



### Petition of Completion – Educational Travel

Send this application with attached verifications to:  
Los Angeles Community College District  
770 Wilshire Boulevard, HR-SES Unit  
Los Angeles, CA 90017

FOR OFFICE USE ONLY	
_____	Salary Point Credit Allowed
_____	Total Points to Date
Effective Date _____	
Approved _____	Denied _____
By _____	
Completion Date _____	
Email <input type="checkbox"/>	Home Address <input type="checkbox"/>
Copy Sent _____	

**Print**  
Name \_\_\_\_\_  
*Last*
*First*
*Middle*
Employee No. \_\_\_\_\_

Address/P.O. Box \_\_\_\_\_  
Telephone No. \_\_\_\_\_

\_\_\_\_\_ *City*
*State*
*Zip Code*

College assigned \_\_\_\_\_ Subject area assigned \_\_\_\_\_

**FOLLOW THESE PROCEDURES TO COMPLY WITH PROJECT REQUIREMENTS AND APPLY FOR POINT CREDIT**

- See Personnel Guide B351, B353 at [http://www.laccd.edu/personnel\\_guides/numerical\\_index.htm](http://www.laccd.edu/personnel_guides/numerical_index.htm)
- See Board Rule 10614 at [http://www.laccd.edu/board\\_rules/documents/Chapter%20X/Ch.%20X/Ch.%20X%20-%20Article%20VI.doc](http://www.laccd.edu/board_rules/documents/Chapter%20X/Ch.%20X/Ch.%20X%20-%20Article%20VI.doc)
- Complete this form C342
- Complete form C341A—State of Educational Travel Completed
- Complete form 341B—Educational Travel Report

1. Beginning and ending dates of travel project. From \_\_\_\_\_ to \_\_\_\_\_  
*Month Day Year*
*Month Day Year*
2. Number of salary points requested for this educational travel project \_\_\_\_\_.
3. General area of travel (states, regions, or countries) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Email Address \_\_\_\_\_

FOR OFFICE USE ONLY	
Begin From _____	
End To _____	
Area Traveled _____	
_____	