

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE:	1/9/2024		
NAME:	██████████	TITLE:	County Board Member
DEPARTMENT:	County Board	ACCOUNT CODE:	1000-1001-██████████
PURPOSE OF TRIP: (explain fully the necessity of making the trip)			
County Board Member to attend the 2024 NACo Legislative Conference in Washington, D.C. from 02/10/2024 - 02/13/2024.			
DESTINATION: Washington, D.C.			
DATE OF DEPARTURE:	2/10/2024	DATE OF RETURN ARRIVAL:	2/12/2024
(Please include a detailed explanation if different from official business dates)			
Please indicate the estimated amount for each applicable expense.			
REGISTRATION:			\$0.00
TRANSPORTATION:			\$207.80
LODGING			\$580.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)			\$125.00
RENTAL CAR: (explain fully the necessity)			\$0.00
REFERENCE MATERIALS:			\$0.00
MEALS: (Per Diems)			\$167.50
TOTAL			\$1,080.30

REVIEWED BY AND DATE APPROVED:

Department Head: _____
(Signature)

Date: _____

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.