



Statement of Conference Expense

Skyline **Cañada** **CSM** **District**

Use this form to report Conference Expenses only. Request must be accompanied by original receipts and proof of payment. Your signature certifies that expenditures claimed are true and correct and were incurred in connection with official business of the SMCCCD.

| | | |
|---|--|-------------|
| Employee Name | Employee Signature | Date |
| G # | Supervisor Signature | Date |
| | Administrator Signature | Date |
| SMCCCD Account Distribution/s (FOAP) | Budget Officer Signature | Date |
| | President/Chancellor Signature <small>(ONLY IF OUT OF STATE)</small> | Date |

Title of Conference

Date/s of Conference **Location of Conference (City, State)**

| | | |
|-----------------------------|---|---------------|
| Conference Expenses: | Note how paid: List District Pro Card journals; Check Advance; cash; personal credit card; etc... | Amount |
|-----------------------------|---|---------------|

- Conference Registration Fees
- Transportation (airfare, mileage, other)
- Car Rental and/or shuttle/bus/taxi fare
- Lodging (room charges and taxes only)
- Meals (# of days x \$60.00 per diem)
- Miscellaneous (Tolls, Parking, Business Phone Calls, specify others)

TOTAL Reimbursable Expenses (ALL expenses allowable):

Deduct amount of District Paid expenses with Procurement Card or Advance Check:
List Pro Card Document Numbers /Advance Check Numbers:

| | |
|------------------------|--|
| BALANCE to be: | reimbursed to claimant |
| (enter 'X' for answer) | refunded back to District (attach check payable to SMCCCD) |

Claimants are required to submit this form no later than **30 days** after the conference.

For information on allowable expenses, please read instructions and guidelines for Conference Attendance and Travel Payment for Reimbursement as stated in District Rules and Regulations, Section 8.55

Campus Representative Initials:

Please forward this application and any pertaining information to your campus representative.
Skyline: Eloisa Briones, briones@smccd.edu; **CSM:** Ludmila Prisecar, prisecar@smccd.edu;
Canada: Graciano Mendoza, mendozag@smccd.edu; **Chancellor's Office:** Ingrid Melgoza,
 melgozai@smccd.edu.