



# 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.

Req # \_\_\_\_\_

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

<b>REGISTRATION FEE</b> (attach copy of registration form)	\$ _____
<b>MEALS</b> (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 <u>and</u> your receipt(s) **	
<b>MILEAGE</b>	
# _____ Total Miles X _____ current VVC mileage rate	= \$ _____
<b>Attach mileage printout from directional service such as</b> <a href="http://maps.google.com/maps">http://maps.google.com/maps</a> , <a href="http://www.mapquest.com">www.mapquest.com</a> , <a href="http://maps.yahoo.com">http://maps.yahoo.com</a> , etc.	
<b>Total expenditure</b>	\$ _____

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.

Date of Meeting/Event (include copy of agenda or email)	Initial to verify attendance	Number of miles for ROUND TRIP (attach mileage printout)	Date submitted to Fiscal Services