



DuPage County Overnight Business Travel Request Form

Elected Officials Subject to 50 ILCS 150/15

This form is used to request advance approval for overnight travel reimbursement by Elected Officials subject to 50 ILCS 150/15. After travel is completed, a separate [Overnight Business Travel Report Form](#) must be completed and submitted to receive reimbursement for travel expenses.

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. Please note that for Elected Officials subject to 50 ILCS 150/15, mileage reimbursement is only available for trips to a destination outside DuPage County. Also, non-overnight travel meal reimbursement requires approval by a roll call vote of the County Board.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel as required by 50 ILCS 150/15.

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

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

Employee Name: [REDACTED]

Employee Email Address: [REDACTED]@dupagecounty.gov

Description of the Requested Business Travel

Description of conference, training or other events including location and County business purpose:

Traveling to Tampa Florida from July 11, 2024 to July 16, 2024 for the 2024 Annual NACo Conference.

Start date of conference, training or other out of town event: Jul 11, 2024

End date of conference, training or other out of town event: Jul 16, 2024

Requested travel date - departure: Jul 11, 2024

Requested travel date - return: Jul 16, 2024

If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary: Is traveling within the Conference dates.

Estimate of costs for the requested business travel

Budget Account Code: 1000-1001-[REDACTED]

Registration Fees

Registration fees for conference, training or event: \$530

Form of Payment: Invoiced to county

Estimated Transportation Cost

Estimated Transportation Cost to and from Location of Conference, Training or other out of town event. Identify method of travel such as airline, train, County vehicle, personal vehicle, rental vehicle or other and state total estimated cost. Include all ground transportation expense to and from the event, including parking.

Estimated transportation cost to and from location: \$ 358

Describe methods of transportation to and from location: Roundtrip airfare

Rental Vehicle request:

Provide estimated rental car cost: \$

Describe reason(s) for vehicle rental:

Business Travel Expense Policy - Supplemental Insurance:

Estimated Lodging Costs at Location of Conference, Training or Other Out of Town Event

Total Estimated Lodging Costs: \$1223

Description of lodging needs, including number of nights and cost per night: Hotel stay for 5 nights at \$189.00/night.

Meal Per Diem Policy

See **Business Travel Expense Policy Section 6.0** regarding meal per diems. Individual meals, **including room service**, are not reimbursable and meal receipts are not required or accepted. Tips are included in the per diem and are not reimbursable. Per diems are paid at 100% of applicable GSA CONUS rates for non-travel days and at 75% of applicable GSA CONUS rates for the travel day at the beginning of the trip and the travel day for returning from the trip.

See the per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Estimate total per diem expenses: \$302

Estimated Miscellaneous or Other Expenses Related to Business Travel

Estimate additional expenses: \$0

Describe expected additional expenses:

Estimated total cost of the requested Overnight Business Travel: \$2413

Confirmation and Submission

By typing my name below, I certify that the information provided herein accurately describes the proposed business travel and that the requested travel expenses are my best estimate of all costs and expenses related to this travel. I understand that I am an Elected Official subject to 50 ILCS 150/15 and therefore payment or reimbursement of expenses for travel, meals, and lodging requires approval of the County Board by roll call vote.

Elected Official Name: [REDACTED]