

MCKINLEY COUNTY
 REQUEST FOR TRAVEL AND TRAVEL ADVANCE
 MUST BE PRE-APPROVED BEFORE TRAVEL

TRAVELER: _____

DATE: _____ DEPARTMENT: _____

REQUEST FOR: IN-STATE TRAVEL PER DIEM RATE ACTUAL

OUT OF STATE TRAVEL ACTUAL EXPENSES ONLY

*IN-STATE ACTUAL EXPENSES MUST BE JUSTIFIED AND APPROVED BY DEPARTMENT
 HEAD AND COUNTY MANAGER*

DATE (S) OF EVENT: _____ DESTINATION: _____

DEPARTURE DATE: _____ TIME: _____

RETURN DATE: _____ TIME: _____

MEANS OF TRAVEL: AIR: _____ COUNTY VEHICLE LIC. NO. _____

PERSONAL VEHICLE LIC. NO. _____ NEED JUSTIFICATION: _____

RENTAL VEHICLE NEEDED YES NO IF YES JUSTIFICATION: _____

PURPOSE OF TRAVEL (ATTACH ALL DOCUMENTATION): _____

TRAVELER'S SIGNATURE	SUPERVISOR'S SIGNATURE	FINANCE DEPARTMENT
DATE	DATE	DATE

APPROVED BY COUNTY MANAGER FOR ACTUAL EXPENSES FOR IN STATE TRAVEL

COUNTY MANAGER
DATE

APPROVED BY COUNTY COMMISSION FOR OUT-OF-STATE TRAVEL ONLY

DAVID R. DALLAGO, CHAIRMAN
BOARD MEETING DATE

TRAVEL ADVANCE OR	PRE-PAID LODGING
DAY(S) @ _____ = _____	+ _____ = _____ X _____ = _____

APPROXIMATION NO. _____