

**\*Travel Authorization T- 3**  
**Date: September 14, 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

<b>TRAVEL AUTHORIZATION – ESTIMATED EXPENSES</b>						
<b>Date: September 14, 2009</b>						
<b>Date, Name, Purpose, Destination, Account</b>	<b>Transport</b>	<b>Lodging</b>	<b>Meals</b>	<b>Conference Fees</b>	<b>Other</b>	<b>TOTAL</b>
07-23-09, Kendra Doss, Region VI meeting, Oxnard College, CA. BFAP.	97.00					97.00
07-31-09, Rega Leas, union leadership training, UCLA. Union funds.	0					0
08-04-09, Rachele Castillejo, copy warrants at LACOE, Downey, CA. Mandatory travel.	83.22		24.00			107.22
08-10-09 – 08-11-09, Andres Cruzalegui, regional tech. prep meeting, Oxnard, CA. Regional Perkins funds.	0					0
08-11-09, Rodney Schilling, regional tech. prep. meeting, Oxnard, CA. Regional Perkins funds.	97.00		24.00			121.00
08-11-09, C. Hoover, S. Turner, T. Wilson, salary reduction workshops, LACOE, Downey, CA. Dept. travel.	75.95					75.95
08-13-09, Katarina Orlic-Babic, pre-school program training, Los Angeles, CA.	0					0
08-14-09 – 08-15-09, David Brown, student trustee workshop, San Francisco, CA. ASO.	149.20	132.90	24.00	245.00		551.10
08-17-09, E. Sundberg, S. Robinson, B. Curry, S. Snyder, S. Hughes, L. Lee, M. Hults, simulation best practices workshop, Santa Clarita, CA. Nursing enrollment grant.				280.00		280.00
08-17-09, Victoria Beatty, simulation best practices workshop, Santa Clarita, CA. Nursing enrollment grant.	27.16			40.00		67.16
08-17-09, Debra Dickinson, simulation best practices workshop, Santa Clarita, CA. Nursing enrollment grant.	51.90			40.00		91.90

<b>Date, Name, Purpose, Destination, Account</b>	<b>Transport</b>	<b>Lodging</b>	<b>Meals</b>	<b>Conference Fees</b>	<b>Other</b>	<b>TOTAL</b>
08-17-09, Casey Scudmore, simulation best practices workshop, Santa Clarita, CA. Nursing enrollment grant.	48.00			40.00		88.00
08-17-09, Rachele Castillejo, copy checks at LACOE, Downey, CA. Mandatory travel.	83.42		24.00			107.42
08-20-09, J. Reddish, B. Razo, S. Rogers, L. Barber, foundation meeting, Bakersfield College, CA.	District vehicle					0
09-08-09, D. Keelen, M. Crenshaw, C. Garcia, L. Jehlicka, C. Mohair, tax seminar, Van Nuys, CA.	0					0
09-16-09, Karen Cowell, BVNPT director forum, Los Angeles. Perkins grant.	86.78					86.78
09-17-09 – 09-18-09, Agnes Jose-Eguaras, basic skills coordinator workshop, Newport Beach, CA. Basic Skills.	127.60		36.00			163.00
09-21-09 – 09-23-09, Peter Soos, facilities decisions conference, Las Vegas, NV.	0					0
09-25-09, Tom O'Neil, SB 70 conference, Victor Valley College, CA.	0					0
10-06-09 – 10-07-09, S. Padilla, L. Zillender, Y. Morris, Banner 3CBG conference, Costa Mesa, CA. Dept. travel.	126.00	418.38	72.00			616.38
10-07-09, R. Haley, K. Hare, L. Zillender, Y. Morris, K. Hare, C. Moise, L. Snow, Banner 3 CBG conference, Costa mesa, CA.	District vehicle					0
10-18-09, Elizabeth Sundberg, Laerdal simulation user conference, San Francisco, CA. Perkins grant.	588.00	660.00	96.00	100.00		1444.00
10-20-09, S. Turner, C. Hoover, J. Caban, ACHRO conference, Cathedral City, CA. HR travel.		810.00		375.00		1185.00

<b>Date, Name, Purpose, Destination, Account</b>	<b>Transport</b>	<b>Lodging</b>	<b>Meals</b>	<b>Conference Fees</b>	<b>Other</b>	<b>TOTAL</b>
10-28-09, Kendra Doss, foster youth blueprint training, Los Angeles, CA. Dept. travel.	District vehicle + 15.00		12.00	75.00		102.00
10-30-09 – 11-02-09, Christos Valiotis, HACU annual conference, Orlando, FL. Title V grant.	619.15	556.89	108.00	175.00		1459.04
11-02-09 – 11-04-09, Doug Jensen, college facilities update, Sacramento, CA. Dept. travel.	694.00	352.00	72.00	250.00		1068.00
11-02-09 – 11-04-09, Jackie Fisher, Community College Coalition conference, Sacramento, CA. President's travel.	149.20	397.56				546.76

**TRAVEL AUTHORIZATION – FIELD TRIPS**

<b>DATE</b>	<b>CLASS &amp; DESCRIPTION</b>	<b>INSTRUCTOR</b>	<b># OF STUDENTS</b>	<b>COST TO DISTRICT</b>
09-19-09	ART 100 & 110, LACMA.	Lynda Greenberg	40	0
11-13-09	STAR students, Cirque du Soleil cultural trip, Santa Monica.	Linda Noteboom	25	District vehicle + \$1403.75 STAR