SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
REQUISITION AND TRAVEL ORDER FORM

Name ___________________________________________ Soc. Sec. No. ___________________ Mailbox: ______

Position ___________________________________________ Department ___________________ Extn: ______

Students to be Supervised ___________________ Substitute Required on ___________________ $ ___________ (cost of sub.)

(number, if any) (dates & hours)

EDUCATIONAL PURPOSES:

To Attend ___________________________________________

Located at ___________________________________________

Date(s) of Meeting ____________________________

Reason for Attending ____________________________

SAMPLE

Program Participant? Yes ___ No ___

Member of Organization? Yes ___ No ___

Officer? Yes ___ No ___

TYPE OF TRAVEL:

1 Administrative
   Administratively Assigned Vice Chancellor

2 Faculty

3 Grant (specify title)

ESTIMATED COSTS:

Transportation

Plane (economy/coach or lesser fare) $ ___________

Private Auto $ ___________

Other (describe) $ ___________

Meals $ ___________

Lodgings (No. of Nights) $ ___________

Registration Fee $ ___________

Other Costs (describe) $ ___________

 Requested by: ____________________________

(Traveler - Signature) (date)

TOTAL $ ___________

ROUTING:

Approved: ____________________________

Department Head $ ___________ Amount Date

Approved: ____________________________

Faculty Travel Committee Chairman $ ___________ Amount Date

Approved: ____________________________

Dean/Director $ ___________ Amount Date

Approved: ____________________________

Vice Chancellor/Chancellor $ ___________ Amount Date

COLLEGE APPROPRIATION NUMBER

FUND ORGN ACCT PROG ACTV AMOUNT POSTED BY

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>AMOUNT</th>
<th>POSTED BY</th>
</tr>
</thead>
</table>

CONTROLLER'S APPROPRIATION NUMBER

FUND | INDEX | SUB-OBJ | PROJ/WK |

| FUND | INDEX | SUB-OBJ | PROJ/WK |

ORIGINAL TO PURCHASING DEPT.