Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2016-02-08 (Date of Departure) through 2016-02-11 (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: Jim Marshall (Employee Name) — Electric (Department)

To attend (Course/Conference/Sponsor): APPA Constructing/Operating/Maintaining Underground Dist. Systems

Located at (City and State): Columbus Ohio

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 800.00 — 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

	Miles	Estimated Cost
☒ City Vehicle		
☐ Personal Car	100	$ $ 30.00
☐ Airplane	N/A	$
☐ Rental Car	N/A	$

Meal/Food Expenses Breakfast included at Hotel -
Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: M&IE Per Diem Rates

Monday dinner - $29.50
Tuesday - Lunch + dinner $77.20
Wed - Lunch + dinner $77.20
Thurs - Lunch + dinner $77.20

	Cost Per Day	# of Days	Estimated Cost
☐ In-town/Local			$
☒ Overnight	$ $ 59.00	2.9	$ $ 171.10

Lodging Expenses
Hotel to be charged on Rick Hawkins Credit Card

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Crowne Plaza North	$ $ 96.00	3	$ $ 288.00

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: 502 930 640 550

Total Estimated Cost: $ $1,289.10

Submit for Authorization

Send Via Email

For Department Head Use Only

Approved by: [signature]

☑ Approved

Send Approval

~~$ 100.00~~ $ 201.00 Advance