

## City of Hamilton Travel Authorization Form

Traveling From:	July 19, 2015	through	July 23, 2015	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	

<b>Authorization is requested by:</b>	James A. Bokeno	Electric
	Employee Name	Department
<b>To attend</b> (Course/Conference/Sponsor):	WindMil Basic Editing and Basic Analysis Courses	
<b>Located at</b> (City and State):	Charlotte, NC	
Registration Fee (Cost of Course/ Conference/Meeting)	Basic Fee: \$ <span style="border: 1px solid black; padding: 2px;">\$3,000.00</span>	Other/Additional Fee: \$ <span style="border: 1px solid black; padding: 2px;"></span>

**Business Justification for Travel**

WindMil is the analysis portion of our Electric modeling software used for determining fault currents, arc flash, voltage drop, etc.

Transportation Expenses	City Vehicle	Miles	Estimated Cost
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	<input type="checkbox"/>		\$ <span style="border: 1px solid black; padding: 2px;"></span>
	<input type="checkbox"/>		\$ <span style="border: 1px solid black; padding: 2px;"></span>
	<input checked="" type="checkbox"/>	N/A	\$ <span style="border: 1px solid black; padding: 2px;">\$ 492.68</span>
	<input type="checkbox"/>	N/A	\$ <span style="border: 1px solid black; padding: 2px;"></span>

Meal/Food Expenses	Cost Per Day	# of Days	Estimated Cost
Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: <a href="#">M&amp;IE Per Diem Rates</a>	<input type="checkbox"/>		\$ <span style="border: 1px solid black; padding: 2px;"></span>
	<input checked="" type="checkbox"/>	\$ <span style="border: 1px solid black; padding: 2px;">\$ 51.00</span>	\$ <span style="border: 1px solid black; padding: 2px;">\$ 204.00</span>

Lodging Expenses	Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
	Hilton Garden Inn Charlotte	\$ <span style="border: 1px solid black; padding: 2px;">\$ 140.12</span>	4	\$ <span style="border: 1px solid black; padding: 2px;">\$ 560.48</span>

Miscellaneous Expenses	Amount	Tolls	Amount
Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ <span style="border: 1px solid black; padding: 2px;"></span>
	<input type="checkbox"/>	<input type="checkbox"/>	\$ <span style="border: 1px solid black; padding: 2px;"></span>

Account Number:	502	540	620	200	<b>Total Estimated Cost: \$</b> <span style="border: 1px solid black; padding: 2px;">\$4,297.16</span>
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<p><b>Submit for Authorization</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">Send Via Email</div>	<p><b>For Department Head Use Only</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="font-family: cursive; font-size: 1.2em;">James M. Major</span> 7-8-15         </div> <p style="text-align: center; margin-top: 5px;">Approved by</p> <div style="text-align: right; margin-top: 10px;"> <input checked="" type="checkbox"/> Approved  <div style="border: 1px solid black; padding: 5px; display: inline-block;">Send Approval</div> </div>
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