

City of Hamilton Travel Authorization Form

Traveling From: July 9, 2014 through July 11, 2014 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: Keti Anevski Finance

Employee Name Department

To attend (Course/Conference/Sponsor): Ohio Municipal League Income Tax Seminar

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/Conference/Meeting) Basic Fee: \$ \$ 175.00 Other/Additional Fee: \$

Business Justification for Travel

OML Income Tax Seminar, Columbus, OH

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		\$
<input type="checkbox"/> Airplane	N/A	\$
<input type="checkbox"/> 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
<input checked="" type="checkbox"/> In-town/Local	\$ 28.00	1	\$ \$ 28.00
<input type="checkbox"/> Overnight	\$ 		\$

Lodging Expenses

	Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
	Drury Inn & Suites Northwest	\$ \$ 139.99	2	\$ \$ 279.98

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

	Amount		Amount
<input type="checkbox"/> Parking Costs	\$ 	<input type="checkbox"/> Tolls	\$
<input type="checkbox"/> Taxi Expenses	\$ 	<input type="checkbox"/> Other	\$

Account Number: 120 123 620 200 **Total Estimated Cost:** \$ \$ 482.98

<p>Submit for Authorization</p> <p style="text-align: center;">Send Via Email</p> <p style="font-size: small;">6/19/2014 </p>	<p>For Department Head Use Only</p> <p style="text-align: center;"> Approved by</p> <p style="text-align: right;"><input type="checkbox"/> Approved Send Approval</p>
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