

# GOLDEN WEST COLLEGE CONFERENCE/MEETING/WORKSHOP CLAIM FOR REIMBURSEMENT OF EXPENSES

STAFF ID# \_\_\_\_\_ CONTROL # \_\_\_\_\_

NAME \_\_\_\_\_  
First
Initial
Last

Expenses listed were incurred while in official attendance at the conference/meeting/workshop of \_\_\_\_\_

Attendance date(s) \_\_\_\_\_

**\*ATTACH ACTUAL RECEIPTS FOR THESE EXPENSES. SEE TEAR OFF PAGE FOR LIMITATIONS AND EXPLANATIONS.  
(IF ADDITIONAL SPACE IS NEEDED FOR ANY ITEM ATTACH ADDENDUM SHEET.)**

- \* 1. TRANSPORTATION
  - A. Air Fare (Air coach) \$ \_\_\_\_\_
  - B. Automobile (Actual mileage) \_\_\_\_\_ miles x current rate ( ) \$ \_\_\_\_\_  
(not to exceed price of airfare)
  - \*C. Car Rental \$ \_\_\_\_\_
- \* 2. LODGING (Actual most reasonable expenses) \$ \_\_\_\_\_
- \* 3. REGISTRATION FEE \$ \_\_\_\_\_

4. MEALS (**Actual expenses** not to exceed \$50/day without receipts with sub limit not to exceed \$12 for breakfast, \$18 for lunch, and \$20 for dinner, or \$64/day with receipts)

List below:

| DATE | BREAKFAST | LUNCH | DINNER | DAILY TOTAL |
|------|-----------|-------|--------|-------------|
|      |           |       |        |             |
|      |           |       |        |             |
|      |           |       |        |             |
|      |           |       |        |             |
|      |           |       |        |             |

TOTAL all meals \$ \_\_\_\_\_

- \* 5. OTHER MISC. EXPENSES
  - A. Tolls/Parking \$ \_\_\_\_\_
  - B. Shuttle/Taxi/Limousine \$ \_\_\_\_\_
  - C. \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses Claimed** \$ \_\_\_\_\_

Advance Received By \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Deduct \$ ( \_\_\_\_\_ )

I certify the above were all actual and necessary expenses incidental to this conference/meeting/workshop.

**Net Amount of this Claim** \$ \_\_\_\_\_  
Budget Number(s)

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
College Pres./ Bus. Mgr.

This claim meets the provisions of E.C. 87032 and is for actual and necessary expenses approved beforehand and in accordance with Board of Trustees Policy, as shown on the attached excerpts of Board Minutes or Administrative Approval.

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITHIN TEN DAYS AFTER TRIP**