

Gavilan College Conference Authorization Form

Forms submitted to Business Office by the 5th of the month will be processed by the 15th
Forms received by the 20th will be processed by End of Month

Business Use Only:

Employee Name Blanca Arteaga Date Submitted 10/13/17
 Program # 940647 Account # 5831
 Additional program to charge: Program # _____ Account # _____

Received Date: _____

Part 1: Conference Request Advance: (To prepay expenses submit all copies of this form to the Business Office. A confirmation copy will be returned to you.)

Conference Vendor # V _____
Amount _____

Title of Conference Student Senate General Assembly Fall 2017

Attach a complete Flyer: Faculty substitute needed: Yes () No (x)
 Departure Date 11/17/17 Time: 6:30am Return Date 11/19/17 Time 6pm

Hotel Vendor #V _____
Amount _____

Check payable to Foundation for California Community Colleges Conference fee \$310
 Attention: Conference Registration Processing
 1102 Q Street, Suite 4800
 Sacramento, CA 95811

Total Prepaid: _____

Hotel Reservations Hotel Rate per Night \$95
 Confirmation # 52839 Number of Days 3 days; 2 nights
 Check due to Hotel by 1 11/6/2017 Hotel Cost \$216.70 per room

Approved by:
Classified Staff Dev Rep

Check Payable to The Lions Gate Hotel
 Address 3410 Westover Street
McClellan, CA 95652

Meals	\$100
Parking	\$ -
Shuttle	\$ -
Personal Car	\$170.13
Air Travel Cost	\$ -

(Signature)
Date _____
Amount _____

Plane Reservations (check one):
 Uchida Travel (American Express) ()
 Gavilan Business Card ()
 Personal Card ()

Total Estimated Cost \$ 796.83

Approved by: [Signature] Date 10-17-17
 Supervisor Vice President Date _____

Approved by:
Faculty Staff Dev Comm Chair

Approval of President for out-of-state travel _____ Date _____

(Signature)
Date: _____
Amount _____

Part 2: Reimbursement Request. After Conference, please submit yellow copy to the Business Office along with complete Conference agenda *, and appropriate receipts.

Lodging _____	Total Costs _____
Meals * _____	
Plane _____	
Personal Car _____ miles	Less: Prepaid _____
at _____ = _____	
Conference Fee _____	Reimbursement _____
Parking _____	
Shuttle, Toll _____	
Others _____	
Total Costs _____	

* See Administrative Procedures
7400 Travel for per diem procedures.

Costs may NOT exceed approved estimated costs without Supervisor and Vice Pres. signature.

Approved by: _____ Date _____
 Supervisor Vice President Date _____



Invoice

Actions

Invoice Number 2041098-105091196
Registration ID: 105091196
Registration 10/10/2017
Date:
Invoice Date: 10/10/2017
Issued By: California Community Colleges
 Chancellor's Office
Event: Student Senate General Assembly Fall
 2017
Date/Time: Friday, November 17, 2017 10:00 AM -
 Sunday, November 19, 2017 5:00
 PM (Pacific Time)

[Print Invoice](#)
[Email Invoice](#)

Billing Information

Company/Organization Gavilan College
Address: 5055 Santa Teresa Blvd.
 Gilroy
Phone: 4088484826
Email: barteaga@gavilan.edu

Registrants

Blanca Arteaga
 Registration ID: 105091196

Company/Organization	Gavilan College
Registrant type	Advisor Attending
Nolan Golden	
Registration ID:	105091819
Company/Organization	Gavilan College
Registrant type	Delegate
Daniel Chavez	
Registration ID:	105091853
Company/Organization	Gavilan College
Registrant type	Student
Adam Lopez	
Registration ID:	105091870
Company/Organization	Gavilan College
Registrant type	Student
Julissa Lopez	
Registration ID:	105091886
Company/Organization	Gavilan College
Registrant type	Student
Tani Lopez	
Registration ID:	105091902
Company/Organization	Gavilan College
Registrant type	Student

Fees

Fee	Quantity	Unit Price	Amount
Student Event Fee	4	\$310.00	\$1,240.00
Delegate Event Fee	1	\$200.00	\$200.00
Advisor Event Fee	1	\$310.00	\$310.00
Subtotal:			\$1,750.00
Total:			\$1,750.00

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	10/10/2017	\$2,060.00	\$2,060.00
Transaction Amount	10/11/2017	(\$310.00)	\$1,750.00

Current **\$1,750.00**
Balance:

Payment Method: Check

Payment Instructions

For payment by mail, please make checks payable to "Foundation for California Community Colleges" and mail **with a copy of your e-mail confirmation to the address below.**

Foundation for California Community Colleges
Attn: Conference Registration Processing
1102 Q Street, Suite 4800
Sacramento, CA 95811

PLEASE NOTE THAT THE PAYEE AND ADDRESS TO SEND THE CHECK HAS CHANGED FROM PREVIOUS EVENTS.

If paying by check, please send in check no later than November 14, 2017

Refund Information

Cancellation and Refund Policy

Please note the last day to cancel your registration without penalty is November 10, 2017. Cancellations must be submitted in writing to events@cccoco.edu on or before November 10, 2017. Registration will not be cancelled due to non-payment. Refunds will not be granted for cancellations after the cancellation deadline of November 10, 2017. You and/or your college will be invoiced for any unpaid fees upon the conclusion of the event, including "no show" registrants. After November 10, 2017 substitutions will be allowed but no refunds will be made.

There will be a \$10.00 processing fee for all credit card refunds.

No shows, unclaimed "TBA" attendees, and cancellations made after the deadline will be invoiced to you and/or your college for the total cost of registration to the event.

It is your responsibility to ensure payment of the registration fee. Submission of your registration signifies agreement with this policy.

Lions Gate Hotel & Conference Center

3410 Westover Street
McClellan, CA 95652

Phone: (916) 643-6222 Fax: (916) 643-9511

Email: lionsgate@oceaniccompanies.co

Website: www.lionsgatehotel.com



LIONS GATE
A
LEXINGTON LEGACY
HOTEL

Confirmation # 52839 ✓

Date/Time Booked

10/4/2017 3:26:06 PM

Blanca

Guest Name	Arteaga, Blanca	Arrival Date	11/17/2017
Address	555 Santa Theresa Blvd	Departure Date	11/19/2017
City/State/Postal	Gilroy, CA 95020	Adults/Children O/U	1 /0 /0
Phone	408.981.7071		
Email	barteaga@gavilan.edu		
Room Type	Double Deluxe		
Late Arrival Gtd By	Credit Cards		
Room Rate	Date	Rate	
	11/17/2017	\$95.00	
Total Stay W/Tax	\$216.70		
Deposit Amount Required	\$0.00		
Deposit Amount Paid	\$0.00		
Deposit Amount Due			
Deposit Due Date			
Group Name	Ca Community Colleges Chancellors Office		
Special Requests & Packages			
Information	College will send check. ~ENB		

Dear Guest,

Thank you for your reservation at The Lions Gate Hotel & Conference Center. It is our pleasure to confirm the following, please advise us if any changes need to be made to this reservation:

Main Number 866.866.7100

Hotel Website: www.lionsgatehotel.com

We look forward to welcoming you,

Dustan Schilinski,

General Manager,

Lions Gate Hotel a Lexington Legacy Hotel

Your reservation is guaranteed until midnight, day of arrival.

Cancellation Full refund 48 hours prior to arrival

Check-in time 3:00 PM

Check-out time 12:00 PM

Room Tax 12%

Pet Fee (per night)\$25.00

In the event that the guest does not arrive at that hotel or the reservation is not cancelled within 48 hours prior to arrival, one night room and tax will be charged.

The above rate(s) may not reflect all possible fees, additional charges or taxes associated with this reservation. For clarification regarding these charges, please contact our reservations department.

YOUR TRIP TO:

3410 Westover



2 HR 37 MIN | 159 MI

Est. fuel cost: \$14.00

Trip time based on traffic conditions as of 9:06 AM on October 12, 2017. Current Traffic: Light

-  1. Start out going **southeast** on Santa Teresa Blvd toward Castro Valley Rd.
Then 0.03 miles 0.03 total miles
-  2. Turn **left** onto Castro Valley Rd.
Then 0.47 miles 0.50 total miles
-  3. Turn **right** onto Monterey Rd/US-101 S.
Then 0.37 miles 0.87 total miles
-  4. Take the **CA-25** exit, EXIT 353, toward **Hollister/East Pinnacles Nat'l Monument**.
Then 0.19 miles 1.06 total miles
-  5. Turn **left** onto CA-25/State Highway 25.
If you reach US-101 S you've gone about 0.2 miles too far.
Then 0.20 miles 1.26 total miles
-  6. Merge onto US-101 N via the ramp on the **left**.
If you reach Narcisso Rd you've gone about 0.5 miles too far.
Then 31.33 miles 32.59 total miles
-  7. Merge onto I-680 N via EXIT 384 toward **Sacramento** (Portions toll).
Then 70.98 miles 103.57 total miles
-  8. Merge onto I-80 E via EXIT 71A toward **Sacramento**.
Then 41.44 miles 145.01 total miles
-  9. Keep **right** to take I-80 E toward **Reno**.
Then 12.33 miles 157.34 total miles
-  10. Take the **Watt Ave** exit, EXIT 94A.
Then 0.30 miles 157.64 total miles
-  11. Turn **left** onto Watt Ave.
Then 1.19 miles 158.83 total miles



12. Turn **left** onto Peacekeeper Way.

Peacekeeper Way is 0.2 miles past Roseville Rd.

If you reach Airbase Dr you've gone about 0.1 miles too far.

Then 0.12 miles

158.95 total miles



13. Turn **right** onto Arnold Ave.

Arnold Ave is just past Peacekeeper Way.

If you reach Roberts Ave you've gone a little too far.

Then 0.22 miles

159.17 total miles



14. Turn **right** onto Westover.

If you reach Palm St you've gone about 0.1 miles too far.

Then 0.04 miles

159.22 total miles



15. 3410 Westover, McClellan, CA 95652, 3410 WESTOVER is on the **right**.

If you reach Omalley Ave you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



**Book a hotel tonight and
save with some great deals!**

(1-877-577-5766)



**Car trouble mid-trip?
MapQuest Roadside
Assistance is here:**

(1-888-461-3625)