

OVERNIGHT TRAVEL REQUEST

Valid for ALL overnight travel
Revised 3-14-2017

REQUEST DATE:	26-Mar-23
NAME:	TITLE: Coordinator
DEPARTMENT: OHSEM	ACCOUNT CODE: 1000-1900
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
DuPage OHSEM is the host agency for ILEAS communications assets ITECS 4. On April 26, 2023, ILEAS is hosting an all-day workshop to issue and train on new equipment. Other than gas reimbursement, there is no cost to DuPage County. ILEAS is providing lodging to two team members on the night prior to the workshop. Breakfast is included at the hotel and ILEAS is providing lunch during the workshop.	
DESTINATION: ILEAS - Urbana, IL	
DATE OF DEPARTURE: 25-Apr-23	DATE OF RETURN ARRIVAL: 26-Apr-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.)	\$50.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$0.00
TOTAL	\$50.00

REVIEWED BY AND DATE APPROVED:

Department Head: _____
(Signature)

Date: _____

Committee Name: _____

Date: _____

County Board: _____

Date: _____

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