

## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE: 3/13/2023	
NAME:	TITLE:
DEPARTMENT: ETSB	ACCOUNT CODE: 4000-5820-53500/510/610
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
HxGN LIVE Global is Hexagon's digital reality solutions conference, bringing together visionaries from around the world to discuss, debate and experience the autonomous future. The programme offer attendees content structured around audience-centric summit topics. The Future of Public Safety Summit at HxGN LIVE Global 2023 brings together emergency communications center leaders and staff, law enforcement and other public safety professionals.	
DESTINATION: Las Vegas, NV	
DATE OF DEPARTURE: 6/11/2023	DATE OF RETURN ARRIVAL: 6/15/2023
(Please include a detailed explanation if different from official business dates)	
HxGN Live Global starts early the morning of June 12. It is necessary for attendee to travel the day before to arrive in time for the conference.	
<b>Please indicate the estimated amount for each applicable expense.</b>	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$890.00
LODGING	\$1,200.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$300.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$310.00
TOTAL	\$2,700.00

### 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.