23-0983

# OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel
Revised 1-08-2019

| | | | |
|---|---|---|---|
| REQUEST DATE: | 27-Feb-23 | | |
| NAME: | J | TITLE: | Weatherization assessor |
| DEPARTMENT: | Community services | ACCOUNT CODE: | 030 5000 1430 22 401028 |

PURPOSE OF TRIP: (explain fully the necessity of making the trip)

WX QCI ( Quality Control Inspector) training - Paid for by WX grants. This does not affect the County General Fund.

DESTINATION: University of Illinois Champaign Illinos

DATE OF DEPARTURE: 24-Apr DATE OF RETURN ARRIVAL: 4/27/2023

(Please include a detailed explanation if different from official business dates)

Travel to and from ICRT facility in Champaign Urbana to attend training for QCI (Quality Control Inspector) and BPI Proficiency exam.

***Please indicate the estimated amount for each applicable expense.***

| | |
|---|---|
| REGISTRATION: | $0.00 |
| TRANSPORTATION: | $0.00 |
| LODGING | 947.37 |
| MISCELLANEOUS EXPENSES (parking, mileage, etc.) | $233.15 |
| RENTAL CAR: (explain fully the necessity) | $0.00 |
| REFERENCE MATERIALS: | $0.00 |
| MEALS: (Per Diems) | $226.25 |
| TOTAL | $1,406.77 |

## REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File (Signature) Date: 2/28/23

Committee Name: _____ Date: _____
ALL OVERNIGHT TRAVEL

County Board: _____ Date: _____
ONLY OUT-OF-STATE TRAVEL

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.