VICTOR VALLEY COLLEGE
DAY TRAVEL APPROVAL
This form is for out-of-district events, not requiring overnight stay.
Only registration, meals and/or mileage may be approved using this short form.
Overnight travel requires use of the VVC Travel Authorization Reimbursement Form

Employee Name ___________________________________
Activity/Location: _________________________________________________________________________
Date: ____________________________________ For recurring events, list all dates below.

Complete this section when you are ready to submit this form for reimbursement.

REGISTRATION FEE (attach copy of registration form) $__________

MEALS (Receipts are required) Partial Day ($18.00 maximum) $__________

**NOTE: If you are requesting reimbursement for a meal, you must submit a copy of this form to Payroll. Meal reimbursement for day travel is taxable and will be paid on your monthly paycheck. Partial day reimbursements require a copy of this form and your receipt(s) **

MILEAGE
#__________ Total Miles X __________ = __________
current VVC mileage rate

Attach mileage printout from directional service such as 

Total expenditure $__________

Requestor’s Signature: __________________________  Date: ______________

Supervisor's Approval: __________________________  Date: ______________

Budget __________________________  Account #
Approval (if supervisor is not account manager)

MULTIPLE DAYS: 1) consecutive days not requiring overnight stay OR 2) same event repeated (i.e.: monthly). You may use the same form to request travel/expense approval IF location is the same and you list the dates below. You may submit this form on a quarterly basis for mileage reimbursement.

<table>
<thead>
<tr>
<th>Date of Meeting/Event (include copy of agenda or email)</th>
<th>Initial to verify attendance</th>
<th>Number of miles for ROUND TRIP (attach mileage printout)</th>
<th>Date submitted to Fiscal Services</th>
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Revised 5/25/07