

**STUDENT CONFERENCE EXPENSE CLAIM**

A student may be authorized by the College President to attend a journalism, CCJCA or student government conference on behalf of the District in accordance with Board Policy 3002. Reimbursement of expenses for students attending conferences at locations determined by the sponsoring organization will be made from District funds in accordance with provisions applicable to employee expense reimbursement.

1. Funds to cover expenses may be advanced to the employee (advisor) responsible for the activity.
2. Requests for such advances should be submitted to the College Business Office on the Request for Cash Advance, form 4cd-261, at least three working days before the money is required.
3. Advances will be made based on estimated needs, not to exceed the following amounts per day:

Breakfast	\$7.50
Lunch	12.50
Dinner	20.00
Miscellaneous Expenses	5.00
Lodging	Actual Cost

The amount to be advanced will be determined by the manager or employee (advisor) responsible based on projected costs at the conference location.

4. The advance check will be issued to the named employee who will be responsible for obtaining and filing the Student Group Expense Claim, form 4cd-198, with required receipts (such as, for lodging, car rental, transportation).