

**OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM**  
**CLAIM**  
 FISCAL SERVICES/#2051/REVISED, JANUARY 2024

NOTE: EACH INDIVIDUAL MUST SUBMIT THIS CLAIM FOR APPROVED EXPENSES FOR APPROVED TRIPS OUTSIDE AREA SERVICED BY THE DISTRICT. SEE BOARD POLICY 7400

DATE : \_\_\_\_\_

NAME : \_\_\_\_\_ DATATEL NO. : \_\_\_\_\_

PURPOSE OF TRIP : \_\_\_\_\_ DESTINATION : \_\_\_\_\_

DEPARTED	DATE:	_____	RETURNED	DATE:	_____
	TIME:	_____		TIME:	_____

**MODE(S) OF TRAVEL USED:**

- AIRPLANE/TRAIN/BUS/RENTAL (\*RECEIPT REQUIRED\*) \$ \_\_\_\_\_  
 PRIVATE CAR

TOTAL MILEAGE AMOUNT

TOTAL NUMBER OF MILES (ROUND TRIP) \_\_\_\_\_ @ \_\_\_\_\_  = \$ \_\_\_\_\_

**LODGING:** EXPENSES FOR TRIPS OVER 24HRS, OUTSIDE OF THE DISTRICT BOUNDARIES SHALL BE REIMBURSED IF DEEMED PRUDENT AND REASONABLE AS PER BOARD POLICY 7400. (\*RECEIPT REQUIRED\*)

DAYS \_\_\_\_\_ (INCLUDES HOTEL TAXES/FEES) = \$ \_\_\_\_\_

**MEAL ALLOWANCE:** NO RECEIPT REQUIRED

\_\_\_\_\_ BREAKFAST (\_\_\_\_) \_\_\_\_\_ LUNCH (\_\_\_\_) \_\_\_\_\_ DINNER (\_\_\_\_)  
 PRIOR TO 7:30 AM AFTER 5:30 PM \$ \_\_\_\_\_

\* LESS MEALS COVERED BY REGISTRATION \$ \_\_\_\_\_

**OTHER EXPENSES: \*RECEIPT REQUIRED\***

- REGISTRATION (PAID BY CLAIMANT) \$ \_\_\_\_\_  
 PARKING/TAXI/SHUTTLE \$ \_\_\_\_\_  
 OTHER EXPENSE \$ \_\_\_\_\_

OTHER EXPENSE DESCRIPTION

TOTAL EXPENSES: \_\_\_\_\_  
 CLAIM NOT TO EXCEED AMOUNT \_\_\_\_\_  
 (LISTED ON TRIP REQUEST) \_\_\_\_\_

\_\_\_\_\_ AREA DEAN/DEPARTMENTAL MANAGER'S SIGNATURE REIMBURSEMENT FOR **TOTAL EXPENSES OR NOT TO EXCEED AMOUNT (WHICHEVER IS LESS)** \_\_\_\_\_

CLAIMANT

\_\_\_\_\_ AREA VICE PRESIDENT/PRESIDENT'S SIGNATURE

\_\_\_\_\_ SIGNATURE CERTIFIES CLAIM FOR ACTUAL EXPENDITURES

**FISCAL SERVICES USE ONLY:**

VOUCHER: _____	DL <input type="checkbox"/> _____
AMOUNT: _____	INS <input type="checkbox"/> _____
CHECK # : _____	CHECK DATE: _____

\_\_\_\_\_ FISCAL SERVICES APPROVAL

DISENCUMBRANCE COMPLETED

ACCOUNT LINE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

ACCOUNT LINE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**ROUTING PROCEDURE:** INITIATOR>MANAGER/DEAN APPROVAL>VP/PRESIDENT APPROVAL>FISCAL SERVICES>cc:FISCAL SERVICES