Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-07-24 (Date of Departure) through 2014-07-25 (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: Joshua Smith (Employee Name) — City Manager's Office (Department)

To attend (Course/Conference/Sponsor): Greenup Hydro Facility

Located at (City and State): Portsmouth, Ohio

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

Business Justification for Travel

Review City OGSM plan with Greenup staff.

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
☒ City Vehicle		
☐ 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

	Cost Per Day	# of Days	Estimated Cost
☐ In-town/Local			$
☒ Overnight	$ $ 56.00	1	$ $ 56.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Holiday Inn	$ $ 133.44	1	$ $ 133.44

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

	Amount		Amount
☐ Parking Costs	$	☐ Tolls	$
☐ Taxi Expenses	$	☐ Other	$

Account Number: 502 | 520 | 620 | 200

Total Estimated Cost: $ $ 189.44

Submit for Authorization

Send Via Email

For Department Head Use Only

Approved by

☐ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-07-24 (Date of Departure) through 2014-07-25 (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: ~~Tim Westmann~~ Brandon Saurker (Employee Name) | City Manager's Office (Department)

To attend (Course/Conference/Sponsor): Greenup Hydro Facility

Located at (City and State): Portsmouth, Ohio

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

Business Justification for Travel

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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: Kevin Maynard (Employee Name) Electric (Department)

To attend (Course/Conference/Sponsor): Greenup Hydro Facility

Located at (City and State): Portsmouth, Ohio

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

Business Justification for Travel

Review City OGSM plan with Greenup staff.

Transportation Expenses
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Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
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	Amount		Amount
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☐ Taxi Expenses	$	☐ Other	$

Account Number: 502 520 620 200 **Total Estimated Cost: $** $ 189.44

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Send Via Email

For Department Head Use Only

Douglas V Childs

Approved by

DB 8/1/14

☑ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-07-24 (Date of Departure) through 2014-07-25 (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: Doug Childs (Employee Name) — Electric (Department)

To attend (Course/Conference/Sponsor): Greenup Hydro Facility

Located at (City and State): Portsmouth, Ohio

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

Business Justification for Travel

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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: Nathan Perry (Employee Name) — Energy Management (Department)

To attend (Course/Conference/Sponsor): Greenup Hydro Facility

Located at (City and State): Portsmouth, Ohio

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

Business Justification for Travel

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Account Number: 502 520 620 200

Total Estimated Cost: $ $ 189.44

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8/1/14