

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

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

REQUEST DATE: 5/10/2023	
NAME: _____	TITLE: Telecommunicator
DEPARTMENT: ETSB PSAP ACDC	ACCOUNT CODE: 4000-5820-53500/510/610
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
Attending the national NENA conference allows participants the ability to see and hear about critical public safety issues. Attendees participate in seminars allowing them to network with 9-1-1 professionals across the country. Attendees also take part in training sessions allowing them the ability to accumulate continuing education hours. These hours are required to maintain the various certifications necessary for Telecommunicators in the DuPage system, and are not available locally.	
DESTINATION: Grapevine, TX	
DATE OF DEPARTURE: 6/18/2023	DATE OF RETURN ARRIVAL: 6/21/2023
(Please include a detailed explanation if different from official business dates)	
NENA starts early the morning of June 19. It is necessary for attendees to travel the day before to arrive in time for the conference.	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$775.00
TRANSPORTATION:	\$700.00
LODGING	\$565.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$300.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$160.00
TOTAL	\$2,500.00

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.