

***Travel Authorization T- 01**
Date: July 12, 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: July 12, 2010						
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
04-29-10 – 05-01-10, S. Wilson, C. Hamilton, K. Ballester, L. Hales, BESAC annual curriculum conference, Costa Mesa. Dept. travel.	590.68		952.80	\$400.00		1943.48
05-14-10, Evita Antwi, CCTC Consortium meeting, Santa Barbara College. Dept. travel.	121.52					121.52
05-16-10 – 05-17-10, Jimmy Weese, state golf finals, Beaumont. Dept. travel.	94.58					94.58
05-24-10, A. Jose-Eguaras, basic skills coaching, LA City College. Basic Skills.	36.38		6.00			42.38
05-24-10, J. Fisher, P. Jehlicka, B. Norton, recruitment trip, Bakersfield High School.	District vehicle					0
06-02-10, Jayne Cwayna, volleyball tournament planning, Ontario.	0					0
06-08-10, C. Moise, C. Hoover, T. Wilson N. Brown, S. Tuss, D. Keelen, C. Leach, K. Carlson, Banner finance and HR visit, College of Sequoias.	District vehicle					0
06-09-10, T. Wiley, P. Sosa, D. Martinez, C. Simmons, J. Vines, Region VI CalWORKS meeting, Oxnard College.	District vehicle					0
06-10-10 – 06-11-10, Sharon Lowry, CIO meeting, Santa Barbara City College. VP travel.	118.34	136.80	18.00			273.14

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
06-11-10, Raquel Trejo and Tasakyna Raper, learning center conference, Chaffey College.	0					0
06-11-10, D. Flores-Kagan, K. Foisel, C. Forte-Parnell, B. Fredette, W. Rider, D. Ginosian, M. Lathrop, learning center conference, Chaffey College.	District vehicle					0
06-15-10, Diana Keelen, K. Carlson, C. Leach, Banner implementation review, Kern College, Bakersfield.	0					0
06-15-10, Jill Zimmerman and Pamela Ford, civil rights training, El Camino College, Torrance. CalWORKS.	78.09		18.00			96.09
06-15-10, C. Moise, K. Mergliano, D. Wallace, K. Carlson, T. Wilson, S. Turner, C. Valiotis, J. Vento, S. Tuss, A. Dwinell, Banner assessment, Bakersfield College.	District vehicle					0
06-16-10 – 06-24-10, Agnes Jose-Eguaras, basic skills leadership institute, Lake Arrowhead. Basic Skills.	121.25		168.00	300.00		589.25
06-17-10, Vanessa Gibson and Kendra Doss, Region VI, Ventura College. FA travel.			24.00			24.00
06-20-10 – 06-24-10, Mike Wilmes, HP tech. forum, Las Vegas, NV. Dept. travel.	175.00	400.00	125.00	1945.00		2645.00
06-22-10, Jackie Fisher, COA alliance meeting, Anaheim. President's travel.	94.58	157.07				251.65

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
06-23-10, T. Martinez, P. Sosa, J. Vines, C. Simmons, civil rights training, Los Angeles City College. CalWORKS.				60.00		60.00
06-23-10, Kim Carlson, PERS/STRS training, Newhall. Dept. travel.	23.77		6.00			29.77
06-23-10, Stephen Burns, Google web application conference, Santa Monica. Dept. travel.	67.90					67.90
06-24-10, Sharon Lowry, Intelcom meeting, Pasadena. VP travel.	65.96					65.96
06-24-10, Bridget Razo, CASE meeting, San Diego. Foundation travel.	175.57				75.00	250.57
06-27-10 – 07-03-10, Darcy Wiewall, archeology symposium, Belize.	0					0
06-28-10 – 06-29-10, S. Padilla, K. Doss, Y. Sandoval, CCCSFAAA conference committee meeting, San Diego.	0					0
06-28-10 – 06-30-10, P. Ford, K. Fite, D. Frauli, S. Tuss, CFT leadership training, UCLA.	0					0
07-14-10, A. Steinberg, W. Wallace, T. Fernandez, R. Betancourt, CPA transition meeting, Ventura.	0					0
09-15-10, Rosa Fuller, annual counseling conference, UCLA. Counseling travel.	66.80			35.00		101.80

TRAVEL AUTHORIZATION – FIELD TRIPS

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
05-21-10	ENG 236, Shakespeare play, Glendale.	Dr. Rachel Jennings	20	0
05-28-10	FTEC 295B, LPG training, Chevron oil refinery, El Segundo.	Robert Falb	34	District vehicles
06-24-10	FTEC 122, field exercise, Soledad Canyon.	Tom Hutchison	36	0
07-16-10 – 07-18-10	PHOT 101, field trip, Owens Valley.	Lee Bergthold	15	District vehicle