

**CTC Convergence College Network
July 11-15, 2022 – Summer Working Connections
Request for Travel Reimbursement (CCN Level 1)**

PRINT NAME _____

SCHOOL NAME _____

Indicate which track registered for: Cyber Buffet / Hybrid Cloud / Leadership Academy / Preparing to Teach the Internet of Things / Splunk Foundation and Data Analytics / Teaching Computer Information Systems with the Raspberry Pi and Arduino

		Actual Expenses
1. AIRFARE	Attach confirmed, detailed receipt, including itinerary. A 14-day advance purchase is required. Tickets must be purchased by June 26.	1. _____
2. LODGING	Attach payment receipt that shows check in and check out. The hotel reimbursement is not allowed for those who live within an hour of the event. Collin College will not reimburse a room costing more than \$140/night including taxes. NOTE: If you live in Collin, Dallas, Denton, or Tarrant counties, you can only request round-trip mileage reimbursement. No lodging reimbursement permitted.	2. _____
3. TEXAS AIRPORT GROUND TRANSPORTATION	Attach payment receipt. For travel to and from Dallas-area airport and Dallas-area hotel only.	3. _____
4. SUNDAY GROUND TRANSPORTATION	Attach payment receipt. For travel to and from hotel/Collin College campus for Sunday, July 10 CCN meeting only.	4. _____
5. DINNER PER DIEM	Attach completed Per Diem Worksheet.	5. _____
		\$ _____
		TOTAL REIMBURSEMENT REQUEST TO CTC (maximum allowed \$1700)

REMITTANCE ADDRESS - The reimbursement check will be sent here. Checks can be issued to your college.

NAME (ATTN) _____

PHONE _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

- I understand that I am required to attend all five days of the Working Connections program plus the Sunday, July 10, 2022 CCN meeting in order to request travel reimbursement.
- I acknowledge that I have read and understand the "Travel Reimbursement Guidelines."
- I verify that I have not and will not be reimbursed from my school/ business, or any other source, for any funds I am requesting to be reimbursed to me, personally.
- I understand that if I am not able to provide all requested documentation by **Monday, August 15**, I waive my right to any reimbursement.
- I verify that I have completed the Friday online survey.

Requestor Signature: _____

CTC Approval: _____

Date: _____

Email completed and signed form plus scanned documentation to:

Mark Dempsey
Convergence Technology Center
mdempsey@collin.edu