

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel

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|---|-----------------------------------|
| REQUEST DATE: 5/16/2023 | |
| | |
| NAME: [REDACTED] | TITLE: Interim RMS Manager |
| | |
| DEPARTMENT: Information Technology | ACCOUNT CODE: 1000-1115 |
| | |
| PURPOSE OF TRIP: (explain fully the necessity of making the trip) | |
| Attending a site visit to Lee County, FL along with a group of Chiefs of Police and Police Department Records Management Supervisors to see the version of On Call Records application that Lee County is using. Lee County is currently the only agency using this version, which DuPage County will be moving to. | |
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| DESTINATION: Lee County, FL | |
| | |
| DATE OF DEPARTURE: 5/30/2023 | DATE OF RETURN ARRIVAL: 5/31/2023 |
| (Please include a detailed explanation if different from official business dates) | |
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| Please indicate the estimated amount for each applicable expense. | |
| REGISTRATION: | \$0.00 |
| TRANSPORTATION: (Other than rental car) | \$400.60 |
| LODGING | \$210.00 |
| RENTAL CAR: (explain fully the necessity) | \$0.00 |
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| | |
| REFERENCE MATERIALS: | \$0.00 |
| MEALS: (Per Diems) | \$96.00 |
| TOTAL | \$706.60 |
| | |

REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File
(Signature)

Date: 05/16/2023

Committee Name: Technology Committee Discharged
ALL OVERNIGHT TRAVEL

Date: _____

County Board: _____
ONLY OUT-OF-STATE TRAVEL

Date: _____