

# COAST COMMUNITY COLLEGE DISTRICT CONFERENCE AUTHORIZATION REQUEST

## GWC IPD Conference Application

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

### Job Classification

<b>Academic-CFE</b>	<b>Classified-CFCP</b>	<b>Part Time-CFE</b>	<b>Trustee</b>	<b>Other</b>
<b>Part-Time CTA</b>	<b>Confidential</b>	<b>Management</b>	<b>Student</b>	

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

### Conference/Activity Information

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

### Conference & Travel Pre-Approval Request/Budget

<b>Flight</b>	<b>Mileage</b>	<b>Meals</b>	<b>Lodging</b>
<b>Rental Car</b>	<b>Rental Car Insurance</b>	<b>Registration</b>	<b>Other Allowable Expenses</b>

**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):

<b>Budget Number</b> <span style="background-color: yellow;">LEAVE THIS SECTION BLANK! IPD will complete</span>	<b>Amount</b>	<b>Source of Funds</b> <span style="background-color: yellow;">LEAVE THIS SECTION BLANK! IPD will complete</span>
	\$	
	\$	
	\$	
	\$	

**Total:** \$ \_\_\_\_\_

### Approval Signatures

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

### **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 [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@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](mailto:GWCBusinessService@cccd.edu)