



DuPage County Employee Overnight Business Travel Expense Reimbursement Request

This expense form is used to request advance approval for County reimbursement of **overnight travel expenses**. Advance approval is required for County reimbursement for all overnight travel whether in-state or out-of-state. After travel is completed, a separate [Overnight Business Travel Report Form](#) must be completed and submitted to receive reimbursement for travel expenses.

Elected Officials subject to 50 ILCS 150/15 should not use this Overnight Business Travel Request Form. [Applicable form for Elected Officials subject to 50 ILCS 150/15.](#)

Do not use this form for travel that does not include an overnight stay. Advance approval is not required for travel that does not include an overnight stay.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel.

Please review the [County's Business Travel Expense Policy](#) before completing this form.

The County's Business Travel Expense Policy : ["Yes"]

Employee Name: :

Employee Email Address: dupagecounty.gov

Department: Community Services Department

Supervisor Email: natasha.belli@dupagecounty.gov

Description of the Requested Business Travel

Description of conference, training or other out of town event: To attend the National Adult Protective Services Conference in Albuquerque, New Mexico to learn about the most current trends in Adult Protective Services. Grant funded.

Start date of conference, training or other out of town event: 09-16-2024

End date of conference, training or other out of town event: 09-18-2024

Departure travel date: 09-15-2024

Return travel date: 09-19-2024

If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary: Traveling on Sunday, 9/15/2024 for the NAPSA Conference since it starts on Monday morning and requesting to stay through the 19th since it is not clear when the conference ends other than it starts the closing session starts at 2:45p. I am expecting it to end around 4:00p since all the sessions tend to run 1.25

Estimate of costs for the requested business travel

Budget Account Code: 5000-1660 and 5000-1720

Registration fees for conference, training or event: \$700

Form of Payment: Invoiced to county

Estimated transportation cost to and from location: \$900

Describe methods of transportation to and from location: Flying on Southwest-not sure of cost yet about quote was around \$700 (+\$ travel agent fees \$50 approx.) Parking at Midway (\$75) + mileage costs will be approx. \$25 + airport transportation to and from the hotel (\$50 RT)

Rental Vehicle request:

Provide estimated rental car cost: \$

Describe reason(s) for vehicle rental:

Business Travel Expense Policy - Supplemental Insurance:

Total Estimated Lodging Costs: \$690

Description of lodging needs, including number of nights and cost per night: 4 nights \$149 per night + \$93.12 (taxes)=\$689.12

Meal Per Diem Policy

See Business Travel Expense Policy Section 6.0 regarding meal per diems. Individual meals, including room service, are not reimbursable and meal receipts are not required or accepted. Tips are included in the per diem and are not reimbursable. Per diems are paid at 100% of applicable GSA CONUS rates for non-travel days and at 75% of applicable GSA CONUS rates for the travel day at the beginning of the trip and the travel day for returning from the trip.

See the per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Estimate Total Per Diem expenses: \$250

Estimate such additional expenses: \$0

Describe expected additional expenses:

Estimated total cost of the requested Overnight Business Travel: \$2540

Confirmation and Submission

By typing my name below, the employee submitting this request certifies that the information provided herein accurately describes the proposed business travel and the requested travel expenses are my best estimate of the costs and expenses related to that travel. I understand that this request requires advance approval by my Department Head and the Parent Committee Chair (if the total is not more than \$2,500) or the Parent Committee (if the total is more than \$2,500).

Employee Name:

Instructions for Immediate Supervisor other than Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please forward the form by email to the Department Head and indicate your approval.

