Form Type: Travel Request Form

# City of Hamilton
# Travel Authorization Form

Traveling From: 1-14-16 (Date of Departure) through 1-16-16 (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:** Kevin Maynard (Employee Name) — Electric (Department)

**To attend** (Course/Conference/Sponsor): Spooky Nook Sports Lancaster Site visit

**Located at** (City and State): Lancaster, PA

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

Business Justification for Travel

Travel to Lancaster, PA to tour the Spooky Nook Sports Complex for the Champion Project.

**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 | | $ $ 694.00 |
| ☒ 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 | $ $ 59.00 | 3 | $ $ 177.00 |

**Lodging Expenses**

| Hotel/Motel Name | Cost Per Night | # of Nights | Estimated Cost |
|---|---|---|---|
| The Warehouse Hotel | $ $ 109.00 | 2 | $ $ 218.00 |

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

| | Amount | | Amount |
|---|---|---|---|
| ☐ Parking Costs | $ $ 100.00 | ☐ Tolls | $ |
| ☒ Taxi Expenses | $ | ☐ Other | $ |

**Account Number:** 501 930 640 550

**Total Estimated Cost: $** $1,189.00

**Submit for Authorization**

Send Via Email

**For Department Head Use Only**

Johnson 1/15/16
Approved by

☐ Approved

Send Approval