OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE: 2/16/2023	
NAME:	TITLE: Supervisor WX Dept.
DEPARTMENT: Community Services	ACCOUNT CODE: 030-5000-1400-22-401028
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
To attend the National Home Performance Conference. This is an annual event hosted by Building Performance Association and the Department Of Energy for Weatherization Agencies.	
DESTINATION: Seattle, WA	
DATE OF DEPARTURE: 4/16/2023	DATE OF RETURN ARRIVAL: 4/20/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	$995.00
TRANSPORTATION:	$1,000.00
LODGING	$1,200.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	$110.00
RENTAL CAR: (explain fully the necessity)	$0.00
REFERENCE MATERIALS:	$0.00
MEALS: (Per Diems)	$395.00
TOTAL	$3,700.00

REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File (Signature) Date: 2/24/23

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.