



DATE 05/19/14

Request for CCOC Conference Funds

Name:	Ald. Matt Phair, District 20			
Purpose:	NLC 2014 Annual Conference			
Destination/ Location:	Austin, Texas			
Travel Dates:	Beginning		Ending	
	Date: 11/17/14	Time: 8 am	Date: 11/22/14	Time: 5 pm

ESTIMATED COSTS	MODE OF TRANSPORTATION
LODGING Conf Hotel? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> \$ 1250.00	CITY CAR #
MEALS <u>(APM 1-5 Pg 7)</u> \$ 100.00	PERSONAL CAR <input type="checkbox"/>
TRAVEL* \$ 450.00	AIRPLANE <input checked="" type="checkbox"/>
REGISTRATION \$ 435.00	BUS <input type="checkbox"/>
OTHER \$	OTHER <input type="checkbox"/>
TOTAL \$ 2135.00	

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: