

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE:	4/4/2023
NAME:	Signature on File
TITLE:	Director of Transportation/ County Engineer
DEPARTMENT:	Division of Transportation
ACCOUNT CODE:	1500-3500
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
To attend the 2023 Spring meeting of the Illinois Association of County Engineers. This is one of two meetings held on an annual basis, for County Engineers and speakers from IDOT, the FHWA and others, which keeps the County Engineers up to date on various transportation related topics.	
DESTINATION: Bloomington, Illinois	
DATE OF DEPARTURE:	5/8/2023
DATE OF RETURN ARRIVAL:	5/10/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$200.00
TRANSPORTATION:	\$0.00
LODGING	\$375.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$150.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$162.25
TOTAL	\$887.25

REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File _____
(Signature)

Date: 3/22/23

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.