

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BUSINESS NECESSITY FORM

Documentation of business necessity and advance approval are required for:

- Transportation upgrades (extra legroom, additional baggage fees, etc.);
- Lodging for conferences within 50 miles of the District Office or College site;
- Lodging expenses for the night after the conference ends;
- Meals per diem if the traveler is attending training or a conference, and is at least 30 miles from both the official main or regular work location and the traveler’s home; and or
- Any other exception to Administrative Procedure 7400.

Employee Name	Conference Title	Conference Dates	Location

Justification for business expense:

Approvals:

Employee Name

Employee Signature

Date

Immediate Supervisor Name

Immediate Supervisor Signature

Date

Required if using Professional Development (PD) funding

PD Approver Name

PD Approver Signature

Date

Chancellor’s Staff Member Name

Chancellor’s Staff Member Signature

Date

Include this completed form as part of your back-up when submitting your travel claim.