

Form Type

Travel Request Form

# City of Hamilton Travel Authorization Form

Traveling From:  through   
 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:

Employee Name

Department

To attend (Course/Conference/Sponsor):

Located at (City and State):

Registration Fee  
(Cost of Course/  
Conference/Meeting)

Basic Fee:

\$ Other/Additional Fee: \$ 

### Business Justification for Travel

The Consortium Members have already approved authorization to participate in this Conference during the budget approval for 2015 and at our last Consortium meeting. Other justification includes professional development and a Consortium Ground Water Award. +

### 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

\$  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\$ \$ 

### Lodging Expenses

Hotel/Motel Name

Cost Per Night

# of Nights

Estimated Cost

\$ \$ 

### Miscellaneous Expenses

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

 Parking Costs\$  Tolls\$  Taxi Expenses\$  Other\$ 

Account Number:

Total Estimated Cost: \$ 

### Submit for Authorization

### For Department Head Use Only

*Casey M. Wagner* 9-21-15

Approved by

 Approved