City of Hamilton
Travel Authorization Form

Form Type | Travel Request Form

Traveling From: 2016-08-01 through 2016-08-04

Date of Departure   Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/conference/meeting dates.

Authorization is requested by: Floyd Napier | Undergound Utilities

Employee Name   Department

To attend (Course/Conference/Sponsor): Appalachian Gas Measurement Short Course

Located at (City and State): Pittsburgh PA

Registration Fee (Cost of Course/Conference/Meeting)   Basic Fee: $ $ 100.00   Other/Additional Fee: $

Business Justification for Travel

This is a comprehensive course on Gas Measurement, pressure regulation and odorization.

Transportation Expenses

Check the appropriate boxes and record the estimated miles or cost for each mode of transportation to be used. For personal car, only estimated miles are necessary

	Miles	Estimated Cost
☒ City Vehicle		
☐ Personal Car		$
☐ Airplane	N/A	$
☐ Rental Car	N/A	$

Meal/Food Expenses

Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: M&IE Per Diem Rates

	Cost Per Day	# of Days	Estimated Cost
☐ In-town/Local			$
☒ Overnight	$ $ 54.00	4	$ $ 216.00

Lodging Expenses

Hotel/Motel Name	Cost Per Night	# of Nights	Estimated Cost
Candlewood Suites, Pitt. Airport	$ $ 100.00	3	$ $ 300.00

Miscellaneous Expenses

Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.

	Amount		Amount
☐ Parking Costs	$	☐ Tolls	$
☐ Taxi Expenses	$	☐ Other	$

Account Number: 501 540 620 200

Total Estimated Cost: $ $ 616.00

Submit for Authorization

Send Via Email

For Department Head Use Only

[signature]

Approved by

☑ Approved

Send Approval

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Date of Departure   Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/ conference/meeting dates.

Authorization is requested by: | Dennis Schneider | Undergound Utilities
| Employee Name | Department

To attend (Course/Conference/Sponsor): | Appalachian Gas Measurement Short Course

Located at (City and State): | Pittsburgh PA

Registration Fee
(Cost of Course/
Conference/Meeting)   **Basic Fee:** $ | $ 100.00   **Other/Additional Fee:** $ |

Business Justification for Travel

This is a comprehensive course on Gas Measurement, pressure regulation and odorization.

Transportation Expenses
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Lodging Expenses   Hotel/Motel Name

	Cost Per Night	# of Nights	Estimated Cost
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Account Number: 501 540 620 200   **Total Estimated Cost:** $ | $ 616.00

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Date of Departure   Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/conference/meeting dates.

Authorization is requested by: Dan Davidson   Undergound Utilities

Employee Name   Department

To attend (Course/Conference/Sponsor): Appalachian Gas Measurement Short Course

Located at (City and State): Pittsburgh PA

Registration Fee
(Cost of Course/Conference/Meeting)

Basic Fee: $ | $ 100.00   Other/Additional Fee: $

Business Justification for Travel

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☐ Airplane		N/A	$
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Lodging Expenses

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Account Number: 501 540 620 200   **Total Estimated Cost: $** $ 616.00

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