FOOTHILL-DE ANZA
COMMUNITY COLLEGE DISTRICT

DISTRICT ACCOUNTS PAYABLE OFFICE

TRIP VOUCHER

For Accounting Use Only
BANNER ID:
BANNER INV:

Required:

INDEX (6 digits)	**FUND** (6 digits)	**ORG** (6 digits)	**ACCT** (4 digits)	**PROG** (6 digits)	**AMOUNT**
				TOTAL:	**$0.00**

Name (Please Print First & Last): _____

Department: _____

For Location: Foothill College ○ De Anza College ○ District Office ○ Foundation ○

Destination _____

Purpose of Trip _____

Departure Date _____ Return Date _____

Departure Time _____ Return Time _____

Unless specifically authorized by the Chancellor or College President, meal amounts exceeding the per-diem limit will not be reimbursed. Moreover, if a conference registration includes meals as part of the fee, then per-diem for that meal may not be additionally claimed.
See the Travel Policy at http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html

Date:											Totals:
Breakfast											0.00
Lunch											0.00
Dinner											0.00
Lodging											0.00
Transportation											0.00
Auto Rental											0.00
Mileage											0.00
Conference Fees											0.00
Other (Explain)											0.00
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Total Expense _____ $0.00

Cash Advance _____

Due District _____
(if advance was more than expenses)

NOTE: Before completing this form, confirm the current Standard Mileage Rate at URL: https://business.fhda.edu/accounting/accounts-payable/travel-guidelines/i-mileage-rate.html

I hereby certify by signing this form that the mileage requested hereon was necessary for college activities.
I acknowledge that claims from a prior fiscal year will not be accepted for payment.
I have met all the terms and conditions per the board travel policy.

Requested by: _____ _____ _____ _____
First & Last Name (Please Print) | Extension | Date | EMPLOYEE Signature (Required)

Approved by: _____ _____ _____ _____
First & Last Name (Please Print) | Extension | Date | APPROVER Signature (Required)

Please refer to Delegations of Purchasing and Contracting Authority at: http://purchasing.fhda.edu/