

**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

☐ PRE-APPROVAL ONLY

☐ ADVANCE CHECK REQUESTED

☐ THIS REQUEST, IF APPROVED, WILL PROVIDE IN EXCESS OF \$5,000 THIS FISCAL YEAR IN TRAVEL/CONFERENCE EXPENSES TO EMPLOYEE.

Conference Pre-approval / Advance Form

Skyline ☐

Cañada ☐

CSM ☐

District ☐

<div><input style="width: 100%;" type="text"/></div> <p>Employee Name</p> <div><input style="width: 30%;" type="text"/> <input style="width: 60%;" type="text"/></div> <p>G # Division/ORG</p> <div><input style="width: 100%;" type="text"/></div> <p>Payable DIRECTLY to Organization</p> <div><input style="width: 100%;" type="text"/></div> <p>Organization ID # [W9 required for all new vendors]</p> <p>SMCCCD Account Distribution/s (FOAP):</p> <div><input style="width: 100%;" type="text"/></div> <div><input style="width: 100%;" type="text"/></div> <div><input style="width: 100%;" type="text"/></div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div><input style="width: 100%;" type="text"/></div> <p>Date/s of Conference</p> </div>	<div><input style="width: 100%;" type="text"/></div> <p>Employee Signature</p> <div><input style="width: 100%;" type="text"/></div> <p>Supervisor Signature</p> <div><input style="width: 100%;" type="text"/></div> <p>Administrator Signature</p> <div><input style="width: 100%;" type="text"/></div> <p>Budget Officer Signature</p> <div><input style="width: 100%;" type="text"/></div> <p>President Signature (Required for Out of State/ International Travel/ + \$5,000 FY Approval)</p> <div><input style="width: 100%;" type="text"/></div> <p>Chancellor Signature (Required for International Travel + \$5,000 FY Approval)</p> <div><input style="width: 100%;" type="text"/></div> <div><input style="width: 100%;" type="text"/></div> <p>Title of Conference</p> <div><input style="width: 60%;" type="text"/> <input style="width: 40%;" type="text"/></div> <p>Location of Conference (City, State) Date Required</p>
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- 1) The areas in red commonly do not get filled out. It is important to complete all fields with the exception FOAP. The Facilities Office / DO will enter the information.
- 2) Select either Pre-Approval Only OR Advance Check Request but not both.

Conference Pre-Approval Form

Estimated Expenses:

Conference Registration Fees

By procard. See reg / agenda attached.

Amount:

\$ 665.00

Conference Expense form

Conference Expenses:

Conference Registration Fees

Note how paid: List District Pro Card journals;
Check Advance; cash; personal credit card; etc...

C2600144 or Procard (if C# not available)

Amount

\$ 665.00



[ABOUT US](#) [LATEST NEWS](#) [EVENTS](#) [MEMBERSHIP](#) [PROFESSIONAL](#)

CCFC 32ND ANNUAL CONFERENCE

[Register](#) [Tell a friend](#)

CCFC 32nd Annual Conference Attendee Registration



11/5/2025 to 11/7/2025

When: November 5-7, 2025

Where: SAFE Credit Union Sacramento
1400 J Street
Sacramento, California 95814
United States

Contact: Kathy Spallas
kspallas@m-w-h.com

REGISTER

Online registration is available until: 10/17/2025

[Go to Upcoming Event List](#)

CONFERENCE REGISTRATION FEES

Full Conference Registration

Community College District

Member \$665

Non-Member \$860

Schedule of Events

Wednesday, November 5, 2025

1:00 p.m. – 6:00 p.m. Registration Open
3:00 p.m. – 4:30 p.m. Opening General Session
Keynote Speaker, Mike Robbins
4:30 p.m. – 6:00 p.m. Networking Reception at SAFE, Ballroom B Pre-Function area

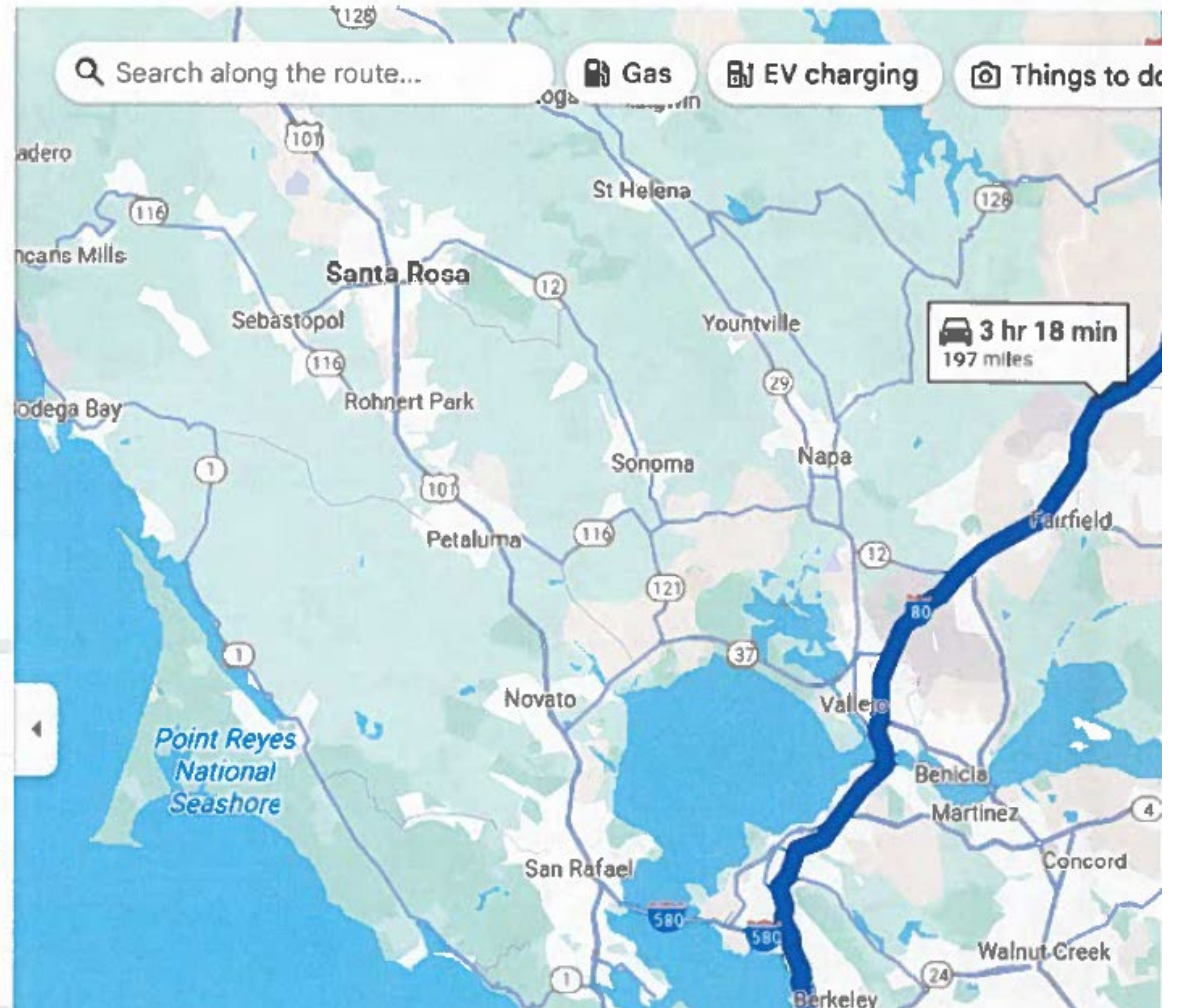
Thursday, November 6, 2025

7:30 a.m. – 6:00 p.m. Registration Open
8:30 a.m. – 9:30 a.m. Networking Breakfast in Trade Show
8:30 a.m. – 12:00 p.m. Trade Show Open
9:30 a.m. – 10:30 a.m. Concurrent Education Workshops
10:30 a.m. – 10:45 a.m. Break
10:45 a.m. – 11:45 a.m. Concurrent Education Workshops
11:45 a.m. – 12:00 p.m. Break
12:00 p.m. – 1:15 p.m. General Session Luncheon
Design Awards Presentation
Paul Holmes Facilities Leadership Achievement Award
1:00 p.m. – 6:00 p.m. Trade Show Open
1:15 p.m. – 2:15 p.m. Dessert Service in the Trade Show
2:15 p.m. – 2:30 p.m. Break
2:30 p.m. – 3:30 p.m. Concurrent Education Workshops
3:30 p.m. – 3:45 p.m. Break
3:45 p.m. – 4:45 p.m. Economic Update General Session
Jerry Nickelsburg, UCLA Anderson Forecast
4:45 p.m. – 6:00 p.m. Reception in the Trade Show

Friday, November 7, 2025

7:30 a.m. – 12:00 p.m. Registration Open
8:00 a.m. – 9:00 a.m. General Session Breakfast
DSA Update, Ida A. Clair, FAIA, State Architect
9:00 p.m. – 9:15 a.m. Break
9:15 a.m. – 10:30 a.m. Concurrent Education Workshops
10:30 a.m. – 10:45 a.m. Break
10:45 a.m. – 12:00 p.m. Concurrent Education Workshops
12:00 p.m. Adjournment

N/A



Conference Pre-Approval Form

Estimated Expenses:

Lodging (room charges and taxes only)

2 nights @ \$290/night

\$ 580.00

Conference Expense form

Conference Expenses:

Note how paid: List District Pro Card journals;


Lodging (room charges and taxes only)

C2600144 or Procard (if C# not available)

\$ 580.00

Room Rates Quote

Hotel Invoice

**SHERATON**

Sheraton Grand Sacramento Hotel

[Hotel Details](#) [1230 J St., Sacramento, California 95814 USA](#) [+19164471700](#) [★ 3.7 \(2082 reviews\)](#)

STAY DATES (2 NIGHTS)
Thu, Nov 08 → Sat, Nov 08

ROOMS & GUESTS
1 Room, 1 Guest

SPECIAL RATES
Lowest Regular Rate ☐ Use Points/Awards

Select a Room and Rate

Standard Rates
From 280 USD/Night

Deals and Packages
From 300 USD/Night

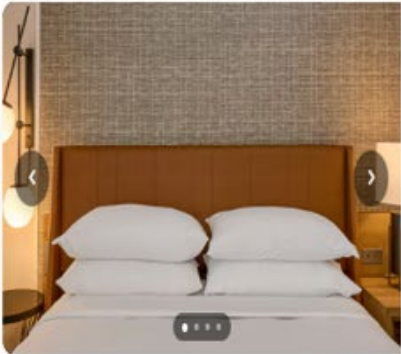
All Filters

Accessibility

Accommodation Type


Bed Type

7 Room Types Available ☐ Show with taxes and fees \$ USD



1 King Bed, Guest Room

Room Details

Member Flexible Rate  **290** USD Avg/Night
581 Total Per Room

Select


Rate Details

Flexible Rate **299** USD Avg/Night
598 Total Per Room

Select

Rate Details

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
United States
Tel: 916-447-1700 Fax: 916-447-1701

**SHERATON**
EST. 1957

Page Number : 1

Guest Number : 2649886


Folio ID : A

Arrive Date : 06-NOV-23 08:53

Depart Date : 08-NOV-23 11:08



No. Of Guest : 1

Room Number : 2630

Marriott Bonvoy Number : 

Tax Invoice

Tax ID :
Sheraton Sacra SACS1 NOV-08-2023 11:10 AMLER270

Date	Reference	Description	Charges (USD)	Credits (USD)
06-NOV-23	RT2630	Room Chrg - Grp - Association	209.00	
06-NOV-23	RT2630	County Tax - 0.3%	0.63	
06-NOV-23	RT2630	City Tax - 4%	8.36	
06-NOV-23	RT2630	Occupancy & Tourism Tax - 12%	25.08	
06-NOV-23	RT2630	Self Parking	30.00	
07-NOV-23	RT2630	Room Chrg - Grp - Association	209.00	
07-NOV-23	RT2630	County Tax - 0.3%	0.63	
07-NOV-23	RT2630	City Tax - 4%	8.36	
07-NOV-23	RT2630	Occupancy & Tourism Tax - 12%	25.08	
07-NOV-23	RT2630	Self Parking	30.00	
08-NOV-23	AX	American Express 		-546.14
For Authorization Purpose Only				
XXXXXXXXXX 				
Date	Time	Code	Authorized	
06-NOV-23	10:51	805732	1.00	
06-NOV-23	10:51	154985	542.40	
07-NOV-23				

Transient Tax and Form

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
United States
Tel: 916-447-1700 Fax: 916-447-1701



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Cañada College ** College of San Mateo ** Skyline College

CO4513 - CCFC ATTENDEES

Page Number : 1 Invoice Nbr :
Guest Number : 2649886
Folio ID : A
Arrive Date : 06-NOV-23 08:53
Depart Date : 08-NOV-23 11:08
No. Of Guest : 1
Room Number : 2630
Marriott Bonvoy Number :

Hotel/Motel Transient Occupancy tax Waiver Exemption Claim for Government Agency

Name: Title:

Employed by: San Mateo County Community College District
3401 CSM Drive
San Mateo, Ca 94402

Motel/Hotel: Location:

Arrival: Departure:

Tax Invoice

Tax ID :

Sheraton Sacra SACS1 NOV-08-2023 11:10 AMLER270

Date	Reference	Description	Charges (USD)	Credits (USD)
06-NOV-23	RT2630	Room Chrg - Grp - Association	209.00	
06-NOV-23	RT2630	County Tax - 0.3%	0.63	
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07-NOV-23	RT2630	Self Parking	30.00	
08-NOV-23	AX	American Express		-546.14

For Authorization Purpose Only

xxxxxx

Date	Time	Code	Authorized
06-NOV-23	10:51	805732	1.00
06-NOV-23	10:51	154985	542.40
07-NOV-23			

This is to verify that I, the undersigned, am an officer or employee of the school district indicated above. The district is a political subdivision of the State of California. The charges for the occupancy at the above establishment on the dates set forth have been, or will be paid by such governmental agency, and such charges are incurred in the performance of my official duties as an officer or employee of that same agency.

I hereby declare under penalty of perjury that the foregoing statements are true and correct.

(Signature)

(Date)

CALIFORNIA TRANSIT OCCUPANCY TAX EXEMPTIONS:

No tax shall be imposed upon: (a) any person as to whom, or any occupancy as to which, it is beyond the power of the city or county to impose the tax herein provided; (b) any federal, State of California, or Political Subdivision of the State officer or employee when on official business; (c) any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

No exemption shall be granted except upon a claim therefore made at the time rent is collected and under penalty of perjury upon a form prescribed by the tax administrator.

INSTRUCTIONS TO EMPLOYEE:

Please complete this form and present it to the hotel/motel at time of registration or reservation if prepaid.

NOTE: Hotel may request our employee to complete their hotel tax waiver form, inquire at check in desk when registering.

CONFERENCE PRE-APPROVAL

Estimated Expenses:

Meals (reference AP8.55 for per diem rate)

(1)B, (1)L, (2) D or See Summary

\$ 103.00

CONFERENCE EXPENSE

Conference Expenses

Note how paid: List District Pro Card journals

Meals (# of days x max allowance)

Cash: (1)B, (1)L, (2)D or See Summary

\$ 103.00

CCFC Conference Per Diem Summary for (Employee Name)

Date/Event Times	Nov 5, 2025 1 pm – 6 pm ----- Morning travel by car	Nov 6, 2025 7:30 am – 6 pm -----	Nov 7, 2025 7:30 am – 12pm -----
Breakfast	X	Breakfast Provided	Breakfast Provided
Lunch	X	Lunch Provided	N/A
Dinner	X	X	N/A

Per-diem meal allowance:

Breakfast	\$15
Lunch	\$22
Dinner	\$33

Depending on the travel start and end times, the employee may be entitled to the whole per-diem or just part of it – breakfast, lunch or dinner. For local conferences, the event start and end time will be used to determine the meal per-diem reimbursement.

Event or Flight time starts... employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X	X	X
Between 12 noon and 6pm		X	X
After 6pm			X

Event or Return flight time ends... employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X		
Between 12 noon and 6pm	X	X	
After 6pm	X	X	X

Conference Pre-Approval Form & Conference Expense form

Conference Expenses:

Miscellaneous (Tolls, Parking,

Business Phone Calls, specify others)

Note how paid: List District Pro Card journals;

Personal CC/Toll \$8, Procard/Parking \$4

\$ 12.00

Fast Trak Toll - \$8

Fast Trak Toll					
05/07/2025	05/07/2025	07:53:23 AM	01010000146595	Carquinez Bridge	\$8.00

Parking Permit

Congratulations, your order was successful.

To print out your daily permit(s) please click on the link below to print your permit(s).


[Click Here to Printout your Daily Parking Permit\(s\)](#)

Order Details

Item	Date(s)	Quantity	Amount
Daily Permit (\$4.00)	06/26/2025	1	\$4.00
Transaction Fee			\$0.00
Amount Paid			\$4.00

For questions and/or concerns, please visit us at [MyCampusPermit.com](#).

Sincerely,
[MyCampusPermit.com](#)



Two Forms Required for Travel

Form 1: CONFERENCE PRE-APPROVAL / ADVANCE CHECK REQUEST FORM

All business-related travel, local or non-local, shall be pre-approved by the employee's immediate supervisor, the appropriate Business Officer and, if applicable, by the President (or Executive Vice Chancellor for District Employees).

The travel allowance for every employee is \$5,000 per fiscal year.

Conference Pre-Approval and Advance Check Request forms need supporting documentation such as the registration, agenda information, etc.

- 1) Advances may be made only for approved business expenses and provided to the employee within 30 days prior to the trip.
- 2) Employee shall return any advance amounts in excess of substantiated expenses within 30 days following the trip.

Form 2: STATEMENT OF CONFERENCE EXPENSE FORM

Employee shall provide an adequate accounting or substantiation of actual travel related expenses regardless of the payment method within 30 days following the trip.

All reimbursements shall include the detailed, itemized receipts and not just the credit card charge receipts.

Even if no reimbursement is needed, the Statement of Conference Expense Form shall be attached to the procurement card back-up package for the supervisor's review and approval.

The following documentation shall be provided along with the Statement of Conference Expense form:

- Conference Preapproval form or other written documentation noting pre-approval.
- Itemized receipts for all travel related expenses (meals as applicable, hotels, transportation, etc.).
- Conference/event agenda/schedule/meals provided as part of registration
- Hotel and flight reservations.

TRANSPORTATION

a) Air Travel/Airfare

Employee is expected to obtain the lowest available airfare.

b) District-Owned Vehicles

Administrators may authorize use of the District-owned vehicles by any District employee for College/District business-related travel.

c) Private-Owned Vehicle

Employee may use his or her private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation.

1) Mileage Calculation

Mileage shall be computed between the employee's office or residence and the common carrier or destination. Under all circumstances, ***the shortest route shall be chosen for mileage reimbursement purposes.***

d) Rental Vehicles

A vehicle may be rented when renting would be more advantageous to the District than other means of commercial transportation, such as using a taxi or ride-share (i.e. Uber, Lyft, etc.).

- Advance reservations should be made whenever possible and a compact or economy model shall be requested.
- District employees using rental cars shall also purchase Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW) coverages when renting a vehicle for business-related use.

LODGING

a) Local Travel

An overnight stay is not allowed if the destination is within a 60-mile radius from the employee's work or home address.

b) Lodging Expenses

Employees shall always book at the lowest, single occupancy room rate available:

- 1) Employees are permitted to book rooms at a hotel where the conference is located even if it is not the lowest cost, single occupancy room.

LODGING (Continued)

- 2) Employees are prohibited to rent via AIRBNB, VRBO, etc. due to limited insurance coverage and potential liabilities.

Hotel/Motel Transient Occupancy Tax Waiver

- i. The District is a political subdivision of the State of California.
- ii. Accordingly, employees who travel and stay in hotels while on District business are exempt from local transient occupancy taxes.
- iii. To obtain this tax exemption, the employee shall present the Tax Waiver form to the registration desk at the time of check in.

Note: Some hotels may not accept the Tax Waiver form and some hotels will request that the employee complete a form specific to the hotel.

MEALS - PER DIEM

Employees are allowed up-to \$70 of the maximum for each day of the trip. Note: Taxes, tips and room service charges are included in the per diem calculation.

Per-diem meal allowance:

Breakfast	\$15
Lunch	\$22
Dinner	\$33

District procurement cards are not to be used for meals.

No receipts are required to be submitted when claiming per diem.

Meals included as part of the conference registration fees shall be noted on the Statement of Conference Expense Form and shall be excluded from the per-diem.

MEALS - PER DIEM (Continued)

Depending on the travel start and end times, the employee may be entitled to the whole per-diem or just part of it – breakfast, lunch or dinner. For local conferences, the event start and end time will be used to determine the meal per-diem reimbursement.

Event or Flight time starts...employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X	X	X
Between 12 noon and 6pm		X	X
After 6pm			X

Event or Return flight time ends... employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X		
Between 12 noon and 6pm	X	X	
After 6pm	X	X	X

MISCELLANEOUS

Parking, tolls, Wi-Fi for business-related purposes and other necessary miscellaneous charges.

The Statement of Conference Expense Form shall include an explanation of why such expenditures are being claimed.

THE 30-DAY RULE

If an advance check is required, a Conference Advance form shall be completed, approved, and sent to Accounts Payable with supporting documentation for processing no later than 30 days prior to the conference.

A Conference Expense form shall be completed and submitted within 30 days of completing the travel.

Any reimbursement owed to the District by an employee as a result of travel are due to the District within 30 calendar days of completion of travel and should be in the form of a check or money order.