



Claim for Travel Reimbursement

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Funding Source

- District/College
- ASB
- Bookstore
- Co-Curricular
- Food Services
- Foundation

Date of Request		Contact Telephone Number	Staff Development Fund <input type="checkbox"/> Yes <input type="checkbox"/> No
Name		Identification Number	Department
Event		Date(s) of Event	
Destination			
Date and Time of Departure		Date and Time of Return	
Classes/Hours to Be Missed		Substitute Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	

FUNDING SOURCE (e.g., FOAPAL or Student Organization Accounting String)

Estimated Expenses				Actual Expenses		
	Estimated Cost	(Please(x) If Requested)			Actual Cost	Audit (Office Use Only)
		Prepayment*/ PO	Credit Card			
Commercial Transportation*				Commercial Transportation*		
Lodging +Tax*, #/nights:				Lodging plus tax		
Registration*				Registration		
Mileage Miles _____ @ _____ Cents				Mileage Miles _____ @ _____ Cents		
Meals				Meals Total (Itemize Below):		
Other Expenses (Itemized):				Other Expenses Total (Itemize Below):		
				Total Expenses		
				Less Prepayment/Credit Card Charges		
				Balance Due		
Total Estimated Expenses				Purchase Order Number		

Pre-Approval Signatures

Certifying Signatures (AFTER travel)

Initiator	<p>I certify that this is a true record of actual and necessary expenses incurred by me in the performance of duties as directed by the governing Board of the Kern Community College District.</p>
Immediate Supervisor	
NOTE: Pre-Approval by Immediate Supervisor confirms approval of the initiator's travel. Budget approval is completed through the purchasing process.	
<input type="checkbox"/> Initiator to mark this box if serving as approved traveling employee on student trip.	
	Initiator
	Immediate Supervisor
	NOTE: Certifying Signature by Immediate Supervisor confirms the initiator is entitled to the expenses claimed based on KCCD Policy/Procedure.
	Audited and Approved for Payment By:

Per Diem Meal Data

Date	Breakfast \$12.00	Lunch \$17.00	Dinner \$30.00	Total \$59.00	Audit (Office Use Only)

Business Services ONLY

	Date	Check Number	Amount
Prepayment			
Final Payment			

Other Expenses (Itemized)

Description	Actual Cost	Audit (Office Use Only)

Special Notations: