

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: Weatherization assessor
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 the 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.)	Milage: \$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$395.00
TOTAL	\$3,590.00

REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: _____
(Signature)

Date: 2/24/23

Committee Name: _____
ALL OVERNIGHT TRAVEL

Date: _____

County Board: _____
ONLY OUT-OF-STATE TRAVEL

Date: _____

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