



City of Hamilton Travel Authorization Form

Traveling From: through 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:

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

To attend (Course/Conference/Sponsor):

Located at (City and State):

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

Business Justification for Travel

To obtain information regarding tax credits to benefit the city.

Transportation Expenses City Vehicle Miles Estimated Cost

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

Personal Car \$

Airplane N/A \$

Rental Car N/A \$

Meal/Food Expenses Cost Per Day # of Days Estimated Cost

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

In-town/Local \$

Overnight \$ \$

Lodging Expenses Hotel/Motel Name Cost Per Night # of Nights Estimated Cost

 \$ \$

Miscellaneous Expenses Amount Amount

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

Parking Costs \$ Tolls \$

Taxi Expenses \$ Other \$

Account Number: **Total Estimated Cost: \$**

Grant Account Number: **Total Estimated Cost: \$**

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

C: Manju Bhargava - 2/5/19

