



# TRAVEL PAYMENT REQUEST FORM

Preliminary \_\_\_\_\_  
Final \_\_\_\_\_

Please check one:

☐ Out of County Travel

☒ Out of State Travel

Board Chair Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Employee Requesting Travel	Dates	Nature of Meeting and City location
Elias Barocio	3/25/19-3/29/19 6/17/19-6/21/19 9/30/19-10/4/19 11/4/19-11/8/19	2019 NALCAB National Training Event Denver, CO, Portland, Oregon, San Antonio, Texas,  Travel is contingent on being awarded a scholarship.

Program / Budget Unit: \_\_\_\_\_

## ESTIMATED COSTS:

Registration:	\$0.00	
Membership:	\$0.00	membership only
Mileage:	\$0.00	enter miles traveled auto calculate
*Lodging:	\$2,300.00	*Government Rate + Taxes
Parking:	\$0.00	
*Airfare:	\$1,600.00	
Meals:	\$660.00	Brkfst & Lunch Provided
Other:	\$0.00	taxi, toll, uber
TOTAL:	\$4,560.00	Auto Add

## Please Attach (if applicable)

- ☒ Completed Registration Form/Call to Meeting/Call to Training  
\* Remember to submit agenda/roll call after attendance
- ☒ Co. vehicle approval form or map w/mileage for personal vehicle use \*upon return
- ☒ Hotel confirmation w/ total & conf number \*return detailed hotel receipt
- ☒ Attach receipts (pd upon return if not pd with hotel or calcard) \* return receipts
- ☒ Flight detail and payment confirmation
- ☒ Complete boxes below \*\*\*
- ☒ Attach receipts (pd upon return with receipts)

\*Paid by Scholarship

Fiscal Approval

Employee Signature Elias Barocio Date 1/31/19

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Transportation	619 200	\$1,600.00
Lodging	619 196	\$2,300.00
Meals	619 198	\$660.00
Membership	619 166	\$0.00
Registration	619 194	\$0.00
<b>TOTAL</b>		<b>\$4,560.00</b>

\*\*\*enter meal amount in box you are requesting per diem

DATE	BREAKFAST	LUNCH	DINNER	
3/25/2016	Denver rate \$78x5		\$165.00	\$165.00
6/17/2019	Portland rate \$66x5		\$165.00	\$165.00
9/30/2019	Antonio rate \$61x5		\$165.00	\$165.00
11/4/2019	Antonio rate \$61x5		\$165.00	\$165.00
				\$0.00
				\$0.00
Total \$ meals requested (auto add »)				\$660.00

Expenses: requesting payment by check (or Calcard) prior to leaving

date	To:
date	To:
date	To:
date	To:
date	To:
date	To:
date	To:
date	To:

to balance total expenses paid out \$0.00

ACCOUNTS PAYABLE SECTION ONLY  
Preliminary Request

Final Request

Date entered

Date entered

Batch #

Batch #

Copy given to Calcard processor