

Los Angeles Community College District Human Resources Division

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				Salary	FOR OFFICE USE ONLY Salary Point Credit Allowed Total Points to Date Effective Date	
				Approved Denied By Completion Date Email		
Prin Nam	t ne					
	Last	First	Middle		Employee No.	
Add	ress/P.O. Box					
					Telephone No.	
	City	State	Zip Code	е		
College assigned			Subject area assigned			
1.	 Complete this form C342 Complete form C341A—State of Educational Tree Complete form 341B—Educational Tree Beginning and ending dates of travel p 	ravel Report		to	Month Day Year	
2.	Number of salary points requested for this educational travel project					
3.	General area of travel (states, regions,	or countries)				
Sian	ature		Pate	End T		
Signature Email Address			vate	Area -	Traveled	