



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: [REDACTED]

Employee Email Address: [REDACTED]

Department: Info [REDACTED] y

Supervisor Email: richard.burnson@dupagecounty.gov

Secondary Department Contact (Department Admin or Accounts Payable):
sarah.godzicki@dupagecounty.gov

Description of the Requested Business Travel

Event or Conference: [REDACTED] Relate 2026

Event Location (City/State): [REDACTED]

Description of conference or other events including County business purpose: Zendesk Relate 2026 is the flagship annual conference hosted by Zendesk, bringing together customer experience (CX), IT, service operations, and support professionals from across industries to explore the future of customer engagement and service delivery.

Start date of conference, training or other out of town event: 05-18-2026

End date of conference, training or other out of town event: 05-20-2026

Departure travel date: 05-18-2026

Return travel date: 05-21-2026

If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary: It extends afterwards because per the information on their website: (see below) "We recommend booking your flight home for Thursday, May 21. since programming runs through Wednesday evening." https://www.zendeskrelate.com/event/1ce444c1-4c9b-4b1f-9f54-5e85d97d6a75/faqs?utm_campaign=EVCONF_Email_5a_Ali_EN_NA_2026Q1&utm_medium=zendesk_email&utm_source=marketo

Estimate of [REDACTED] requested business travel

Budget Account Code: 53510

Registration fees for conference, training or event: \$1195

Form of Payment: Employee reimbursement

Estimated transportation cost to and from location: \$800

Describe methods of transportation to and from location: 100 estimated uber cost 700 estimated plane cost

Rental Vehicle request:

Provide estimated rental cost:

Describe reason(s) for vehicle rental:

Business Travel Expense Policy Supplemental Insurance:

Total Estimated Lodging Costs: \$780

Description of lodging needs, including number of nights and cost per night: Avg cost per night \$260 for 3 nights

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: \$260

Estimate such additional expenses: \$0

Describe expected [REDACTED] expenses:

Estimated total cost of the [REDACTED] travel request: \$3035

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: [REDACTED]

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.

Instructions for Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please print this form, sign below, and forward to the Chair of the relevant Parent Committee.

Instructions for Parent Committee Chair

Please review this Overnight Business Travel Request Form. If \$2,500 or less, and you approve the requested travel, please print this form, sign below, scan, and return via email to the Department Head. If more than

\$2,500, place this item on the agenda of the relevant Parent Committee. After approval by the Parent Committee, please print this form, sign below, scan, and return via email to the Department Head.

REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File

Date: 02/05/2026

Committee Chair: _____

Date: _____

If the request is over \$2,500 the Committee Chair certifies that the travel was approved by a majority vote at a scheduled meeting of the Parent Committee

Committee Name: Technology Committee

Meeting Date: 03/03/2026