

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

Revised 1-08-2019

REQUEST DATE:	5/23/2023
NAME:	TITLE: CD Manager
DEPARTMENT: CDC	ACCOUNT CODE: 5000-1440
PURPOSE OF TRIP: (explain fully the necessity of making the trip) Community Development Manager to attend the National Association for County Community & Economic Development Summer Meeting at National Association of Counties Annual Conference. 100% Community Development Block Grant funded.	
DESTINATION: Austin, TX	
DATE OF DEPARTURE: 7/19/2023	DATE OF RETURN ARRIVAL: 7/22/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$500.00
LODGING	\$1,000.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$175.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$224.00
TOTAL	\$1,899.00

REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: _____

(Signature)

Date: 5/23/23

Committee Name: _____

ALL OVERNIGHT TRAVEL

Date: _____

County Board: _____

ONLY OUT-OF-STATE TRAVEL

Date: _____

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