City of Hamilton
BUTLER COUNTY OHIO

City of Hamilton
Travel Authorization Form

Traveling From: 2019-03-06 through 2019-03-08

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:
***Note:** If you need supervisor approval, save the filled out form and e-mail to supervisor as attachment.

Joshua Smith and Aaron Hufford (Employee Name) | City Manager's Office (Department)

To attend (Course/Conference/Sponsor): OCMA Winter Conference

Located at (City and State): Columbus, Ohio

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 250.00 — Other/Additional Fee: $ $ 250.00

Business Justification for Travel

Topics of discussion: Civic engagement, dealing with the media, manager performance reviews, ethics, developing dept. directors, etc.

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	202	$ $ 117.35
☐	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	$ $ 61.00	2	$ $ 122.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Renaissance Columbus Downtown	$ $ 121.00	1	$ $ 121.00

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

		Amount		Amount
☒	Parking Costs	$ $ 28.00	☐ Tolls	$ $ 28.00
☐	Taxi Expenses	$	☐ Other	$

Account Number: 100 | 106 | 640 | 550 — **Total Estimated Cost: $** $ 916.35

Grant Account Number: | | | | — **Total Estimated Cost: $** $ 916.35

Submit for Authorization	Supervisor Approval	For Department Head Use Only	☐ Approved