



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
Karen Overstreet, Agricultural Commissioner/Sealer of Weights and Measures	March 3-8, 2019	Washington DC California Agricultural Commissioner & Sealer DC Delegation

ESTIMATED COSTS: ☒ GENERAL FUND ☒ OTHER FUND CACASA & UGI

REGISTRATION: N/A

MILEAGE: \$ 160

LODGING: \$1,000

MEALS: \$ 414 (per diem)

AIRFARE: \$ 660

Other: \$ 60 Parking

TOTAL: \$2,294

The California Agricultural Commissioner and Sealer Association will reimburse airfare and lodging. General Fund expenses will receive a 40% subvention from unclaimed gas tax.

☐ APPROVED

☐ NOT APPROVED

Approved by:

Print Name

Signature

TITLE:

Chairman of Board or CAO or Dept Head

DATE:
