

## City of Hamilton Travel Authorization Form

Traveling From: 1-14-16 through 1-16-16 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.

Date of Departure                      Date of Return

**Authorization is requested by:** Mike Gurr Electric

Employee Name    Department

**To attend (Course/Conference/Sponsor):** Spooky Nook Sports Lancaster Site visit

**Located at (City and State):** Lancaster, PA

Registration Fee (Cost of Course/Conference/Meeting)      Basic Fee:      \$        Other/Additional Fee: \$  

**Business Justification for Travel**

Travel to Lancaster, PA to tour the Spooky Nook Sports Complex for the Champion Project.

**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

	Miles	Estimated Cost
<input type="checkbox"/> City Vehicle		
<input type="checkbox"/> Personal Car	<span style="border: 1px solid black; padding: 2px; width: 60px;"> </span>	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;">\$ 694.00</span>
<input checked="" type="checkbox"/> Airplane	N/A	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;"> </span>
<input type="checkbox"/> Rental Car	N/A	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;"> </span>

**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](#)

	Cost Per Day	# of Days	Estimated Cost
<input type="checkbox"/> In-town/Local	<span style="border: 1px solid black; padding: 2px; width: 60px;"> </span>	<span style="border: 1px solid black; padding: 2px; width: 60px;"> </span>	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;"> </span>
<input checked="" type="checkbox"/> Overnight	\$ <span style="border: 1px solid black; padding: 2px; width: 60px;">\$ 59.00</span>	<span style="border: 1px solid black; padding: 2px; width: 60px;">3</span>	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;">\$ 177.00</span>

**Lodging Expenses**

	Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
	The Warehouse Hotel	\$ <span style="border: 1px solid black; padding: 2px; width: 60px;">\$ 109.00</span>	<span style="border: 1px solid black; padding: 2px; width: 60px;">2</span>	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;">\$ 218.00</span>

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

	Amount		Amount
<input type="checkbox"/> Parking Costs	\$ <span style="border: 1px solid black; padding: 2px; width: 60px;">\$ 100.00</span>	<input type="checkbox"/> Tolls	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;"> </span>
<input checked="" type="checkbox"/> Taxi Expenses	\$ <span style="border: 1px solid black; padding: 2px; width: 60px;"> </span>	<input type="checkbox"/> Other	\$ <span style="border: 1px solid black; padding: 2px; width: 80px;"> </span>

**Account Number:** 501 930 640 550      **Total Estimated Cost:** \$ \$1,189.00

<p><b>Submit for Authorization</b></p> <p style="text-align: center;"><span style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px;">Send Via Email</span></p>	<p><b>For Department Head Use Only</b></p> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 250px;"> <p style="font-family: cursive; font-size: 1.2em;">Brian M. Meyer 1-13-16</p> </div> <p style="text-align: center;">Approved by</p> <p style="text-align: right;"><input type="checkbox"/> Approved</p> <p style="text-align: right;"><span style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px;">Send Approval</span></p>
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