

## OVERNIGHT TRAVEL REQUEST

Valid for ALL overnight travel  
Revised 3-14-2017

REQUEST DATE: 3-May-23	
NAME:	TITLE: EM Specialist
DEPARTMENT: OHSEM	ACCOUNT CODE: 1000-1900
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
Authorization is requested for overnight travel for this Emergency Management Specialist to attend the Multi-Agency Resource Center (MARC) Training at the ILEAS Training Center in Urbana, Illinois. The dates of travel are May 30, 2023 through May 31, 2023. This training will provide an overview of the MARC goals, set-up and operations. It is important for this Specialist to attend this training as she is responsible for coordinating the development of DuPage County's Multi-Agency Resource Center Plan development. The cost to DuPage County would be \$254.55 for gasoline,	
DESTINATION: ILEAS Training Center - Urbana, IL	
DATE OF DEPARTURE: 30-May-23	DATE OF RETURN ARRIVAL: 31-May-23
(Please include a detailed explanation if different from official business dates)	
<b>Please indicate the estimated amount for each applicable expense.</b>	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$70.00
LODGING	\$96.05
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$88.50
<b>TOTAL</b>	<b>\$254.55</b>

### REVIEWED BY AND DATE APPROVED:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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

County Board: \_\_\_\_\_ Date: \_\_\_\_\_

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