

Palomar Community College District
 San Marcos, CA 92069-1487
 Request for Travel Approval / Claim for Travel Expense

FY 2022 - 2023

Rate Change as of July 1, 2022

Applicant: _____ Ext: _____ Date: _____
 Dept: _____ Div: _____
 Meeting/Event: _____ City/State: _____
 Event Date From: _____ Departure Date _____ Return Date: _____
 Event Date To: _____

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
					2023			
					2023			
					2023			
6 digits	2 digits	6 digits	5 digits	2 digits	4 digits	7 digits	5 characters	

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated: _____ CalCard Actual Expenses: _____ CalCard
 Mileage _____ X 0.625 _____ Mileage _____ X 0.625 _____
 (Prevailing IRS Standard Rate)

Commercial Transportation _____ Yes Commercial Transportation _____ Yes
 (Purchasing Requisition Required for PrePay- (Receipts and Itinerary Required)
 Send Req to Purchasing Dept)-Airfare costs cannot exceed state contracted rates

[Refer to contracted rates](#)
[Official Contracted Air Fares](#)

Meals _____ Yes Meals _____ Yes
***** Original Itemized Receipts are Required.** ***** Original Itemized Receipts are Required.**

Lodging + Tax _____ Yes Lodging + Tax (____ nights) _____ Yes
Attach Prepaid Lodging Request Form (Detailed hotel invoice Required)
 Fiscal Use _____
 vendor # voucher #

Registration Fee _____ Yes Registration Fee _____ Yes
Attach Prepaid Registration Request Form (Receipts Required)
 Fiscal Use _____
 vendor # voucher #

Public Transportation (estimate) _____ Yes Public Transportation (Receipts Required) _____ Yes

Other Permissible Expenses inc. Parking (estimate) _____ Yes Other Permissible Expenses (Receipts Required) _____ Yes

Total Estimated Expenses: _____ Yes **Travel Total Expense** _____
 (*Total must not exceed Total Funds Authorized)

Under Government Code Section 11139.8, The California Attorney -General has determined, as of this date, that the following states are subject to a travel ban: Alabama, Arizona, Arkansas, Florida, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Montana, N.Carolina, N.Dakota, Ohio, Oklahoma, S.Carolina, S. Dakota, Tennessee, Texas, Utah, W.Virginia. Palomar College Resolution #17-21535 supports this. By signing below you are certifying that the travel requested will not take place in these states. Before traveling, check the Office of Attorney General's website for the most current list of affected states.

Less direct Payments to Vendor(s) _____
 Less charges paid with CalCard _____
 Total Due Applicant _____

Applicant's Signature _____ Date _____ Applicant Signature _____
 Total Funds Authorized (Completed by Senior/Executive Administrator OR Administrative Services Director)

Senior/Executive Administrator's Signature OR Administrative Services Director _____ Date _____ Senior/Executive Administrator's Signature OR Administrative Services Director _____

Purpose of trip, remarks, details:	Cal Card Information:
	Cardholder Name: _____

Vendor # _____ Voucher # _____
 Claim # _____ Audited by _____