

COAST COMMUNITY COLLEGE DISTRICT  
CONFERENCE / MEETING / WORKSHOP  
REIMBURSEMENT CLAIM FORM

**For GWC IPD reimbursements:**

(must be completed for ALL travel)

Found on your CAR Database Receipt provided to you by the IPD

Click [HERE](#) for instructions and helpful tips for completing this form.

CAR#: \_\_\_\_\_

Name \_\_\_\_\_  
First Name Middle Initial Last Name

CCC District GWC OCC

Name of Conference \_\_\_\_\_ Employee ID: \_\_\_\_\_

Attendance Date(s) & Time(s) \_\_\_\_\_

Travel Date(s) & Time(s) \_\_\_\_\_

**ALLOWABLE EXPENSES** **Attach Itemized Receipts that include PROOF OF PAYMENT.**

(Complete Upon Return Even if No Additional Expenses are Claimed; Attach receipts/documentation in the order listed below)

Airfare	Departure Date & Time:	Return Date & Time:	
Auto Rental/Auto Rental Insurance			
Mileage			
Lodging			
Registration			
<b>Meals</b> << LINK - Meal limits depending on flight departure >> Meal expenses incurred during authorized travel will be paid in accordance with the prevailing <b>per diem rates</b> established by the U.S. General Services Administration (GSA) for Orange County, CA ; Not to exceed \$81/day			
DATE:			
Breakfast \$22/day			
Lunch \$23/day			
Dinner \$36/day			
Other Misc. Expenses			
Parking			
Shuttle/Taxi/Rideshare:			
Other:			

TOTAL ACTUAL EXPENSES CLAIMED: \_\_\_\_\_

LESS ADVANCE AND/OR AMOUNTS CHARGED TO DISTRICT P-CARDS \_\_\_\_\_

P-Card Holder / Check Number \_\_\_\_\_

BALANCE TO EMPLOYEE/(NET AMOUNT OF THIS CLAIM) \_\_\_\_\_

Additional Comments:

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I certify the above were all actual and necessary expenses incidental to this conference/meeting/workshop.

Budget Number(s)

Budget Amount(s)

Claimant \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Business Office \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

**Initials:** \_\_\_\_ All receipts must be itemized and include [proof of payment](#). Documentation should be attached in the same order listed on this reimbursement form.

**Initials:** \_\_\_\_ A copy of your CAR signed by the college president, the Database Receipt, and Conference Agenda/Program must be included with your reimbursement claim.

**Initials:** \_\_\_\_ Adding helpful notes to your receipts will help Business Services staff process your claim more efficiently and minimize delays.

This claim meets the provisions of E.C. § 87032 and is for actual and necessary expenses approved beforehand and in accordance with BP/AP 7400 and the Travel Guidelines.

District Accounting