

**TD:**

**Budget:**

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
REQUEST FOR TRAVEL ADVANCE  
INSTITUTE FOR INTERNATIONAL PROGRAMS**

**1. Name of Employee:** \_\_\_\_\_ **Employee No.** \_\_\_\_\_

**Location:** \_\_\_\_\_

**2. Approved Conference Attendance Reference Number:** TD

**3. Approval Expense Allowance:**

A. Transportation

B. Hotel and Meals

C. Incidentals

**Total** \_\_\_\_\_ \$0.00

4. Maximum Advance Allowed (90% of B & C) \_\_\_\_\_ \$0.00

I understand that this advance is to be used for the purpose of hotel, meals, and incidentals related to the approved Conference Attendance and that a travel expense claim must be filed within 10 days after returning from the conference.

Signature of Applicant \_\_\_\_\_ Date March 27, 2007

Warrant No. \_\_\_\_\_

Claim Due Date: \_\_\_\_\_

Attach approved Travel Expense Claim in duplicate

5. Total Employee Expenses \$ \_\_\_\_\_

6. If the expense is greater than the advance,  
*Amount due to employee* \$ \_\_\_\_\_

7. If the advance is greater than the expense,  
*Amount due to District (attached personal check)* \$ \_\_\_\_\_