

Form Type

Travel Request Form

# City of Hamilton Travel Authorization Form

Traveling From: 2015-10-04

Date of Departure

through

2015-10-09

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:

Dennis Farthing

Employee Name

Electric

Department

To attend (Course/Conference/Sponsor):

APPA Fall Education Institute

Located at (City and State):

Savannah, Georgia

Registration Fee

(Cost of Course/  
Conference/Meeting)

Basic Fee:

\$ 1,290.00

Other/Additional Fee: \$

## Business Justification for Travel

Learn about effective design, construction, operation and maintenance of underground distribution systems.

**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

\$

 Airplane

N/A

\$ 865.20

 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

\$

 Overnight

\$ 56.00

6

\$ 336.00

**Lodging Expenses**

Hotel/Motel Name

Cost Per Night

# of Nights

Estimated Cost

Quality Inn, Savannah

\$ 129.00

5

\$ 645.00

**Miscellaneous Expenses**

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

 Parking Costs

\$

 Tolls

\$

 Taxi Expenses

\$ 50.00

 Other

\$

Account Number:

502

930

640

550

Total Estimated Cost: \$ 3,186.20

**Submit for Authorization**

Send Via Email

**For Department Head Use Only**

Approved by

 Approved

Send Approval