFERENCE AUTHORIZATION REQUEST

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

Job Classification

Academic-CFE	Classified-CFCP	Part Time-CFE	Trustee	Other
Part-Time CTA	Confidential	Management	Student	

To be completed by supervisor/manager
For non-exempt employees:

Required
Optional

Conference/Activity Information

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

Conference & Travel Pre-Approval Request/Budget

Flight	Mileage	Meals	Lodging
Rental Car	Rental Car Insurance	Registration	Other Allowable Expenses

Comments:

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

Budget Number	Amount	Source of Funds
	\$	
	\$	
	\$	
	\$	

Total: \$ _____

Approval Signatures**Signature****Date**

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

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*

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.