

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: Telecommunicator
DEPARTMENT: ETSB PSAP ACDC	ACCOUNT CODE:	4000-5820-53500/510/610
PURPOSE OF TRIP: (explain fully the necessity of making the trip)		
This is a two-day MABAS in-service training for dispatchers to participate in radio communication drills, extrication exercises, technical rescue, live fire, and hands-on training in realistic environments. Attendees will have the opportunity to "connect the dots" between the moment the call is taken and what occurs on the scene of an incident.		
DESTINATION: Champaign, IL		
DATE OF DEPARTURE:	9/12/2023	DATE OF RETURN ARRIVAL: 9/14/2023
(Please include a detailed explanation if different from official business dates)		
The MABAS training starts early the morning of September 13. It is necessary for attendees to drive the day before to arrive in time.		
<i>Please indicate the estimated amount for each applicable expense.</i>		
REGISTRATION:		
TRANSPORTATION:		
LODGING		\$500.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)		\$300.00
RENTAL CAR: (explain fully the necessity)		\$0.00
REFERENCE MATERIALS:		\$0.00
MEALS: (Per Diems)		\$200.00
TOTAL		\$1,000.00

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.