



Request for CCOC Conference Funds

DATE 06/27/12

Name:	Sue Ellingson			
Purpose:	NLC conference			
Destination/ Location:	Boston			
Travel Dates:	Beginning		Ending	
	Date: 11/28/12	Time:	Date: 12/1/12	Time:

ESTIMATED COSTS	MODE OF TRANSPORTATION
LODGING Conf Hotel? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> \$ 795.00	CITY CAR #
MEALS (APM 1-5 Pg 7) \$ 160.00	PERSONAL CAR <input type="checkbox"/>
TRAVEL* \$ 441.00	AIRPLANE <input checked="" type="checkbox"/>
REGISTRATION \$ 390.00	BUS <input type="checkbox"/>
OTHER \$ 60	OTHER <input type="checkbox"/>
TOTAL \$ 1786.00	

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: