



Rio Hondo Community College District REQUEST FOR TRAVEL AUTHORIZATION

APPLICATION MUST BE TYPED AND RECEIVE FINAL APPROVAL PRIOR TO TRAVEL

PART I: EMPLOYEE INFORMATION

Employee Name (Requestor): _____

Department: _____

Employee Type

Administrator Faculty Classified Confidential Unrepresented

PART II: CONFERENCE/WORKSHOP INFORMATION

Event name: _____

(spell out acronyms)

Location (city & state): _____

Per AP 7040, out-of-state requests for travel must be submitted at least 6 weeks prior to your travel date to ensure Board of Trustees' approval.

As a result of Assembly Bill 1887, RHC is prohibited from approving state-funded travel to certain states unless the travel meets one of seven exceptions. For a complete list of affected states, visit the California State Attorney General's website at <https://oag.ca.gov/ab1887>.

Dates of travel: _____ No. of work days away from the college: _____

Reason For Attending: _____

How Does Event Align With Your Professional Duties: _____

I will attend as a participant presenter Supporting documents: Attached

(detailed conference agenda must be included)

PART III: ESTIMATED EXPENSES

Registration: _____ Meals: _____ Taxi/Shuttle: _____

Airfare: _____ Parking: _____ Other: _____

Lodging: _____ Mileage: _____

TOTAL:

Funding Source(s)

Account Number <i>(Ex: 01.0-00000.0-00000-00000-5220-0000000)</i>	Account Name <i>(Ex: Strong Workforce Grant)</i>	Amount	Cost Center Manager Initials

Special instructions regarding funding arrangements: _____

STAFF DEVELOPMENT REQUESTS ONLY – If not approved for Staff Development funding

I will fund attendance myself I will NOT attend this event

PART IV: APPROVAL AND AUTHORIZATION

Requestor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

OUT-OF-STATE TRAVEL REQUIRES SIGNATURE OF SUPERINTENDENT/PRESIDENT

Superintendent/President Signature: _____ Date: _____

BOARD APPROVAL REQUIRED FOR OUT-OF-STATE TRAVEL; NO
RETROACTIVE SUBMITTALS WILL BE FORWARDED TO THE BOARD

Board Approval Date: _____

**You must submit a travel reimbursement packet (including original receipts)
within 30 days of your return or forfeit your reimbursement (AP 7030)**