

Form Type

2015-11
Travel Request FormCity of Hamilton
Travel Authorization FormTraveling From: 10/21/2015 through 10/23/2015
Date of Departure Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/conference/meeting dates.

Authorization is requested by: Jody Gunderson Economic Development
Employee Name Department

To attend (Course/Conference/Sponsor): Ohio Economic Development Association Annual Summit

Located at (City and State): Dublin, OH

Registration Fee
(Cost of Course/
Conference/Meeting)

Basic Fee:

\$ 375.00

Other/Additional Fee: \$

Business Justification for Travel

Statewide Economic Development Annual Conference

Transportation Expenses

Check the appropriate boxes and record the estimated miles or cost for each mode of transportation to be used. For personal car, only estimated miles are necessary

 City Vehicle

Miles

Estimated Cost

 Personal Car

235

\$

 Airplane

N/A

\$

 Rental Car

N/A

\$

Meal/Food Expenses

Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: M&IE Per Diem Rates In-town/Local

Cost Per Day

of Days

Estimated Cost

\$ 56.00

3

\$ 168.00

 Overnight

\$

\$

Lodging Expenses

Hotel/Motel Name

Cost Per Night

of Nights

Estimated Cost

Columbus Marriott Northwest

\$ 135.00

2

\$ 270.00

Miscellaneous Expenses

Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.

 Parking Costs

\$

 Tolls

\$

 Taxi Expenses

\$

 Other

\$

Account Number: 620 620 620 200

Total Estimated Cost: \$ 813.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Approved by

 Approved

Send Approval