

**Deadline to be turned in to Instruction to meet Board approval: the last Monday of the month**

It is important that all travel paperwork is filled out completely and is fully detailed. The following guidelines are in place to make sure that all submitted paperwork meets the required regulations. If there is any missing or unclear information, paperwork will be returned for completion. **Please double check that all required information is properly notated to avoid not meeting the required Board approval submission date.**

<b>ABSENCE REQUEST FORM --- REQUIRED INFORMATION</b>		v
<b>Attendees and Location</b>		
Attendees	Are all attendees and titles listed? Did all attendees sign?	
Destination	Does the destination have both city and state listed?	
Purpose	Conference titles are spelled out with NO ACRONYMS? Does it list that it is a field trip, if applicable? Does it contain the location and a description of trip?	
Sponsored	Is the conference sponsored by a third party?	
Institutional Value	What is the <b>institutional value</b> of this trip?	
<b>Estimated Expenses</b>		
Meals	The \$40.00 per day is only when travelling out of town. The breakdown is: \$10 – breakfast, \$10 – lunch, \$20 – dinner. You should be able to provide your own breakfast and dinner if you are attending an in-town daytime meeting.	
Hotel/Motel	Please provide documentation of room rates and estimated taxes. If you are requesting a check, remember that it takes about a month for checks to be cut. Please fill out the <b>Request for Check For Hotel, Registration, etc.</b> provided. Indicate if you would like a check. <b>Final total(s)</b> are required for room(s).	
Ground Transportation Costs	Estimate any parking or taxis that you will need.	
Airfare	All airfare is purchased through the President’s Office. List air fare on form.	
Personal Vehicle	Mileage for meetings in Bakersfield cannot be claimed if the attendee lives in Bakersfield. Same for Taft residents attending Taft meetings. Whenever possible: request a district vehicle. Personal vehicles are used as a last resort. If claiming mileage, submit documentation such as MapQuest.	

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Conference registration, membership, etc.	Please provide documentation of conference rates. If you are requesting a check, remember that it takes about a month for checks to be cut. Please fill out the <b>Request for Check For Hotel, Registration, etc.</b> provided indicating that you would like a check. Include <b>final totals</b> for the conference and indicate whether you would like to take the check with you or have it mailed.	
Field Trips	If a travel expense is a fixed cost such as registration for a conference, the college can cut a check if the request for check form is turned in with 30-day notice.  If a travel expense is variable such as entrance fees for students, the instructor will make the purchase themselves, and then request reimbursement with all original receipts.	
Missed Classes	Plans to Miss Class Forms are required for all faculty. It is helpful if you do not have a scheduled class while absent to indicate that information.	
Budget Code	If possible, please provide which account these expenses are to be paid from on the form.	
<b>REQUEST FOR TRANSPORTATION --- REQUIRED INFORMATION</b>		√
Employee in Charge	Yourself	
Purpose and Destination	Meeting AND City and State	
Name of Driver	Whoever will be driving on this trip (Additional drivers are set up through Maintenance x7767)	
Number of Students and Employees	If students are passengers, there are separate field trip forms that need to accompany travel paperwork. See field trip packet. All employees riding along need to be listed on the Absence Request form.	
Leaving and Returning	Please fill in both dates and times.	