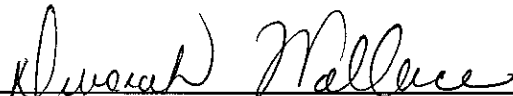


***Travel Authorization T- 7**
Date: January 11, 2010

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: January 12, 2010				
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
10-8-09, Scott Lee and Carolyn Burrell, Open Source software workshop, Ontario. Library travel.	78.57					78.57
11/13/09, P. Hira, N. Williams, J. Cartwright, Region VI meeting, Oxnard College. Financial Aid travel.	98.94		36.00			134.94
12-03-09 – 12-05-09, Jane Cwayna, state volleyball coach meeting and tournament, Delta College, Stockton.	District vehicle					0
12-09-10, Agnes Jose-Eguaras, basic skills network meeting, L.A. City College. Basic Skills.	36.38					36.38
12-13-09 – 12-14-09, Rodney Schilling, South Central counselors meeting, Santa Barbara. Perkins grant.	134.83		30.00			164.83
12-18-09, Douglas Toms and Herman Mena, Windsor Equipment Rodeo, Mt. San Antonio College.	District vehicle					0