



## TRAVEL APPROVAL REQUEST FORM

Please check one:

☒ Out of State Travel (requires Board Approval per GC §24058)

☐ In State Travel

Person(s) & Department Requesting Travel	Dates	Location and Nature of Meeting
R. Ted Baraan	08-27-2016 to 09-01-2016	APPA 41st Annual Training Institute, Cleveland, Ohio

ESTIMATED COSTS: ☒ GENERAL FUND ☐ OTHER FUND \_\_\_\_\_

REGISTRATION: \$ 340.00

MILEAGE: \$ -

LODGING: \*\* \$ 798.03

MEALS: \$ 345.00

AIRFARE: \$ 515.00

Other \_\_\_\_\_

**TOTAL:** \$ 1,998.03

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Per Diem \$69.00 x 5 days

Approximate cost (tickets will be purchased after BOS ap



APPROVED



NOT APPROVED

Approved by:

Print Name

Signature

TITLE:

Robert Rivas, Chairman of the Board

Chairman of Board or CAO or Dept Head

DATE:

06/14/16