

**MCKINLEY COUNTY
REQUEST FOR TRAVEL AND TRAVEL ADVANCE
MUST BE PRE-APPROVED BEFORE TRAVEL**

TRAVELER: _____

DATE: March 23, 2010 DEPARTMENT: _____

REQUEST FOR: IN-STATE TRAVEL PER DIEM RATE ACTUAL

OUT OF STATE TRAVEL ACTUAL EXPENSES ONLY

***IN-STATE ACTUAL EXPENSES MUST BE JUSTIFIED AND APPROVED BY DEPARTMENT
HEAD AND COUNTY MANAGER***

DATE (S) OF EVENT: _____ DESTINATION: _____

DEPARTURE DATE: July 15, 2010 TIME: _____

RETURN DATE: July 21, 2010 TIME: _____

MEANS OF TRAVEL: AIR: _____ COUNTY VEHICLE LIC. NO. _____

PERSONAL VEHICLE LIC. NO. _____ NEED JUSTIFICATION: _____

RENTAL VEHICLE NEEDED YES NO IF YES JUSTIFICATION: _____

PURPOSE OF TRAVEL (ATTACH ALL DOCUMENTATION): _____

TRAVELER'S SIGNATURE SUPERVISOR'S SIGNATURE FINANCE DEPARTMENT

March 25, 2010

DATE

March 25, 2010

DATE

March 25, 2010

DATE

APPROVED BY COUNTY MANAGER FOR ACTUAL EXPENSES FOR IN STATE TRAVEL

COUNTY MANAGER

DATE

APPROVED BY COUNTY COMMISSION FOR OUT-OF-STATE TRAVEL ONLY

DAVID R. DALLAGO, CHAIRMAN

BOARD MEETING DATE

TRAVEL ADVANCE OR

PRE-PAID LODGING

1 DAY(S) @ 85.00 = + 14.00 = **X** 80% =

(2-6, 6-12, 12-24)

APPROPRIATION NO. _____