



Community College Association of California

CCA Conference Advance: Guidelines and Application

Guidelines: CCA Conference advances cover actual pre-conference expenses. All receipts must be attached. This application must be sent to the CCA President (president@cca4me.org) and Treasurer (treasurercommunitycolleges@gmail.com). Flyers or other information describing the conference must be attached. Any airfare must be arranged through the CCA travel agent or pre-paid with receipt attached.

Name: _____

Address: _____

Phone Number: _____

Name of Conference: _____

Dates and Location of Conference: _____

Please list the costs (approximate if necessary) for the conference:

Registration: _____

Hotel fees: _____

Meals: _____

Travel: _____

Other Expenses: _____

Total: _____

Amount of requested Advance (not to exceed 75%)

Signature: _____ **Date:** _____