

## City of Hamilton Travel Authorization Form

Traveling From:	2015-04-26	through	2015-04-29	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> <span style="border: 1px solid black; padding: 2px;">Kevin Maynard</span>		Electric
Employee Name		Department
<b>To attend</b> (Course/Conference/Sponsor): <span style="border: 1px solid black; padding: 2px;">National Hydropower Conference</span>		
<b>Located at</b> (City and State): <span style="border: 1px solid black; padding: 2px;">Washington, DC</span>		
Registration Fee (Cost of Course/ Conference/Meeting)	Basic Fee:	\$ <span style="border: 1px solid black; padding: 2px;">\$ 795.00</span>
		Other/Additional Fee: \$ <span style="border: 1px solid black; padding: 2px;"></span>

**Business Justification for Travel**

National Hydropower Association Annual Conference

Transportation Expenses	Miles	Estimated Cost
<input checked="" type="checkbox"/> City Vehicle <input type="checkbox"/> Personal Car <input checked="" type="checkbox"/> Airplane <input type="checkbox"/> Rental Car	1,010  N/A  N/A	\$ <span style="border: 1px solid black; padding: 2px;"></span>  \$ <span style="border: 1px solid black; padding: 2px;">451.20</span>  \$ <span style="border: 1px solid black; padding: 2px;"></span>

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

Meal/Food Expenses	Cost Per Day	# of Days	Estimated Cost
<input type="checkbox"/> In-town/Local <input checked="" type="checkbox"/> Overnight	\$ 71.00  \$ <span style="border: 1px solid black; padding: 2px;"></span>	5  <span style="border: 1px solid black; padding: 2px;"></span>	\$ 355.00  \$ <span style="border: 1px solid black; padding: 2px;"></span>

Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: [M&IE Per Diem Rates](#)

Lodging Expenses	Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
	Capital Hilton	\$ 329.00	3	\$ 987.00

Miscellaneous Expenses	Amount	Amount
<input type="checkbox"/> Parking Costs <input type="checkbox"/> Taxi Expenses	\$ <span style="border: 1px solid black; padding: 2px;"></span> \$ <span style="border: 1px solid black; padding: 2px;"></span>	<input type="checkbox"/> Tolls <input type="checkbox"/> Other
		\$ <span style="border: 1px solid black; padding: 2px;"></span> \$ <span style="border: 1px solid black; padding: 2px;"></span>

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

<b>Account Number:</b> <span style="border: 1px solid black; padding: 2px;">524</span> <span style="border: 1px solid black; padding: 2px;">524</span> <span style="border: 1px solid black; padding: 2px;">640</span> <span style="border: 1px solid black; padding: 2px;">550</span>	<b>Total Estimated Cost:</b> \$ <span style="border: 1px solid black; padding: 2px; color: blue;">2588.20</span>
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<b>Submit for Authorization</b> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 5px;">Send Via Email</div>	<b>For Department Head Use Only</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Doug Childs</div> <p style="text-align: center; font-size: small;">Approved by</p> <div style="text-align: right; margin-top: 5px;"> <input checked="" type="checkbox"/> Approved  <div style="border: 1px solid black; padding: 5px; display: inline-block;">Send Approval</div> </div>
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