Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-26 (Date of Departure) through 2014-10-30 (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): AMP OMEA Annual Conference

Located at (City and State): Columbus, Ohio

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 255.00 — Other/Additional Fee: $

Business Justification for Travel

2014 AMP - OMEA Annual Conference

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		$
☐ 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	$ $ 56.00	5	$ $ 280.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	4	$ $ 756.00

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

	Amount		Amount
☐ Parking Costs	$	☐ Tolls	$
☐ Taxi Expenses	$	☐ Other	$

Account Number: 502 | 930 | 640 | 550

Total Estimated Cost: $ $1,291.00

Submit for Authorization
Send Via Email

For Department Head Use Only
Doug Childs (Approved by)
☒ Approved
Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-27 (Date of Departure) through 2014-10-29 (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: Tim Bigler (Employee Name) — Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 190.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐ 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	$ $ 56.00	3	$ $ 168.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	2	$ $ 378.00

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

	Amount		Amount
☐ Parking Costs	$	☐ Tolls	$
☐ Taxi Expenses	$	☐ Other	$

Account Number: 502 930 640 550

Total Estimated Cost: $ $ 786.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Doug Childs (Approved by)

☒ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-26 (Date of Departure) through 2014-10-30 (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: Doug Childs (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 255.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐	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	$ $ 56.00	5	$ $ 280.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	4	$ $ 756.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 | 930 | 640 | 550

Total Estimated Cost: $ $1,341.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Joshua Smith (Approved by)

☒ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-27 (Date of Departure) through 2014-10-30 (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: Jeff Martin (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 190.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐	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	$ $ 56.00	4	$ $ 224.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	3	$ $ 567.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 930 640 550 — **Total Estimated Cost: $** $1,031.00

Submit for Authorization
Send Via Email

For Department Head Use Only
Kevin Maynard (Approved by)
☒ Approved
Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 10/267/14 (Date of Departure) through 2014-10-29 (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: Bill Hudson (Employee Name) — Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference

Located at (City and State): Columbus, Ohio

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 255.00 — Other/Additional Fee: $

Business Justification for Travel

2014 AMP - OMEA Annual Conference

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		$
☐	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	$ $ 56.00	2.5	$ $ 140.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	2	$ $ 378.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 930 640 550

Total Estimated Cost: $ $ 773.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Kevin Maynard (Approved by)

☒ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-27 (Date of Departure) through 2014-10-29 (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: Nathan Perry (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 190.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐	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	$ $ 56.00	3	$ $ 168.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	2	$ $ 378.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 930 640 550 — **Total Estimated Cost: $** $ 786.00

Submit for Authorization
Send Via Email

For Department Head Use Only
Kevin Maynard (Approved by)
☒ Approved
Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-26 (Date of Departure) through 2014-10-30 (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: Mike Perry (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 255.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐	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	$ $ 56.00	5	$ $ 280.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	4	$ $ 756.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 | 930 | 640 | 550

Total Estimated Cost: $ $1,341.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Joshua Smith (Approved by)

☒ Approved

Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-27 (Date of Departure) through 2014-10-29 (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: Dave Jones (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 190.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐	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	$ $ 56.00	3	$ $ 168.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	2	$ $ 378.00

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

		Amount		Amount
☐	Parking Costs	$	☐ Tolls	$
☐	Taxi Expenses	$	☐ Other	$

Account Number: 502 | 930 | 640 | 550 — **Total Estimated Cost: $** $ 786.00

Submit for Authorization
Send Via Email

For Department Head Use Only
Doug Childs (Approved by) — ☒ Approved — Send Approval

Form Type: Travel Request Form

City of Hamilton
Travel Authorization Form

Traveling From: 2014-10-27 (Date of Departure) through 2014-10-29 (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: Tom Vanderhorst (Employee Name) | Electric (Department)

To attend (Course/Conference/Sponsor): AMP OMEA Annual Conference 2014

Located at (City and State): Columbus, OH

Registration Fee (Cost of Course/ Conference/Meeting) — Basic Fee: $ $ 190.00 — Other/Additional Fee: $

Business Justification for Travel

AMP/OMEA Annual Conference 2014 - Columbus, OH

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	120	$ $ 50.00
☐ Personal Car		
☐ 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	$ $ 56.00	3	$ $ 168.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Hilton Columbus Easton	$ $ 189.00	2	$ $ 378.00

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

	Amount		Amount
☐ Parking Costs	$	☐ Tolls	$
☐ Taxi Expenses	$	☐ Other	$

Account Number: 502 | 930 | 640 | 550

Total Estimated Cost: $ $ 786.00

Submit for Authorization

Send Via Email

For Department Head Use Only

Doug Childs (Approved by)

☒ Approved

Send Approval