



# Request for Professional Training and Travel

Submit at least 30 days prior to dates of requested travel.

Person(s) requesting leave or reimbursement authorization  
(Attach list if several)

Today's Date

Department

Date(s) of Absence from regular duties

Name of Program, Conference, or Training

Location

Purpose of Travel (please attach any supporting documents including brochure, schedule, application, etc):

## If Expenses are requested, the following must be completed:

Expenses are to be paid out of the following Expense Account: \_\_\_\_\_

## Select Payment Method:

Mailing Check \_\_\_\_\_

Taking Check \_\_\_\_\_

P-Card \_\_\_\_\_

Persons approved for travel are responsible for all arrangements and reservations.

Request for reimbursement must include receipts and other proof of expenditure (excluding meals).

Two or More attending the same meeting will be encouraged to share a room when possible.

**Reimbursement MUST be submitted within 14 days of the last day of travel.**

Registration Fee ..... \_\_\_\_\_

### Meals - **See page 2:**

Breakfast (\$ \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_

Lunch (\$ \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_

Dinner (\$ \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_

Lodging ..... \_\_\_\_\_

(# of Nights x cost per night + tax)

Mileage \_\_\_\_\_ x \$ 0.700 \_\_\_\_\_

(# miles x allowance)

**ONLY ALLOWED IF COUNTY VEHICLE IS NOT AVAILABLE**

Parking ..... \_\_\_\_\_

Other ..... \_\_\_\_\_

Attendee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Assistant Admin: \_\_\_\_\_

Date: \_\_\_\_\_

**The County Allows Meal Reimbursements as Follows:**

<b>Meals</b>	<b>Depart Before</b>	<b>Return After</b>	<b>In State</b>	<b>Out of State</b>
<b>Breakfast</b>	<b>7:00 AM</b>	<b>12:00 PM</b>	<b>\$12.00</b>	<b>\$15.00</b>
<b>Lunch</b>	<b>11:00 AM</b>	<b>1:30 PM</b>	<b>\$18.00</b>	<b>\$20.00</b>
<b>Dinner</b>	<b>4:00 PM</b>	<b>7:00 PM</b>	<b>\$28.00</b>	<b>\$30.00</b>
<b>MAX DAILY ALLOWANCE</b>			<b>\$58.00</b>	<b>\$65.00</b>

- Meals are reimbursed on a per diem basis.
- Receipts are not required for meals.
- Only the amount allowed per meal will be reimbursed.
- You **must** provide the conference/meeting agenda.
- The County will not reimburse meals that are provided by the hotel or conference/meeting.