

**Convergence Technology Center (CTC)  
 July 8-12, 2019 – Summer Working Connections  
 Request for Travel Reimbursement (General Attendee)**

**PRINT NAME** \_\_\_\_\_

**SOCIAL SECURITY # (Only needed with final paperwork)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE** \_\_\_\_\_

**ZIP CODE** \_\_\_\_\_

**SCHOOL NAME** \_\_\_\_\_

**Indicate which track registered for:** AWS Cloud Foundations / Big Data Analytics and Data Visualization / Cyber Buffet / Intro to Bitcoins & Blockchains / Preparing to Teach the Internet of Things / Transforming Hybrid Cloud Architectures

Be sure to read carefully the "Travel Reimbursement Guidelines" prior to making your travel arrangements and submitting your paperwork.

		Actual Expenses
1. AIRFARE	Attach confirmed, detailed receipt, including itinerary. A 21-day advance purchase is required. Tickets must be purchased by June 16	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. _____
		\$ _____ <b>TOTAL REIMBURSEMENT REQUEST TO CTC</b> (maximum allowed \$300)

**\*\*MILEAGE DETAIL:** Is the starting address your home? YES NO If not, please explain:

**REIMBURSEMENT TO BE PAID TO (circle one):** SCHOOL ME

If school (or other source) is to be reimbursed, provide info:

School \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

I understand that I am required to attend all five days of the Working Connections program in order to request travel reimbursement.

I understand that while I may submit my estimate of expenses via email or fax, I must submit my final request with original ink signature.

I understand Collin College travel reimbursement policy requires that the payee (me or my organization) submit a current W9.

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, July 22, 2019**, I waive my right to any reimbursement.

I verify that I have completed all of my online surveys. \_\_\_\_\_

**PRINT NAME**

<b>Requestor Signature:</b>	
CTC Approval:	
Date:	Check Request #

Return completed form and documentation to

Mark Dempsey, Convergence Technology Center, Collin College, 9700 Wade Blvd. J130, Frisco TX 75035