4303 Diamond Head Road

Honolulu, Hawai‘i 96816-4421

Telephone: (808)734-9xxx

Facsimile: (808)734-9xxx

Website: www.kcc.hawaii.edu

An Equal Opportunity/Affirmative Action Institution

Date

**TO**: Erika Lacro, Vice President for Community Colleges

**VIA:** Name, Dean of \_\_\_\_\_\_\_\_\_

Name, Vice Chancellor

Louise Pagotto, Kapiolani Community College, Chancellor

**FROM**: Name, Title

**SUBJECT**: Out-of-State Travel Request to Attend

**Dates:**

**Tentative Itinerary:**

**Source of Funds:**

Account Number xxxxxxx [name of account]

**Purpose/Objectives/Justification(s):**

* **What are the objectives of the travel?**
* **How does the trip relate to the traveler’s official duties and functions?**
* **How will the trip benefit the program, Kapi‘olani CC and the state?**
* **How would non-attendance affect the program?**

**Coverage of Duties:**

**CHANCELLOR APPROVAL:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Louise Pagotto, Chancellor

**AVPAA APPROVAL:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael T. Unebasami

**VPCC APPROVAL:**

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Dr. Erika Lacro