

OVERNIGHT TRAVEL REQUEST

Valid for ALL overnight travel
Revised 3-14-2017

REQUEST DATE: 8-May-23	
NAME:	TITLE: Reservist
DEPARTMENT: OHSEM	ACCOUNT CODE: 1000-1900
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
Authorization is requested for overnight travel for RapidComm 4 and this OHSEM Reservist to fulfill a mutual aid request from IEMA supporting Madison County Emergency Management Agency with public safety communications. (IEMA Mission #IU 2023-0026) The dates of travel are June 2, 2023 through June 4, 2023. Madison County will provide lodging, while DuPage County covers the cost of fuel and per diems in the amount of \$267.50.	
DESTINATION: Madison Co. - 700 Raceway Blvd., Madison, IL	
DATE OF DEPARTURE: 2-Jun-23	DATE OF RETURN ARRIVAL: 4-Jun-23
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$0.00
LODGING	\$0.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$120.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$147.50
TOTAL	\$267.50

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.