



Request for CCOC Conference Funds

DATE 05/01/13

Name:	Larry Palm			
Purpose:	NLC Conference - Congress of Cities and Exposition			
Destination/ Location:	Seattle, WA			
Travel Dates:	Beginning		Ending	
	Date: November 13	Time: unknown	Date: November 16	Time: unknown

ESTIMATED COSTS		MODE OF TRANSPORTATION	
LODGING Conf Hotel? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	\$ 1048.00	CITY CAR #	
MEALS (APM 1-5 Pg 7)	\$ 160.00	PERSONAL CAR	<input type="checkbox"/>
TRAVEL*	\$ 450	AIRPLANE	<input checked="" type="checkbox"/>
REGISTRATION	\$ 425.00	BUS	<input type="checkbox"/>
OTHER	\$	OTHER	<input type="checkbox"/>
TOTAL	\$ 2049.00		

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: