

TO: Lisa Dresdner, Chief Executive Officer

FROM: _____
Dean

DATE: _____ **DATE of TRAVEL:** _____

SUBJECT: Travel Recommendation

NAME: _____ **AMOUNT:** _____

The attached travel authorization is:

- Essential to the continuation of instruction, academic programming, or community service.
- Essential to provide academic or student support services integral to student success.
- Essential to the safe and effective operation of college facilities.

AND

- Was previously approved/authorized.
- Is being paid through private or grant funding.
- Is being paid through collective bargaining funding / professional development.
- Is being paid through OE.

How will you share knowledge obtained with the campus? _____

Thank you for your consideration.

Dean Signature

Date: _____

Dean of Administration Signature

Recommended: Yes No _____
Date

Chief Executive Officer Signature

Approved: Yes No _____
Date