OFF-CAMPUS / VIRTUAL ACTIVITY REQUEST

This form must be submitted at least 4-weeks in advance. No reservations may be booked until the off-campus is fully approved. Reimbursement is no longer allowed on travel aside from a few misc fees, please reach out to **grossmont.bcs@gcccd.edu** for booking and travel questions. If this request requires Chancellor's approval, please use the District version of the Off-Campus/Virtual Activity Request Form.

Traveler Name		**Org. Hosting Event**	
Department		**Destination Address**	
Position Title			

Event Title

Travel Dates/Times

Conference Dates/Times

Lodging - Lodging quote must be attached with off-campus request. $

Check in/Check out	**Room rate/night (include taxes/fees):**

Meals per Diem $

# of Half Days ($30/day)	**# of Full Days ($60/day)**

Half days are any day where the traveler returns before 4:30pm or is attending a conference within San Diego County.

Airfare - Preferred flight information must be attached with off-campus request. $

Name as on ID	
Gender as on ID	
Date of Birth	

Mileage $

Estimated miles/day [Multiply estimated miles x GSA rates]

Ride Share & Car Rentals $

Ride Share	☐	$	
Car Rental	☐	$	Attach quote for car rental.

Registration $

Registration Link:

Please attach a conference agenda AND any answers to registration questions.

Misc Fees - see TR1 guidelines for more information $

Parking Fees	$	**Baggage Fees**	$
Toll Fees	$	**Hotel Wi-Fi**	$

Total Cost $

Smartkey 1		$	**Notes:**
Smartkey 2		$	
Smartkey 3		$	

Traveler's signature indicates that he/she is aware of the travel policies of Grossmont-Cuyamaca Community College District and understands that this authorization is granted subject to conformity with said policies. To the best of traveler's knowledge, costs reflect the most economical and efficient means of travel.

Traveler		**Date**	
Dean/Supervisor		**Date**	
Cost Center Manager		**Date**	
PD Funding		**Date**	
Department VP		**Date**	
Budget Review		**Date**	
VPAS		**Date**	
President		**Date**	

TR1 - Travel Operating Procedures 05/19/2025

GC Travel Memo 07/01/2025