



# DuPage County Employee Overnight Business Travel Expense Reimbursement Request

This expense form is used to request advance approval for County reimbursement of **overnight travel expenses**. Advance approval is required for County reimbursement for all overnight travel whether in-state or out-of-state. After travel is completed, a separate [Overnight Business Travel Report Form](#) must be completed and submitted to receive reimbursement for travel expenses.

Elected Officials subject to 50 ILCS 150/15 should not use this Overnight Business Travel Request Form. [Applicable form for Elected Officials subject to 50 ILCS 150/15.](#)

Do not use this form for travel that does not include an overnight stay. Advance approval is not required for travel that does not include an overnight stay.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel.

Please review the [County's Business Travel Expense Policy](#) before completing this form.

The County's Business Travel Expense Policy : ["Yes"]

Employee Name: I

Employee Email Address: i@dupagecounty.gov

Department: Community Services - Weatherization

Supervisor Email: gina.strafford@dupagecounty.gov

## Description of the Requested Business Travel

**Description of conference, training or other out of town event:** National Home Performance Conference & Trade Show April 8-11, 2024 Minneapolis, MN Conference for Weatherization professional, trainers, program administrators energy auditors and contractors. Learn the latest trends, newest techniques, key insights and actionable items.

**Start date of conference, training or other out of town event:** 04-08-2024

**End date of conference, training or other out of town event:** 04-11-2024

**Departure travel date:** 04-07-2024

**Return travel date:** 04-11-2024

**If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary:** Registration & Trade Show open at 7:00 am on 4/08/2024. I plan to arrive the night before.

## Estimate of costs for the requested business travel

Budget Account Code: 030-500-1400-23-461028 Training & Technical Assistance budget. No effect on County General Fund.

Registration fees for conference, training or event: \$1095

Form of Payment: Invoiced to county

Estimated transportation cost to and from location: \$800

Describe methods of transportation to and from location: Ground to Chicago airport Flight to Minneapolis, MN depart 4/07 Ground from airport to hotel Ground hotel to airport Flight to Chicago return 4/11 Ground from airport

Rental Vehicle request:

Describe reason(s) for vehicle rental:

Business Travel Expense Policy - Supplemental Insurance:

Total Estimated Lodging Costs: \$1315

Description of lodging needs, including number of nights and cost per night: 4 nights stay 4/07,8,9 & 10 \$328.67 per night

Estimate such additional expenses: \$0

Describe expected additional expenses:

Estimated total cost of the requested Overnight Business Travel: \$3566

## Confirmation and Submission

By typing my name below, the employee submitting this request certifies that the information provided herein accurately describes the proposed business travel and the requested travel expenses are my best estimate of the costs and expenses related to that travel. I understand that this request requires advance approval by my Department Head and the Parent Committee Chair (if the total is not more than \$2,500) or the Parent Committee (if the total is more than \$2,500).

Employee Name: |

### Instructions for Immediate Supervisor other than Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please forward the form by email to the Department Head and indicate your approval.

### Instructions for Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please print this form, sign below, scan and email to the Chair of the relevant Parent Committee.

### Instructions for Parent Committee Chair

Please review this Overnight Business Travel Request Form. If \$2,500 or less, and you approve the requested travel, please print this form, sign below, scan, and return via email to the Department Head. If more than \$2,500, place this item on the agenda of the relevant Parent Committee. After approval by the Parent Committee, please print this form, sign below, scan, and return via email to the Department Head.

REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: \_\_\_\_\_

Date: 3/7/24 \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_

If the request is over \$2,500 the Committee Chair certifies that the travel was approved by a majority vote at a scheduled meeting of the Parent Committee

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_