



Conference Advance Form

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

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

Estimated Expenses:	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 Officer 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).