

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE:	9/19/2023	
NAME:	Laura Flamion	TITLE: Operations Manager
DEPARTMENT:	Animal Services	ACCOUNT CODE: 1100-1300
PURPOSE OF TRIP: (explain fully the necessity of making the trip)		
<p>The 24Petcare Software User Conference is offered exclusively for users of PetHealth Petpoint and Chameleon shelter data management software platforms. With curated PetPoint and Chameleon tracks, users have the opportunity to learn from expert speakers, network, share recommendations for software improvement/updates, and discuss shelter management and data best practices with PetHealth staff and other users. This conference provides learning opportunities and resources to help build our organization's efficiency and provide us with a better ability to make informed decisions based on available data.</p> <p>**Conference registration is free.**</p>		
DESTINATION: 24 Petcare Software User Conference September 26-28, 2023 - Baltimore, Maryland		
DATE OF DEPARTURE:	9/25/23	DATE OF RETURN ARRIVAL: 9/28/2023
(Please include a detailed explanation if different from official business dates)		
<p>The conference kicks off at 9:30am on Tuesday, September 26th. In order for the employee to attend the entire conference without missing any sessions, they will be arriving in Baltimore the night of September 25th.</p>		
Please indicate the estimated amount for each applicable expense.		
REGISTRATION:		\$0.00
TRANSPORTATION:		\$277.95
LODGING (includes 30% additional for hotel taxes & fees)		\$625.00
MISCELLANEOUS EXPENSES (parking, mileage, tolls, etc.)		\$0.00
RENTAL CAR: (explain fully the necessity)		\$0.00
REFERENCE MATERIALS:		\$0.00
MEALS: (Per Diems)		\$241.50
TOTAL		\$1,144.45

REVIEWED BY AND DATE APPROVED:

Department Head: _____
(Signature)

Date: 9/29/23

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.