

OVERNIGHT TRAVEL REQUEST

Valid for ALL overnight travel
Revised 3-14-2017

REQUEST DATE: 8-May-23	
NAME:	TITLE: Coordinator
DEPARTMENT: OHSEM	ACCOUNT CODE: 1000-1900
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
Authorization is requested for the OHSEM Communications Unit (COMU) Leader to attend a Communications Unit (COMU) Program Working Group at the ILEAS Training Center in Urbana, Illinois. The dates of travel are June 7, 2023 through June 8, 2023. IEMA's Division of Statewide Interoperability, partnering with DHS/CISA's Office of Emergency Communications, has established this working group to strengthen the Communications Unit Program at the state level. Lodging and meals are provided. No cost to DuPage County.	
DESTINATION: ILEAS - 1701 E. Main St., Urbana, IL	
DATE OF DEPARTURE: 7-Jun-23	DATE OF RETURN ARRIVAL: 8-Jun-23
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$0.00
LODGING	\$0.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$0.00
TOTAL	\$0.00

REVIEWED BY AND DATE APPROVED:

Department Head: _____ Date: _____
(Signature)

Committee Name: _____ Date: _____

County Board: _____ Date: _____

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