PRINT FORM CLEAR FORM

When entering information, click in first space and tab through form.
Press <Shift + Tab> to go to previous field.

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DEL MAR COLLEGE

Professional Travel and Development Leave Request/Application for Prepayment

Form will be returned if incomplete and/or all information is not attached

Prior approval is required for professional travel and development and prepayment of expenses. A copy of the notice/announcement of the meeting must be attached. Out of country travel and use of rental vehicle must be approved by the President in advance. **If requesting prepayment of expenses, this approved application, with completed forms, must be received in the CFO/VPO Office by 12:00 noon Wednesday, the week before prepayment is requested.**

From:	Colleague ID#:	Department:	
City:		Date(s) of Trip	
		From	To:
Purpose of Leave/Trip:			

If you are requesting reimbursement, give estimate of expenses: Prepayments will be approved only for official College travel. **(Policy A3.14.2**). The College is authorized to deduct from your next paycheck any amount prepaid for this trip in the event a Statement of Travel Expense is not submitted within 30 days of return from trip. **(Policy A3.14.3) Attach completed forms as necessary; airline fares made through travel agencies will be paid upon invoice.**

COLLEAGUE ACCT#: _____

IF REQUESTING PREPAID EXPENSES, PLEASE COMPLETE THIS SECTION WITH ALL APPLICABLE INFORMATION

		Check Payable to/Address/Phone# Fax#	Confirmation#	
TRANSPORTATION	$ _____			☐ **Pre-Payment** ☐ **Reimbursement**
HOTEL	$ _____			☐ **Pre-Payment** ☐ **Reimbursement**
REGISTRATION	$ _____			☐ **Pre-Payment** ☐ **Reimbursement**
MEALS	$ _____	**(on a per diem basis –see policy)**		
OTHER	$ _____			

Total $ 0.00 **Approved Amount** $ _____ ***(to be completed by Dean)***

If you are requesting permission to be absent from classes, please fill out course information below. Substitute requested: ☐ yes ☐ no

Course name, number and section	**Date(s) of absences**

Applicant's Signature/Date

Chairperson/Director/Supervisor/Date

Division Dean/Date

Division Vice President/Date

President (when applicable)/Date

☐ Vehicle rental requested
☐ Out-of-country travel requested

Office of CFO/VP of Operatioins/Date