



# 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 - 3 IT - 1 Auditor - 4 Recorder - 2 HHS - 1	4/7/2019 - 4/10/2019	Tyler Conference Dallas, TX

**ESTIMATED COSTS:**    GENERAL FUND     OTHER FUND \_\_HHS\_\_

REGISTRATION: \$10,175  
 MEALS \$ 3,630  
 MILEAGE: \$638  
 LODGING: \$11,000  
 AIRFARE: \$4,400  
 Other: \$1,100  
**TOTAL: \$30,943**

APPROVED

NOT APPROVED

Approved by: \_\_\_\_\_ - \_\_\_\_\_  
Print Name Signature

TITLE: \_\_\_\_\_  
Chairman of Board or CAO or Dept Head

DATE: \_\_\_\_\_