

***Travel Authorization T- 08**
Date: February 8, 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: February 8, 2010						
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
12-13-09 – 12-14-09, Roslyn Haley, South Central Counselor meeting, Santa Barbara, CA. Perkins grant.	134.83		24.00			158.83
12-14-09, Andres Cruzalegui, Region 6 Perkins meeting. Perkins grant.	0					0
1-11-10 – 1-12-10, Sherrie Padilla, Dept. of Ed. Financial aid meeting, Long Beach, CA. Dept. travel.	116.15	143.85	24.00			284.00
1-12-10 – 1-13-10, J. Halliday, P. Browne, M. Clinton, B. Browne, DME FAA seminar, San Diego, CA.	0					0
1-13-10, Sharon Lowry, SACC meeting, Sacramento, CA. VP travel.	206.46					206.46
1-14-10, T. Cleveland, R. Miller, D. Owens, facilities network meeting, Downey, CA.	District vehicle		12.00			12.00
1-19-10, Bridget Razo, Chancellor's Circle luncheon, Chaffey College, CA. Foundation.	85.85					85.85
1-20-10, Sharon Lowry, CIO meeting, Sacramento, CA. VP travel.	185.46					185.46
1-22-10, Margaret Drake, regional deans meeting, Ventura, CA. Perkins grant.	92.15					92.15
1-24-10, Sandi Rogers and Bridget Razo, McCutcheon alumni luncheon, San Luis Obispo, CA. Foundation.	180.91	82.66				263.57
1-26-10, Terry Cleveland, SIRMA II board meeting, Valencia, CA. Dept. travel.	43.65					43.65
1-28-10 – 1-29-10, Newton Chelette, football executive board meeting, Long Beach, CA. Dept. travel.	120.00	120.00	20.00			260.00

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
1-29-10, Bridget Razo, NCCCF board of directors meeting, Sacramento, CA. Foundation.	0					0
1-31-10, Paul Smethurst, Rainbird training, Tucson, AZ. Mandatory travel.	229.04		72.00		30.00	331.04
2-2-10 – 2-3-10, Sharon Lowry, accreditation workshop, Chaffey College, Los Angeles, CA.	0					0
2-3-10, Ed Arndt and Elisa Clark, SOC consortium workshop, CSU, Long Beach, CA. Dept. travel.	107.67					107.67
2-4-10, Woody Burns and Ann Hinesley, ShoreTel training, Woodland Hills, CA. Dept. travel.	63.39					63.39
2-9-10 – 2-10-10, Roslyn Haley, ACCJC evaluation training, Oakland CA. Reimbursed by ACCJC.	319.40	132.00	36.00			487.40
2-11-10, Ann Volk, nutrition conference, Dubuque, IA.	0					0
2-16-10 – 2-19-10, Sharon Lowry, ACCCA meeting, San Francisco, CA. Perkins grant.	352.11	537.90	78.00	295.00		1263.10
2-19-10 – 2-23-10, Richard Balogh, Einstruction conference, Fort Worth, TX. Title V grant.	444.90	685.40	100.00	590.00		1820.30
3-1-10 – 3-4-10, Sharon Lowry, Chaffey College Accreditation team.	0					0
3-3-10 – 3-6-10, Karen Cowell, Associate Degree Nursing spring conference, Costa Mesa, CA. Perkins grant.	182.85	579.95	48.00	200.00		1010.81

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
March-June, 2010, Jessica Eaton, outreach to AV high schools. Title V co-op grant.	339.50					339.50
3-16-10 – 3-19-10, Sharon Lowry, CIO conference, San Francisco, CA. Perkins grant.	350.17	567.00	104.00	305.00		1326.17
3-28-10 – 3-31-10, Tooraj Gordi and Lynda Little, 2010 Title III and V meeting, Washington DC. Title III grant.	918.48	1552.62	192.00	1100.00		3763.10
3-31-10 – 4-2-10, Jackie Fisher, COA/CCCAA Annual Convention, Ontario, CA. Reimbursed by COA.	57.51					57.51
4-5-10, faculty and staff, Flex trip to EAFB.	District vehicle					0
4-10-10 – 4-14-10, Allisan Anthes, Sungard Summit 2010, San Francisco, CA. Financial Aid travel.	350.00	785.40	78.00	975.00	40.00	2228.00
4-15-10, D. McIntosh, D. Moyer, F. Brewer, Spring Showcase trade show, Ontario, CA. Bookstore travel.	87.30		72.00	120.00		279.30

TRAVEL AUTHORIZATION -- FIELD TRIPS

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
4-17-10	Advanced jazz performance, Oceanside.	Lee Matalon	20	District vehicle