**Required documentation**

* District Travel Form (triplicate, needs dean signature).
* Moorpark College travel form (on PD site. Also needs dean signature).
* Description of event and rationale for going. Documentation of event (I.e. flyer, website splash page).
* Documentation of event registration costs.
* Documentation of estimated travel costs (i.e. print out of usual costs for flight/hotel can be found on sites like Travelocity, etc).