

Form Type

Travel Request Form

# City of Hamilton Travel Authorization Form

Traveling From:	2016-10-11	through	2016-10-15	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		
<b>Authorization is requested by:</b>		Marcos Nichols		Human Resources	
	Employee Name		Department		
<b>To attend (Course/Conference/Sponsor):</b>		NEOGOV Annual Training Conference			
<b>Located at (City and State):</b>		Las Vegas, NV			
Registration Fee (Cost of Course/ Conference/Meeting)	Basic Fee:	\$	\$ 975.00	Other/Additional Fee: \$	
<b>Business Justification for Travel</b>					
The City of Hamilton will be utilizing NEOGOV software for online application processing, onboarding, and performance evaluation completion and tracking. Marcos will be the primary NEOGOV resource for the HR Department.					
<b>Transportation Expenses</b>					
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		<input type="checkbox"/> City Vehicle	Miles	Estimated Cost	
		<input type="checkbox"/> Personal Car		\$	
		<input checked="" type="checkbox"/> Airplane	N/A	\$	
		<input type="checkbox"/> Rental Car	N/A	\$	
					\$ 350.00
<b>Meal/Food Expenses</b>					
Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: <a href="#">M&amp;IE Per Diem Rates</a>		<input type="checkbox"/> In-town/Local	Cost Per Day	# of Days	Estimated Cost
		<input checked="" type="checkbox"/> Overnight			\$
			\$	\$ 64.00	4
<b>Lodging Expenses</b>					
	Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost	
	The Mirage	\$ 140.00	4	\$ 560.00	
<b>Miscellaneous Expenses</b>					
Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.		<input checked="" type="checkbox"/> Parking Costs	\$ 40.00	<input type="checkbox"/> Tolls	\$
		<input checked="" type="checkbox"/> Taxi Expenses	\$ 24.00	<input type="checkbox"/> Other	\$
<b>Account Number:</b>		100	115	640	550
			<b>Total Estimated Cost: \$</b>		
			\$ 2,205.00		
<b>Submit for Authorization</b>			<b>For Department Head Use Only</b>		
Send Via Email			Timothy Werdmann		
			Approved by		
			<input checked="" type="checkbox"/> Approved		
			Send Approval		