



## Request for CCOC Conference Funds

DATE 06/29/12

<b>Name:</b>	Scott Resnick			
<b>Purpose:</b>	NLC 2012 Conference of Cities			
<b>Destination/ Location:</b>	Boston, MA			
<b>Travel Dates:</b>	<b>Beginning</b>		<b>Ending</b>	
	Date: Nov 28 <sup>th</sup> , 2012	Time:	Date: December 1 <sup>st</sup> , 2012	Time:

ESTIMATED COSTS	MODE OF TRANSPORTATION
LODGING Conf Hotel?   Y <input checked="" type="checkbox"/> N <input type="checkbox"/> \$ 795.00	CITY CAR #
MEALS <a href="#">(APM 1-5 Pg 7)</a> \$ 160.00	PERSONAL CAR <input type="checkbox"/>
TRAVEL*      \$ 369.00	AIRPLANE <input checked="" type="checkbox"/>
REGISTRATION      \$ 390.00	BUS <input type="checkbox"/>
OTHER      \$ 60	OTHER <input checked="" type="checkbox"/>
<b>TOTAL</b> \$ 1714.00	

**\*Travel should include all Transportation costs (including airfare, car rental, taxi fares, personal vehicle mileage cost estimate & gas)\***

**NOTE:**

- ◆ **LODGING – ALWAYS ASK FOR GOVERNMENT ROOM AND NO TAX PRIVILEGE OF A MUNICIPALITY**
- ◆ **ACTUAL EXPENSES SHOULD BE REPORTED UPON RETURN ON TRIP SETTLEMENT WITH ALL RECEIPTS ATTACHED (Including Meals/ Taxis/ Gas). INDICATE WHAT HAS BEEN PAID WITH A CREDIT CARD AND ATTACH COPY OF RECEIPTS TO SETTLEMENT IF RECEIPT IS NOT ALREADY ATTACHED TO ABSENCE FORM (Hotel/ Registration/ Airfare)**
- ◆ **BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I AM AWARE OF AND AGREE TO THE CONDITIONS/RULES FOR TRAVEL FOR CITY BUSINESS CONTAINED IN APM 1-5.**

**CCOC Approved Date:**