



Request for CCOC Conference Funds

DATE 06/18/14

Name:	Maurice Cheeks	
Purpose:	NLC University Leadership Summit	
Destination/ Location:	Santa Clara, CA	
Travel Dates:	Beginning	Ending
	Date: 8/13/2014 Time: 9am	Date: 8/16/2014 Time: 10am

ESTIMATED COSTS	MODE OF TRANSPORTATION
LODGING Conf Hotel? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> \$ 690.00	CITY CAR #
MEALS (APM 1-5 Pg 7) \$ 150.00	PERSONAL CAR <input type="checkbox"/>
TRAVEL* \$ 800.00	AIRPLANE <input checked="" type="checkbox"/>
REGISTRATION \$ 849.00	BUS <input type="checkbox"/>
OTHER \$	OTHER <input checked="" type="checkbox"/>
TOTAL \$ 2489.00	

Travel should include all Transportation costs (including airfare, car rental, taxi fares, personal vehicle mileage cost estimate & gas)

NOTE:

- ◆ **LODGING – ALWAYS ASK FOR GOVERNMENT ROOM AND NO TAX PRIVILEGE OF A MUNICIPALITY**
- ◆ **ACTUAL EXPENSES SHOULD BE REPORTED UPON RETURN ON TRIP SETTLEMENT WITH ALL RECEIPTS ATTACHED (Including Meals/ Taxis/ Gas). INDICATE WHAT HAS BEEN PAID WITH A CREDIT CARD AND ATTACH COPY OF RECEIPTS TO SETTLEMENT IF RECEIPT IS NOT ALREADY ATTACHED TO ABSENCE FORM (Hotel/ Registration/ Airfare)**
- ◆ **BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I AM AWARE OF AND AGREE TO THE CONDITIONS/RULES FOR TRAVEL FOR CITY BUSINESS CONTAINED IN APM 1-5.**

CCOC Approved Date: