



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 \$0.725	_____
(# 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:

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

- 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.