

## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

|                                                                                                                                                                                                                                  |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| REQUEST DATE:                                                                                                                                                                                                                    | 4/5/2023                              |
| NAME: Eric Brand                                                                                                                                                                                                                 | TITLE: Building Automation Systems Te |
| DEPARTMENT: Facilities Management                                                                                                                                                                                                | ACCOUNT CODE: 1000-1100               |
| PURPOSE OF TRIP: (explain fully the necessity of making the trip)<br>To obtain a Metasys® Extended Architecture Advanved Engineering for Building Engineers Certification as a result of being able to properly operate Metasys. |                                       |
| DESTINATION: Milwaukee, WI                                                                                                                                                                                                       |                                       |
| DATE OF DEPARTURE: 7/24/2023                                                                                                                                                                                                     | DATE OF RETURN ARRIVAL: 7/27/2023     |
| (Please include a detailed explanation if different from official business dates)<br>Class is Tuesday - 07/25 through Thursday - 07/27. Plan to arrive in Milwaukee Wisconsin on Monday evening (07/24).                         |                                       |
| <b>Please indicate the estimated amount for each applicable expense.</b>                                                                                                                                                         |                                       |
| REGISTRATION:                                                                                                                                                                                                                    | \$2,640.00                            |
| TRANSPORTATION: Company Car -> Ford Escape                                                                                                                                                                                       | \$0.00                                |
| LODGING                                                                                                                                                                                                                          | \$400.00                              |
| MISCELLANEOUS EXPENSES (parking, mileage, etc.)                                                                                                                                                                                  | \$200.00                              |
| RENTAL CAR: (explain fully the necessity)                                                                                                                                                                                        | \$0.00                                |
| REFERENCE MATERIALS:                                                                                                                                                                                                             | \$0.00                                |
| MEALS: (Per Diems)                                                                                                                                                                                                               | \$224.00                              |
| TOTAL                                                                                                                                                                                                                            | \$3,464.00                            |

### REVIEWED BY AND DATE APPROVED:

Department Head: Signature on file  
(Signature)

Date: 4/5/23

Committee Name: Public Works Committee  
ALL OVERNIGHT TRAVEL

Date: 4/18/2024

County Board: \_\_\_\_\_  
ONLY OUT-OF-STATE TRAVEL

Date: \_\_\_\_\_

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