Counselor	Conference/Training/Meeting	Da	tes:
1 Sohrabi	TCDA Regional Meeting	September 13, 2012	September 14, 2012
2 Barrales	UC Counselors Conference	September 15, 2012	
3 Mendez	UC Counselors Conference	September 15, 2012	
4 Martin	UC Counselors Conference	September 15, 2012	
5 Barrales	EOPS.CARE.CalWORKs New Directors Training	September 17, 2012	September 21, 2012
6 Reyes	CSU CC Counselors Conference	September 27, 2012	
7 Alforja	CSU CC Counselors Conference	September 27, 2012	
8 Mata	CSU CC Counselors Conference	September 27, 2012	
9 Barrales	CSU CC Counselors Conference	September 27, 2012	
10 Aranyakul	CSU CC Counselors Conference	September 27, 2012	
11 Darafshi	CSU CC Counselors Conference	September 27, 2012	
12 Martin	CSU CC Counselors Conference	September 27, 2012	
13 Mendez	CSU CC Counselors Conference	September 27, 2012	
14 Mendoza	CSU CC Counselors Conference	September 27, 2012	
15 Sigona	CSU CC Counselors Conference	September 27, 2012	
16 Basques	CSU CC Counselors Conference	September 27, 2012	
17 Martin	MBTI Certification Course	October 8, 2012	October 12, 2012
18 Barrales	CCCCEOPSA	October 9, 2012	October 12, 2012
19 Mata	CCCCEOPSA	October 9, 2012	October 12, 2012
20 Reyes	SJSU Regional Counselor Conference	October 11, 2012	

Fall 2012

Spring 2013			
Counselor	Conference/Training/Meeting	Dat	es:
21 Barrales	2013 E4FC Educator Conference	January 19, 2013	
22 Barrales	EOPS.CARE.CalWORKs Statewide Tech Asst Training	March 4, 2013	March 5, 2013
23 Barrales	CalWORKs Association Training	April 15, 2013	April 17, 2013
24 Barrales	ETS Conference	May 20, 2013	
25 Aranyakul	ETS Conference	May 20, 2013	
26 Darafshi	ETS Conference	May 20, 2013	
27 Sohrabi	ETS Conference	May 20, 2013	
28 Martin	ETS Conference	May 20, 2013	
29 Mendez	ETS Conference	May 20, 2013	
30 Basques	ETS Conference	May 20, 2013	
31 Sigona	ETS Conference	May 20, 2013	
32 Mendoza	ETS Conference	May 20, 2013	
33 Barrales	CalWORKS Region 3 Meeting	June 7, 2013	
34 Martin	Career Changes and Choices Implementation Workshop	June 13, 2013	June 14, 2013
35 Barrales	EOPS Region 3 Meeting	June 13, 2013	

Name: <u>Soraya Sohrabi</u>	Date August 21, 2012	
Title or Purpose of Conference _TCDA <u>Regional Meeting</u> Location (City, State) <u>Sacramento</u>		
Dates of Conference September 13 and 14, 2012		
School Days Involved: Yes If applicable, have you applied for Professional Development for conference or replace Substitute required? <u>No</u> Substitute Name		
Transportation (check applicable mode)	28	
* Common Carrier		\$
<u>X</u> Personal Car (55.0 cents per mile)		\$129.0_
* Lodging		\$94.0_
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOU	JT RECEIPTS)	\$40.0_
* Conference Registration Fees		\$0.0_
* Shuttle/Bus/Taxi fares to and from terminals		\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter	fees, business phone calls)	\$5.0_
* Car Rental (prior approval required)		\$
TOTAL EST.	IMATED EXPENSE	\$268.0
Budget account(s) to be charged		\$
Professional Development, if applicable	on back)	\$
* Receipts will be required for reimbursement after conference Administrative Appro Dean Vice President	<u>val</u> -7/12	
President		

(Required for Out-Of-State travel)

Rules and Regulations

Name Lorraine Barrales-Ramirez 7/19/12	
Title or Purpose of Conference UC Counselors Conference	
Location (City, State) Berkeley, CA	
Dates of Conference September 15, 2012	
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs?	
Estimated Expenses	
Transportation (check applicable mode)	
* Common Carrier	\$
.555 Personal Car (.585 cents per mile)	\$ <u>48.28</u>
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$
* Shuttle/Bus/Taxi fares to and from terminals	\$ <u>40.00</u>
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 88.28
Budget account(s) to be charged	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean Vice PresidentRoban Richardu	
President	

(Required for Out-Of-State travel)

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CONFERENCE ATTENDANCE APPROVAL	out-Of-State Conference.
This form must be submitted to Division Dean for Approval: 7 days before In-State Conference or 21 Days before O To be submitted for conferences <u>NOT</u> requiring an advance.	
Name <u>Sandra Mendez</u> Date <u>8/29/</u> Title or Purpose of Conference <u>UC Counselor Conference</u>	12
Title or Purpose of Conference UC Counselor Conference	
Berkeley, CA	
Dates of Conference 9/15/12	
School Days Involved NA If applicable, have you applied for Professional Development for conference or replacement costs?	
Transportation (check applicable mode)	
* Common Carrier	\$
8 Troilos Personal Car (55.5 cents per mile)	\$ 48.29
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$_40
* Shuttle/Bus/Taxi fares to and from terminals	\$
 Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls) 	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 88.29
Budget account(s) to be charged	\$
and the local if applicable	\$ 88.29
Professional Development, if applicable	
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President Roban Richards 9/10/12	
President	

(Required for Out-Of-State travel)

Name Nick Mantin Date 8/30	slia
	1.0
	u e
Location (City, State) Benkeley, Ca	
Dates of Conference 9/15/12 - Saturday	
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs?	
Substitute required? Substitute Name	
Transportation (check applicable mode)	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (55.5 cents per mile)	\$ 15.98
* Lodging	s_~/q
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	s/a
* Conference Registration Fees	s
* Shuttle/Bus/Taxi fares to and from terminals	s_N/a_
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$_ <u>r/a_</u>
* Car Rental (prior approval required)	s_ <u>N/a</u>
TOTAL ESTIMATED EXPENSE	\$ 55.98
Budget account(s) to be charged	\$
Professional Development, if applicable	\$ 55.98
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President Robin Richard 9/4/12	

President (Required for Out-Of-State travel)

Name Lorraine Barrales-Ramirez 7/19/12	
Title or Purpose of Conference EOPS/CARE and CalWORKs Directors	s Training
Location (City, State) Sacramento, CA	
Dates of Conference September 17-21, 2012	
School Days Involved 5 If applicable, have you applied for Professional Development for conference or replacement costs?	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$
.555 Personal Car (.585 cents per mile)	_{\$} 129.87
* Lodging	_{\$} 477.90
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	§ 200.00
* Conference Registration Fees	\$
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$ 50.00
TOTAL ESTIMATED EXPENSE	_{\$} 857.77
Budget account(s) to be charged	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval	
Dean	
Vice President Koben Richardu	
President	

(Required for Out-Of-State travel)

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Name William Reyes Date 8/30/	
Title or Purpose of Conference CSU Norcal Community College (ounselors Conference
Location (City, State) CSM - San Mateo	
Dates of Conference Thurs 9/27/12	
School Days Involved $8 - 12 \cdot 30 \text{ pm} - \text{Hulf Day}$ If applicable, have you applied for Professional Development for conference or replacement costs? <u>Job</u> Substitute required? <u>NO</u> Substitute Name	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (55.5 cents per mile)	s <u>11.04</u>
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
Conference Registration Fees	\$ 65.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$_76.04
Budget account(s) to be charged	\$
Professional Development, if applicable	s_76.04v
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

Name_MELISSA ALFOR JA Date_ ANGUBT OF	9.2012
Title or Purpose of Conference	
Location (City, State)CONFECE-CF_CAN_MATED, CA	
Dates of Conference 9127112	
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? Substitute Name	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (55.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$_ <u>(45-00</u>
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ (15-00
Budget account(s) to be charged	\$
Professional Development, if applicable	\$ 65.00 -
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

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NameCindy Mata Date5/23/2012_		
Title or Purpose of ConferenceCSU Community College Counselor Conference		
Location (City, State)San Mateo, CA		
Dates of ConferenceSeptember 27, 2012		
School Days Involved		
Estimated Expenses Transportation (check applicable mode)		
* Common Carrier	\$_	
x Personal Car (48.5 cents per mile)	\$_	10.25
* Lodging	\$_	
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$_	
* Conference Registration Fees	\$	65
* Shuttle/Bus/Taxi fares to and from terminals	\$_	
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$_ 5)	
* Car Rental (prior approval required)	\$	
TOTAL ESTIMATED EXPENSE	\$_	75.25
Budget account(s) to be charged 3100 3-3340-5211-642600	\$_	
Professional Development, if applicable	\$	
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>		
Dean Kohn Richardu	\sim	-
President		

Name Lorraine Barrales-Ramirez 7/19/12		
Title or Purpose of Conference CSU Counselors Conference		
Location (City, State) San Mateo, CA		
Dates of Conference September 27, 2012		
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs?		
Substitute required? ^{11/2} Substitute Name <u>Estimated Expenses</u>		
Transportation (check applicable mode)		
* Common Carrier	\$	
.555 Personal Car (.585 cents per mile)	§_10.77	
* Lodging	\$	1.1.1/a.
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$	
* Conference Registration Fees	\$	
* Shuttle/Bus/Taxi fares to and from terminals	\$	(P.A.
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$	
* Car Rental (prior approval required)	\$	
TOTAL ESTIMATED EXPENSE	_{\$} _75.77	8 000
Budget account(s) to be charged	\$	an a su a
Professional Development, if applicable	\$	
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u> Dean		
Vice President John Lichardi 8/10/12		
President		

(Required for Out-Of-State travel)

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NameSiriporn (Sarah) AranyakulDate5/23/2012	
Title or Purpose of Conference: CSU Community College Counselor Conference	
Location (City, State)San Mateo, CA	
Dates of ConferenceSeptember 27, 2012	
School Days Involved	
Estimated Expenses	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (48.5 cents per mile) $16,48 \times 155.5$	\$ 10,25
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$ 65
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 75,25
Budget account(s) to be charged <u>3/003-3340-5211-642600</u>	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President Robin Richard	
President	

Name Gloria Datatshi Date 81.	30 12
Name <u>Aloria Datatshi</u> Date <u>St</u> . Title or Purpose of Conference <u>CSU NorCal Community Colle</u>	ge Courselors
Location (City, State) CSH - San Mateo	Cext
Dates of Conference Thurs. 92712	
School Days Involved <u>S-12:30pH-half day</u> If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? <u>NO</u> Substitute Name	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (55.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$ 65.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$_65.00
Budget account(s) to be charged	\$
Professional Development, if applicable	\$65.00
* Receipts will be required for reimbursement after conference Administrative Approval Dean Vice President	
Vice President President (Required for Out-Of-State travel)	

Name Nick Martin Date	08/30/2012
Title or Purpose of Conference <u>CSU Community College Counselors C</u>	onference
Location (City, State) San Mateo, CA	
Dates of Conference Sept. 27, 2012	
School Days Involved 1/2 a day If applicable, have you applied for Professional Development for conference or replacement co Substitute required? NO Substitute Name	sts? <u>Yes</u>
Transportation (check applicable mode) <u>Estimated Expenses</u>	
* Common Carrier	\$
20.2 Personal Car (55.5 cents per mile)	\$11.21
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT REC	EIPTS) \$
* Conference Registration Fees	\$65.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, b	susiness phone calls)
* Car Rental (prior approval required)	\$
TOTAL ESTIMAT	ED EXPENSE \$
Budget account(s) to be charged	\$
Professional Development, if applicable	\$ <u>76.21</u>
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

Name Sandra Mendez Date 8/29	1/12
Name <u>Sandra Mendez</u> Date <u>8/29</u> Title or Purpose of Conference <u>CSU</u> <u>Community</u> <u>College</u> <u>Counsele</u>	or Conference
Location (City, State) <u>San Mateo</u> , CA	
Dates of Conference 9/27/12	
School Days Involved	
Transportation (check applicable mode) <u>Estimated Expenses</u>	
* Common Carrier	\$
Personal Car (55.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$ 65.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 65,00
Budget account(s) to be charged	\$
Professional Development, if applicable	\$ 65.00
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

NameMichelle MendozaDate	e	08/30/2012
Title or Purpose of Conference <u>CSU Community College Counselors C</u>	Confere	nce
Location (City, State) <u>San Mateo, CA</u>		
Dates of Conference Sept. 27, 2012	-H	
School Days Involved 1/2 a day If applicable, have you applied for Professional Development for conference or replacement co Substitute required? NO Substitute Name	osts? <u>Y</u> e	<u>·S</u>
Transportation (check applicable mode) Estimated Expenses		
* Common Carrier		\$
Personal Car (55.5 cents per mile)		\$
* Lodging		\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT REC	CEIPTS) \$
* Conference Registration Fees		\$65.00_
* Shuttle/Bus/Taxi fares to and from terminals		\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, l	business	\$s phone calls)
* Car Rental (prior approval required)		\$
TOTAL ESTIMAT	fed ei	XPENSE \$ <u>65.00</u>
Budget account(s) to be charged		\$
Professional Development, if applicable	ck)	\$65.00
* Receipts will be required for reimbursement after conference Administrative Approval Dean		
Vice President		
President		

This form must be submitted to Division Dean for Approval - 7 days before furshing Conference or 21 Days before Out-Of-State Conference Expension and for conference - NOT requires an advance

Name - Nadva Sigona	Duce July 30, 2012
Title or Purpose of Conference - CSU Annual Conference 2012	
Location (City, State). College of San Mater son Mater. See	
Dates of Conference September 27, 2012	
School Days involved If applicable, have you applied for Professional Dell tornor for content for content for content for content for Substitute required substitute Name Estimated Expenses	en eo est
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (48.5 cems per unle)	\$
* Lodging	Ś
* Meals (Maximum allowance \$ 55.00 WITH &FCEIPTS - \$49.60 WITHOF }	RECHPIN) \$
* Conference Registration Lees	\$ 65,00
* Shuttle Bus Taxi fares to and from terminals	3
* Miscellaneous (bridge tolls, parking charges, business teams) and meaning only only	S Ec., business phone e tils i
* Car Rental polor approval required)	Ś
	VIALED EXPENSE - \$ 65.00
Budget account(s) to be charged	\$
Professional Development. If applicable Applying for Professional (If this is not Professional Development, please indicate benefit, to the College of	Development \$ 65.00 mbace
* Receipts will be required for reimbur sement after conference	

Dean Reber Richardy

President (Required to concernation)

Name Tony Basques	Date 09/19/2012	
Title or Purpose of Conference CSU Conference		
School Days Involved 1 If applicable, have you applied for Professional Development for conference or replacer Substitute required? NO Substitute Name	ment costs?	
Transportation (check applicable mode) <u>Estimated Expense</u>	<u>es</u>	
Transportation (encer appreable mode)		
* Common Carrier	\$	
Personal Car (55.5 cents per mile)	\$	
* Lodging	\$	
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOU	JT RECEIPTS) \$	
* Conference Registration Fees	s <u>95.00</u>	
* Shuttle/Bus/Taxi fares to and from terminals	\$	
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter	fees, business phone calls)	
* Car Rental (prior approval required)	\$	
TOTAL ESTI	IMATED EXPENSE \$ 95.00	
Budget account(s) to be charged	\$	
Professional Development, if applicable	on back) \$ 95.00	
* Receipts will be required for reimbursement after conference Administrative Appro Dean	<u>)val</u>	
Vice President		
President		

Name Nick Mantin Date 8/30	112
Title or Purpose of Conference MBTI Certification (ourse
Location (City, State) Por Hand, OR	
Dates of Conference 10/8/12 -> 10/12/12	
School Days Involved 0/8/12 -7 10/12/12 If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? Ves Substitute Name VIC For 19 Worch (10/3 Only	1
Transportation (check applicable mode)	
* Common Carrier - Southwest airlines	\$ 177
Personal Car (55.5 cents per mile)	s N/a
* Lodging	\$ 400
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	s 1/4
* Conference Registration Fees - already paid	s n/a
* Shuttle/Bus/Taxi fares to and from terminals	s_n/a_
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$ <u>n/q</u>
* Car Rental (prior approval required)	s_n/a_
TOTAL ESTIMATED EXPENSE	\$ 977
Budget account(s) to be charged	\$
Professional Development, if applicable	\$ 500
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President	
President	

(Required for Out-Of-State travel)

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Name Lorraine Barrales-Ramirez 7/19/12	
Title or Purpose of Conference CCCEOPSA Association Conference	
Location (City, State) Fresno, CA	
Dates of Conference October 9-12, 2012	
School Days Involved 3 If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? maSubstitute Name	
Estimated Expenses Transportation (check applicable mode)	
*Common Carrier	\$
.555 Personal Car (.585 cents per mile)	_{\$} 203.13 /
* Lodging	<u>,</u> 285.57 ✓
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	_{\$} 160.00
* Conference Registration Fees	s 300.00 ∽́
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	_{\$} 948.70
Budget account(s) to be charged 31003-3340-5211-642600	\$
Professional Development, if applicable <u>Will apply for PD</u> (If this is not Professional Development, please indicate benefits to the College on back)	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u> Dean Vice President Pobur Pichaud	
President (Required for Out-Ot-State travel)	· ··· ,

Name Cindy Mata	_{Date} 9-08-12	
Title or Purpose of Conference CCCEOPSA Confer		
Fresno, CA		
Dates of Conference October 9-12, 2012		
School Days Involved 4 If applicable, have you applied for Professional Development for conference or p	replacement costs?	
Substitute required? <u>n/a</u> Substitute Name		
Transportation (check applicable mode)		
* Common Carrier	\$	
.555 Personal Car (.585 cents per mile)	_{\$} 203.13	3
* Lodging	_{\$} 0.00	
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WI	THOUT RECEIPTS) \$ 160.00	C
* Conference Registration Fees	_{\$} 350.00)
* Shuttle/Bus/Taxi fares to and from terminals	\$	
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area,	porter fees, business phone calls)	
* Car Rental (prior approval required)	\$	
TOTAL	ESTIMATED EXPENSE \$ 713.13	3
Budget account(s) to be charged	\$	
Professional Development, if applicable Will apply for		
* Receipts will be required for reimbursement after conferen		
Vice President Robin Richards 9/18	12	
President		

Name William Reyes	_{ate} 10/04/11
Title or Purpose of Conference 2012 SJSU Bay Area Regio	onal Counselor Conference
Location (City, State) San Jose State University, San J	lose, CA
Dates of Conference 10/11/12	
School Days Involved <u>1</u> If applicable, have you applied for Professional Development for conference or replacement of Substitute required? ^{n/a} Substitute Name ^{n/a}	costs? <u>n/a</u>
Estimated Expenses	
Transportation (check applicable mode)	
* Common Carrier	\$
Celmiles Personal Car (55.5 cents per mile)	\$ 33.85
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RE	ECEIPTS) \$
* Conference Registration Fees	\$
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees,	s, business phone calls)
* Car Rental (prior approval required)	\$
TOTAL ESTIMA	ATED EXPENSE \$_33.85
Budget account(s) to be charged <u>31009-3340-5211-631000</u>	s <u>33.85</u>
Professional Development, if applicable	\$
	ack)
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President Robin Richards 10/22/12	
President	

(Required for Out-Of-State travel)

Name Lorraine Barrales-Ramirez Date 11-20-12	
Title or Purpose of Conference 2013 E4FC Educator Conference	1
Location (City, State) Berkeley, CA	
Dates of Conference Sat, 1/19/13	
School Days Involved none	
If applicable, have you applied for Professional Development for conference or replacement costs? <u>no</u> Substitute required? <u>n/a</u> Substitute Name <u>n/a</u>	
Transportation (check applicable mode)	
* Common Carrier	\$
.555 Personal Car (.585 cents per mile)	§ 45.51
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	_{\$} 35.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	_{\$} 80.51
Budget account(s) to be charged 31003-3340-5211-642600	\$ 80.51
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Vice President Robin Richard 12/10/12	
President (Required for Out-Of-State travel)	

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Name Lorraine Barrales-Ramirez Date 1/23/13	
Title or Purpose of Conference EOPS/CARE Statewide Technical Ass	istance Training
Location (City, State) Sacramento, CA	
Dates of Conference March 4-5, 2013	
School Days Involved 2 If applicable, have you applied for Professional Development for conference or replacement costs?	
Transportation (check applicable mode)	
* Common Carrier	\$
.565 Personal Car (.585 cents per mile)	\$ 126.54 (28.82
* Lodging	_{\$} <u>96.60</u>
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	§ <u>40.00</u>
* Conference Registration Fees	_{\$} _125.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$ <u>34.00</u>
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 422.14 424.42 \$ 322.14324,42
Budget account(s) to be charged 31003-3345-5211-642600	\$ 322.143 24,42
Professional Development, if applicable CCCO will reimburse \$100 (If this is not Professional Development, please indicate benefits to the College on back)	<u>\$</u> 100.00
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

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Name Lorraine Barrales-Ramirez 2/20/13	
Title or Purpose of Conference CalWORKs Association Training Institu	ute
Location (City, State) Long Beach, CA	
Dates of Conference April 15-17, 2013	
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? NA Substitute Name	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$ 202.80 [°]
.585 Personal Car (.585 cents per mile)	\$
* Lodging	_{\$} <u>341.76</u>
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	_{\$} 120.00
* Conference Registration Fees	_{\$} 325.00
* Shuttle/Bus/Taxi fares to and from terminals	§ <u>50.00</u>
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ <u>1,039.56</u>
Budget account(s) to be charged 31031-3341-5211-639003	_{\$} 377.56
Professional Development, if applicable	\$ 662.00
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

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Name Lorraine Barrales-Ramriez 4/12/13	
Title or Purpose of Conference UC Ensuring Transfer Success (ETS)	
Location (City, State) Foster City, CA	
Dates of Conference Monday, May 20, 2013	
School Days Involved 1 If applicable, have you applied for Professional Development for conference or replacement costs?	
Estimated Expenses Transportation (check applicable mode)	· · · · · · ·
* Common Carrier	\$
.585 Personal Car (.585 cents per mile)	<u></u> \$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	<u>\$</u> _100.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	_{\$} 115.44
Budget account(s) to be charged 31003-3345-5211-642600	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

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Name SARAH ARANYAKUC Date 4/8	13
Title or Purpose of Conference Engurung Transfy Suezer	7
Location (City, State) Fooly Gity CA	
Dates of Conference 5/20/3	
School Days Involved <u>MONDA Y</u> If applicable, have you applied for Professional Development for conference or replacement costs?	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$ 15,49
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	s_100.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$
Budget account(s) to be charged <u>Prof. Development</u>	\$ 115.49
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President	
President (Required for Out-Of-State travel)	

Name <u>Gloria Darafshi</u> Date <u>4/2</u> Title or Purpose of Conference <u>Ensureng</u> Transfer Su Location (City, State) <u>Foster City</u> , CA	7/13
Title or Purpose of Conference <u>Ensuring</u> Transfer Su	ucess
Location (City, State) Foster City, CA	
Dates of Conference May 20, 2013	
School Days Involved <u>one day</u> If applicable, have you applied for Professional Development for conference or replacement costs? <u>YES</u> Substitute required? <u>D</u> A Substitute Name <u>Estimated Expenses</u>	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$_100.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 100.00
Budget account(s) to be charged Prof. Development.	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval Dean	
Vice President	
President	

This form must be	CONFERENCE <u>ATTENDANCE</u> APPROVAL initial to Division Dean for Approval: 7 days before In-State Conference or 21 Days be To be submitted for conferences <u>NOT</u> requiring an advance.	efore Out-Of-State Conference
Name: _Soraya Sol	Date Date Date March 20, 2	013
Title or Purpose of	enferenceEnsuring Transfer Success	
	Some Foster City, CA	
Dates of Conferen-	May 20, 2013	
School Days Involution	a lied for Professional Development for conference or parloament of the M	
Transportation (c	YesYYSSYSS	
*C	non Carrier	\$
Pe	nal Car (56.5 cents per mile)	\$_15.48
* Lodging		\$
* Meals (Maximus	owance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Region	ration Fees	<u>00،00</u> \$
* Shuttle/Bus/Tax	ares to and from terminals	\$
* Miscellaneous (bridge tolls, park)	harges, business transit fares in conference area, porter fees, business phone call	\$ s)
* Car Rental (pr	proval required)	\$
	TOTAL ESTIMATED EXPENSE	\$_115.0_
Budget account(-	be charged Professional Revelopment	\$ 115.48
Professional Development (If this is not Professional Profession)	Development, please indicate benefits to the College on back)	\$
* Receipts will b	quired for reimbursement after conference <u>Administrative Approval</u>	
Dean	\sum	
Vice President		
President Required for Out-Of-	travel)	

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Name_Nick Marth Date_SI	1/13
Title or Purpose of Conference Ensuring Transfer Succe.	ss 2013
Location (City, State) Foster City, CA	
Dates of Conference May 20, 2013	
School Days Involved	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$_100.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 100.00
Budget account(s) to be charged 61000-, 3340-5211-631000	\$ 100.00
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval ident	
PLsideni. (Required for Out-Of-State travel).	

Name Sandra Mendez Date 51	1/13
Title or Purpose of Conference Ensuring Transfer Succe	ss 2013
Location (City, State) Foster City, CA	
Dates of Conference May 20, 2013	
School Days Involved	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$ 100,00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$_100.00
Budget account(s) to be charged Prof. Development	\$ 100.00
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval	
resident	
tesktorjt Required for Out-Of-State travel)	

Name TONY Basques Date 5/1	13
Title or Purpose of Conference Ensuring Transfer Succe	ss 2013
Location (City, State) FOSTEr City, CA	
Dates of Conference May 20, 2013	
School Days Involved	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$_100,00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$_100.00
Budget account(s) to be charged Prof. Development	\$ 100.00
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval	
Proliterit (Required for Out-Of-State travel)	

Name_Nadya Sigona Date 5/1	113
Title or Purpose of Conference Ensuring Transfer Succes	ss 2013
Location (City, State) FOSTER City, CA	
Dates of Conference May 20, 2013	
School Days Involved	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	s_100,00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$ 100.00
Budget account(s) to be charged <u>Prof. Development</u>	\$ 100.00
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President President	
(Description of the control of the c	

(Required for Out-Of-State travel)

Name Michelle Mendoza Date 5/7/13	
Title or Purpose of Conference Ewsur, ug Transfer Success	
Location (City, State) Foster City	
Dates of Conference $5 \frac{20}{13}$	
School Days Involved If applicable, have you applied for Professional Development for conference or replacement costs? Substitute required? Substitute Name	
Estimated Expenses	
Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile)	\$
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$ 100.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	\$
Budget account(s) to be charged	\$
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference Administrative Approval	
Dean	
Vice President	
President	

(Required for Out-Of-State travel)

CONFERENCE <u>ATTENDANCE</u> APPROVAL

This form must be submitted to Division Dean for Approval: 7 days before In-State Conference or 21 Days before Out-Of-State Conference. To be submitted for conferences <u>NOT</u> requiring an advance.

Name Lorraine Barrales-Ramirez Date 6/2/13	
Title or Purpose of Conference CalWORKs Region 3 Meeting	
Location (City, State) Cabrillo College, Aptos, CA	
Dates of Conference Friday, 6/7/13	
School Days Involved 1 If applicable, have you applied for Professional Development for conference or replacement costs? n/a Substitute Name n/a	
Transportation (check applicable mode)	
* Common Carrier	\$
.585 Personal Car (.585 cents per mile)	§ <u>60.02</u>
* Lodging	\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$
* Conference Registration Fees	\$
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls)	\$
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXPENSE	§ 60.02
Budget account(s) to be charged 31031-3340-5211-639003	_{\$} 60.02
Professional Development, if applicable	\$
* Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	
Vice President	
President	

(Required for Out-Of-State travel)

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Name Nicholas Mantin Date	4/24/13
Name <u>Nicholas Mantin</u> Date Title or Purpose of Conference <u>Career Changes</u> and <u>C</u> Location (City, State) <u>Santa Barbara</u> , <u>Ca</u>	horces Impleme
Location (City, State) Santa Barbara, Ca	Workshe
Dates of Conference June 13-14, 2013	5
School Days Involved n/n If applicable, have you applied for Professional Development for conference or replacement costs?	
Estimated Expenses Transportation (check applicable mode)	
* Common Carrier	\$
Personal Car (56.5 cents per mile) X 602 Muilles	\$ 340.13
* Lodging	\$ 397.22
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)	\$ 55.00
* Conference Registration Fees	\$_0.00
* Shuttle/Bus/Taxi fares to and from terminals	\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business pl	s
* Car Rental (prior approval required)	\$
TOTAL ESTIMATED EXP	PENSE $\frac{792.35}{5}$
Budget account(s) to be charged <u>1003-3340-5211-63</u> 9001	s 792.35
Professional Development, if applicable	\$
Receipts will be required for reimbursement after conference <u>Administrative Approval</u>	
Jean: M Toy	

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Name_Lorr	aine Barrales-Ramirez6/2/13	
Title or Purpo	ose of Conference EOPS Region 3 Meeting	
Location (Cit	y, State) College of Marin, Kentfield, CA	
Dates of Cont	Ference Thursday, 6/13/13	
School Days : If applicable, has Substitute require	Involved $\frac{1}{\frac{1}{2} \frac{1}{2} \frac{1}{2$	
Transportatio	Dn (check applicable mode)	
*	_ Common Carrier	\$
.585	Personal Car (.585 cents per mile)	_{\$} 50.43
* Lodging		\$
* Meals (Maximum allowance \$ 55.00 WITH RECEIPTS / \$40.00 WITHOUT RECEIPTS)		\$
* Conference Registration Fees		\$
* Shuttle/Bus/Taxi fares to and from terminals		\$
* Miscellaneous (bridge tolls, parking charges, business transit fares in conference area, porter fees, business phone calls		\$
* Car Rental (prior approval required)		\$
TOTAL ESTIMATED EXPENSE		s <u>50.43</u> s 50.43
Budget account(s) to be charged 31003-3340-5211-639003		_{\$} 50.43
Professional Development, if applicable		\$
	ill be required for reimbursement after conference <u>Administrative Approval</u>	
Dean	K J	
Vice Presiden	l	
President (Required for Out-	Of-State travel)	