

COAST COMMUNITY COLLEGE DISTRICT

CONFERENCE AUTHORIZATION REQUEST

GWC IPD Conference Application

Name			
	First Name	Middle Initial	Last Name
Job Title			Employee ID#
Phone			Ext.
Site	CCC	District	GWC
			OCC

Job Classification

Academic-CFE	Classified-CFCP	Part Time-CFE	Trustee	Other
Part-Time CTA	Confidential	Management	Student	

To be completed by supervisor/manager
For non-exempt employees:

Required
Optional

Conference/Activity Information

Name of Conference			
No Abbreviations			
Location			Duty Days
City/State/Country			
Conference Attendance Date(s) & Time(s)			Substitute Requested
Beginning Date & Time		Ending Date & Time	Yes/No
Travel Dates			
Actual date(s) including travel dates.			
Purpose of Trip			

Conference & Travel Pre-Approval Request/Budget

Flight	Mileage	Meals	Lodging
Rental Car	Rental Car Insurance	Registration	Other Allowable Expenses

Comments: \$ _____ = Enter amount of IPD funding request. (\$2,500 = IPD 2025-26 funding allowance)

Budget Information (Indicate Budget Number(s) from one or more sources):

Budget Number	Amount	Source of Funds
	\$	
	\$	
	\$	
	\$	

Total: \$ _____

Approval Signatures

Signature

Date

Originator/Traveler <small>Originator has read and understands BP/AP 7400 and the Travel Guidelines</small>		
Supervisor		
College President/ V.C./Chancellor (or designee)		

CAR Instructions:

- Obtain approval by completing the CAR Form before booking travel, including:
 - Employee info: Name, title, ID, contact.
 - Conference info: Name, location, dates, purpose.
 - Reimbursement details: Travel, registration, lodging costs. Be as accurate as possible.
 - Budget details: Number, amount, fund source.
- Requester submits travel request via Adobe Sign/Microsoft Teams to their immediate manager for approval and budget approving manager, if needed. Please see your department's lead Admin for further assistance in routing.
- Approval process is complete upon approval by the College President/Vice Chancellor/Chancellor (or designee).

*See the *Travel Guidelines* for further instructions

Refer below for the GWC IPD APPLICATION PROCESS

PDI APPLICATION INSTRUCTIONS

1. Submit your application to your PDI representative and keep a copy.
2. After PDI approval, complete and email a signed CAR form to your college President's office. Prepare CAR in advance to expedite the process.

Approval and Notification

1. PDI will contact you if revisions are needed. Upon approval, PDI will notify you and the administration. Your dean and administrative staff will assist with the CAR form for President approval.

Advance Payment

1. For advance payments, contact the District Accounting-Travel Office at 714-438-4600 x 84662. Reimbursement is only for amounts pre-approved by PDI.

Reimbursement After Travel

1. Contact the College Bursar's for reimbursement questions. PDI does not handle reimbursements.

GOLDEN WEST COLLEGE

IPD INSTRUCTIONS [**<< LINK to IPD website Application Process >>**](#)

1. Complete your CAR, but DO NOT SIGN it. Save the file first unsigned. Combine it with screenshots of conference description, date, time to create a SINGLE PDF file and save CAR packet, then sign).
2. Email CAR packet to division office for Dean's signature and state that you will be applying for IPD funding.
3. Faculty member to submit CAR packet to IPD at GWCPID@gwc.cccd.edu. CARs must be received by the IPD at least six weeks before the conference.
4. IPD will contact you to confirm receipt of your CAR and/or if there are any questions regarding your conference plans.

Approval and Notification

1. Upon funding approval, IPD will notify faculty member. CAR is not fully approved until signed by college president.
2. IPD will route the CAR form for President's approval. (International conferences require board approval).
3. Upon President's approval, IPD will notify faculty member.

Advanced Payment

1. For advance payments, contact the District Accounting-Travel Office at 714-438-4600 x 84662. Reimbursement is only for amounts pre-approved by IPD.

Reimbursement After Travel [**<< LINK to IPD website: Reimbursement Form and Instructions >>**](#)

1. Complete a Reimbursement Claim Form. Attach receipts. Sign & route for Dean's signature. Submit to GWCBusinessService@cccd.edu