

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE: 8/9/2023	
NAME: _____	TITLE: _____
DEPARTMENT: ETSB	ACCOUNT CODE: 4000-5820-53500/510/610
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
To attend the 6th annual Hexagon Public Safety Users' Group Conference. This conference brings together public safety professionals to discuss current trends, issues of interest and best practices that impact the industry. Hexagon/Intergraph's computer aided dispatch (CAD) enables call takers and dispatchers to communicate incident information and mobile technologies allow field personnel to receive and acknowledge disptach messages, view incident details and query databases.	
DESTINATION: Plano, TX	
DATE OF DEPARTURE: 11/6/2023	DATE OF RETURN ARRIVAL: 11/9/2023
(Please include a detailed explanation if different from official business dates)	
HPSUG starts early the morning of November 7. It is necessary for attendees to travel the day before to arrive in time for the conference.	
<i>Please indicate the estimated amount for each applicable expense.</i>	
REGISTRATION:	\$600.00
TRANSPORTATION:	\$700.00
LODGING	\$800.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$400.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$200.00
TOTAL	\$2,700.00

REVIEWED BY AND DATE APPROVED:

Department Head: _____	Date: _____
(Signature)	
Committee Name: _____	Date: _____
ALL OVERNIGHT TRAVEL	
County Board: _____	Date: _____
ONLY OUT-OF-STATE TRAVEL	

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