



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
CAO – 1 Board of Supervisors - 2	3/2/2019 – 3/6/2019	Legislative NACo Conference Washington, D.C.

ESTIMATED COSTS: GENERAL FUND OTHER FUND _____

REGISTRATION: \$1,545
 MEALS \$ 1,140
 MILEAGE: \$174
 LODGING: \$4,200
 AIRFARE: \$1,500
 Other: \$300
TOTAL: \$8,859

APPROVED NOT APPROVED

Approved by: _____ - _____
Print Name Signature

TITLE: _____
Chairman of Board or CAO or Dept Head

DATE: _____