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

Travel Expense Requested – Please identify the specific travel expense being requested that is not allowed under AP7400 guidelines:

Justification for Business Expense – Please explain the business necessity and circumstances supporting this request:

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
_____	_____	_____
President or Vice Chancellor Name	President or Vice Chancellor's Signature	Date

Rev. 9/2026

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