

***Travel Authorization T- 04**
Date: October 12, 2009

TO: Board of Trustees
FROM: Superintendent
SUBJECT: Travel Authorization

It is recommended that those individuals listed on the attached Travel Authorization Report be authorized to attend conferences and/or conventions designated for discussion or observation of college matters, or otherwise perform services for the College District at the locations shown without loss of salary for the number of days indicated with payment of expenses in accordance with Board rules, except as shown. Advance payment of conference registration is authorized. The appropriate vice president approves trips utilizing District vehicles and not requiring reimbursement. Substitutes are authorized where necessary. Detailed information relating to this report is on file in the Office of Business Services.

All transactions listed in this report are in accordance with established policies and expenditures are within appropriations.



Deborah Wallace

Vice President Business Services

TRAVEL AUTHORIZATION – ESTIMATED EXPENSES						
Date: October 12, 2009						
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
07-27-09 – 07-31-09, Lisa Karlstein-Francey, union leadership conference, UCLA.	0					0
09-17-09, Evita Antwi, UC transfer update, UC Riverside. Transfer Center.	82.16			20.00		102.15
09-18-09, Tom O’Neil, regional conference, Ventura.	0					0
09-18-09, R. Haley, W. Saari, P. Sandoval, L. Echeverria, Region 6 CCTCC meeting, Santa Barbara College.	District vehicle					0
09-21-09, Christina Simmons, TSE training, City of Industry. CalWORKS.	82.45			6.00		88.45
09-26-09, open flex trip to Cesar Chavez Cultural Center, Los Angeles. Flex.	District vehicle					0
09-28-09, Shane Turner, pre-hearing, Los Angeles. HR travel.	67.80					67.80
09-29-09, Terry Cleveland, SIRMA II meeting, Santa Clarita. HR travel.	38.80			6.00		44.80
09-30-09, Evita Antwi, counselor conference, Pasadena Convention Center. Transfer Center.	76.13				65.00	143.13
10-01-09 – 10-02-09, Ande Sanders, consortium directors meeting, Sacramento, CA.	0					0
10-02-09, Tom O’Neil, regional co-op meeting, College of the Desert.	0					0
10-06-09, Diana Keelen and Kim Carlson, intro. to budgets training, LACOE, Downey.	0					0
10-07-09, C. Moise, L. Snow, K. Hare, R. Haley, 3CBG conference, Costa Mesa.	District vehicle					0

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
10-07-09, J. Halliday, M. Clinton, Patti Browne, B. Browne, FAA safety inspection seminar, Burbank Airport.	0					0
10-21-09 – 10-23-09, Sharon Lowry, CCCIO annual conference, San Diego. VP travel.	176.06	268.25	24.00	305.00	24.00	797.31
10-28-09 – 10-30-09, Maria Clinton, CCAOE conference, Long Beach. Perkins grant.	141.89	350.00	50.00			540.89
10-28-09 – 10-30-09, Margaret Drake, CCCAOE conference, Long Beach. Perkins grant.	23.18	365.84	42.00	395.00		926.02
10-28-09 – 10-30-09, Jackie Fisher, COA board meeting, San Francisco. Reimbursed by COA.	181.57	287.80				469.37
10-30-09, Diane Flores Kagan, basic skills regional meeting, Burbank, CA.	0					0
11-04-09, Ande Sanders, COTC regional meeting, Los Angeles.	0					0
11-12-09 – 11-14-09, Christos Valiotis, Statewide Academic Senate fall plenary session, Ontario. Academic Senate.	78.57	218.00	25.00	325.00		646.57
11-17-09, Diana Keelen and Kim Carlson, PC budget reports training, LACOE, Downey.	0					0
11-19-09 – 11-21-09, Jackie Fisher, CCLC convention, San Francisco, CA. President's travel.	149.20	330.30				479.50

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
11-21-09, AVC faculty and staff, flex trip to Annenberg Photography and Getty Museum, Los Angeles. Flex.	District vehicle + 72.75				72.00	142.75
12-09-09 – 12-14-09, S. Padilla, K. Doss, Y. Sandoval, A. Anthes, Y. Morris, P. Hira, E. Clark, CCCSFAA conference, San Jose. Mandatory training.	District vehicle + 120	4725.00	1044.00	4340.00		10,229.00
01-21-10, Diana Keelen and Kim Carlson, PC budget operational training, LACOE, Downey.	0					0
02-13-10 – 02-20-10, Terry Cleveland, American Society of Safety Engineers, Las Vegas, NV. Mandatory training.	223.59	1089.76	186.00	1920.00		3419.35
02-16-10, Diana Keelen and Kim Carlson, PC advanced budget training, LACOE, Downey.	0					0
03-19-10, AVC faculty and staff, flex trip to EAFB. Flex.	District vehicle					0
04-05-10, AVC faculty and staff, flex trip to Edwards Air Force Base. Flex.					72.00	72.00

TRAVEL AUTHORIZATION – FIELD TRIPS

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
08-30-09 – 11-29-09	THA 129A rehearsals and performance, Los Angeles, CA.	Mark Branner	15	District vehicle
09-10-09	FTEC 295A, firefighter memorial service, Lancaster Baptist Church.	Robert Falb	41	0
09-13-09	THA 101, play at Fountain Theatre, Los Angeles.	Eugenie Trow	22	District vehicle
09-19-09	COMM 116, forensics seminar, Cerritos College.	Harish Rao	11	285.93 Speech Comm.
09-23-09	ID 125, floor coverings, Metro Floors, Lancaster.	Leslie Baker	22	0
09-25-09	COMM 115, intercollegiate debate competition, El Camino College.	Kenneth Lee	6	0
09-26-09	COMM 116, forensics tournament t, El Camino College.	Harish Rao	11	380.64 Speech Comm.
09-28-09	Transfer students, campus tour, UC Irvine.	Evita Antwi	30	District vehicle
09-30-09	MUS 151, 153, 251, 253A, concert, CSUN.	David Newby	23	District vehicle
10-05-09	Transfer students, campus tour, UCLA.	Evita Antwi	30	District vehicle
10-07-09	ID 125, tile and granite samples, All About Stone, Lancaster.	Leslie Baker	22	0

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
10-16-09	RCP 101, field trip to AV Pulmonary, Lancaster.	Suzanne Underwood	21	0
10-19-09	ID 125, glass selections, Palmdale Glass.	Leslie Baker	22	0
10-19-09	Transfer students, campus tour, CSU, San Bernardino.	Evita Antwi	30	0
10-20-09	ASTR 101 Honors, field trip to Griffith Observatory, Los Angeles.	Mark McGovern	10	District vehicle
10-24-09	ESL 028 and 030, cultural enrichment, Buena Vista Museum, Bakersfield.	Elye Fain	40	District vehicle
10-24-09	POLS 120, CALMUN conference, Buena Park.	John Vento	18	150 MUN
11-02-09	Transfer students, UCLA campus tour.	Evita Antwi	30	District vehicle
11-04-09	ID 125, view furniture quality, Aven's Furniture, Lancaster.	Leslie Baker	22	0
11-09-09	Transfer students, campus tour, CSU LA.	E. Antwi, M. Mode, A. Cruzalegui	25	District vehicle
11-16-09	Transfer students, campus tour, CSUN.	Evita Antwi	30	District vehicle
02-25-10 – 02-28-10	POLS 120, UCB MUN conference, San Francisco.	John Vento	20	District vehicle + 9,500 Foundation/ASO
03-06-10	POLS 120, CALMUN conference, Buena Park.	John Vento	20	150 ASO/ Foundation
04-15-10 – 04-19-10	POLS 120, MUN conference, UCLA, Los Angeles.	John Vento	20	District vehicle + 5,600 ASO/Foundation