



# TRAVEL APPROVAL REQUEST FORM

Please check one:

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Out of County Travel

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Out of State Travel (requires Board approval per GC 24058)

Employee Requesting Travel	Dates	Location and Nature of Meeting
Kevin Ahern, RN, PHN, Immunization Coordinator	10/25/16 to 10/30/16	New Orleans Ernest N. Morial Convention Center, New Orleans, LA: "IDWeek 2016" conference, Infectious Diseases Society of America

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Is travel required per agreement/contract? Please attach copy of excerpt page from agreement/contract.

## ESTIMATED COSTS:

Budget Unit:

Public Health

Registration: \$895.00

Mileage: \$11.66

Lodging: \$1,170.00

Meals: \$384.00

Airfare: \$477.20

Other: \$40.00

TOTAL: \$2,977.86 ← Auto Add

### Please Attach (if applicable)

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Completed Registration Form/Call to Meeting/Call to Training (\$895.00 until July 29, 2016; \$945.00 thereafter)

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Co. vehicle approval form or if vehicle not available map w/mileage (Home to airport and return: 21.6 miles at \$0.54/mile)

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Hotel confirmation with total and confirmation number (5 nights--estimate)

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Approx. cost or if over night, **per diem cost** (GSA FY 15-16 rate for New Orleans: \$64 for 6 days)

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Written Quote (Subject to change depending on when final reservation is made.)

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Shuttle to and from airport

Fiscal Approval

Employee Signature

Date

Supervisor Signature

Date

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Approved

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Denied

James Rydingsword, Director  
San Benito County Health & Human Services Agency

Chairman - San Benito County BOS

(Out-of-State Travel ONLY)