

## Training/Travel Approval Form

Employee			Department	Dates of Travel	Event # (from Finance)
Name of Training/Conference/Sen	ninar				· · · · · · · · · · · · · · · · · · ·
, and the second			-		
Location (City & State)					
Was this travel budgeted for?	Yes N	No			
Is travel reimbursed by another agency?	Yes N	No	If Yes, by whom?		
Will this travel cause the department explaining why and how the overtine hours that would be required.				Yes No	
	Project Accounting #		Eden Account Number		
Travel Costs	needed)	2	(BARS #)	Anticipated Amount	Actual Amount
Registration					
Airfare					
Lodging - Total Amount			<u> </u>		
Car Rental - Total Amount			<del>                                     </del>		
Transportation Expenses (shuttle,		J	1		
cabs, baggage fees, parking, etc)					
Mileage (.58 per mile)					
Meals - Per Diem or Receipt -		J	1		
(Circle One)			<del> </del>		
Meal - Incidentals only per GSA website		)	1		
Website			Totals		
Instructions: Include documentation how the prerequisites are met. For need to approve the overage. Reference	r Per Diem see se erence your Even	econd	l page instructions. If Actua	al Amount is more than 1	0%, Director will
Supervisor	Date		_		
Manager	Date				
Director	Date				
City Manager (Overnight/Out-of-State only)	Date		Director A	Approval - Actuals Exce	eed 10%
		PI	D Training Staff Only		
VISTA:	SM Updated:		Method of Regi	istration:	
Employee & Supervisor notified w Outlook Calendar				or receipt of training	Date:

## Mileage and Meals Expense Worksheet (These amounts will auto-fill to front page)

Date	# of Miles Claimed	Mileage Amount	Misc Travel Expenses	Breakfast Charges	Lunch Charges	Dinner Charges	Meal Incidentals	Total Charges
Totals								

If requesting a per-diem check form meals, please prepare the breakfast, lunch, and dinner columns according to rates specified on the GSA website (http://www.gsa.gov/portal/content/104877) for the location to which you are traveling. If not taking the per diem rates, **original itemized receipts are required** and must be attached to this document. Meals must all be either per diem method or receipt method, not a combination of the two. You may not claim a meal if it is included in the training/conference/ workshop/seminar.

Totals from this page will transfer to the anticipated amounts on the first page in the appropriate section. Please refer to Travel Policy 002 effective on 02/15/2007 for any specific questions you may have.