



# Conference Advance Form

*Use this form for Conference Advances only. Procurement Card is strongly encouraged whenever possible.*

<b>Employee Name (or Company/Org. to pay)</b>		<b>Employee Signature</b>	<b>Date</b>
<b>College</b>	<b>Division/ORG</b>	<b>Supervisor's Signature</b>	<b>Date</b>
<b>Soc Sec Number or ID</b>	<b>Phone</b>	<b>Administrator's Signature</b>	<b>Date</b>
<b>SMCCCD Account Distribution/s (FOAP)</b>		<b>Budget Office Signature</b>	<b>Date</b>
		<b>President/Chancellor Signature</b>	<b>Date</b>
		<b>Title of Conference</b>	
<b>Location of Conference (City, State)</b>		<b>Date/s of Conference</b>	<b>Date Required</b>

<b>Estimated Expenses:</b>	Indicate amounts below:
Conference Registration Fees	
Transportation (airfare, mileage, other)	
Lodging	
Meals	
Miscellaneous	

TOTAL ADVANCE REQUESTED:

Separate Conference Approval Forms are required by each college. Please obtain written approval from your college prior to completing this form. **This form must be submitted to your College Business Office at least three weeks before the date of the conference to allow for reasonable processing time.**

***In requesting this advance, you are accepting responsibility for filing a Statement of Conference Expense promptly upon your return (i. e. within 30 days of the conference as stated in District Rules and Regulations).***