

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE: 3/13/2023	
NAME: _____	TITLE: Telecommunicator
DEPARTMENT: ETSB PSAP ACDC	ACCOUNT CODE: 4000-5820-53500/510/610
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
Summit is Motorola's largest annual gathering of software and mobile video customers and offers full days of in-depth training, hands-on certifications, and courses that provide direction on products' new and future functionality. Summit provides an opportunity to network and create relationships with other public safety personnel. This year, attendees will get a look at what Rave Mobile Safety now has to offer as part of Motorola Solutions during this first joint public safety event. As a Charter50 member of Rave, registration has been provided at no cost as well as \$1,000 in travel reimbursements.	
DESTINATION: Orlando, FL	
DATE OF DEPARTURE: 4/9/2023	DATE OF RETURN ARRIVAL: 4/13/2023
(Please include a detailed explanation if different from official business dates)	
Navigator starts early the morning of April 10. It is necessary for attendee to travel the day before to arrive in time for the conference.	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$600.00
LODGING	\$2,500.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$300.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$310.00
TOTAL	\$3,710.00

REVIEWED BY AND DATE APPROVED:

Department Head: _____
(Signature)

Date: _____

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.