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Submit a PD Funding Support Request

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Necessary Attachments for Spend Authorization to be C

If you are requesting reimbursement for the following:

Send All Attachments as a PDF

- Lodging including tax – Hotel estimate
- Registration – Conference registration page
- Airfare – Airfare estimate
- Car Rental – Car rental estimate
- Parking – Hotel parking information page
- Per Diem – Agenda for conference
- Mileage – Map from Valley College or home address (whichever is closer)



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