

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STUDENT TRAVEL TEAMS ADVANCE REQUEST**

For co-curricular and athletics programs only (athletics teams, forensics, etc.)

____ GCCCD Office
____ Cuyamaca College
____ Grossmont College

Division/Program _____

Team _____

Approval for travel advancement as indicated:
Not to exceed amounts listed below:

Event _____

Date(s) of travel _____ 20_____

Please complete a separate form for each event.

Estimate of Expenses:

Meals:	# of meals _____	Breakfast @ \$8.00 each	\$ _____
# of students _____	# of meals _____	Lunch @ \$10.00 each	\$ _____
# of instructors _____	# of meals _____	Dinner @ \$14.00 each	\$ _____
		TOTAL REQUESTED	\$ _____

Comments: _____

Advance Check Total: _____

Check Issued to: _____

Smartkey-Spend Category: _____ - _____

Dean

Requester: _____
Advisor/Instructor

Vice President

Campus Business Office