

TRAVEL REQUEST

(Note the Travel Regulations on Reverse Side)

Date: 6/11/13

Name Theresa Jones Title Treasurer Dept. 343 Purpose: NASP Conference Date: 6/11/13 Dept. No. 343

Destination: City Washington DC State DC meetings with CEO & National leaders

Convention/Meeting: Commencement Time 8:00 AM PM Date 6/24/13 Adjournment Time 5:00 AM PM Date 6/26/13

(Enclose a copy of Convention/Seminar/Meeting announcement with request.)
Proposed Itinerary
Departure Time: 5:57 PM Date 6/23/13 STA-SUR Indicate One-Way/Mileage If Traveling by Auto
Arrival Time: 9:35 PM Date 6/23/13 STA-SUR Indicate One-Way/Mileage If Traveling by Auto
Departure Time: 8:40 AM Date 6/21/13 STA-SUR Indicate One-Way/Mileage If Traveling by Auto
Arrival Time: 11:45 AM Date 6/21/13 STA-SUR Indicate One-Way/Mileage If Traveling by Auto

Method of Travel: Air Rail Bus Auto Private City Car

Estimate of Trip Expenses
Hotel @ 199/night Night \$ 899.85 Other Meal \$ 149

*Registration \$ 175 Total \$ 1512.65

*Food \$ _____

*Indicate below meals covered by Registration Fees:
Breakfasts _____ Lunches _____ Dinners _____

Travel Order Required (Prepaid Fare) Yes _____ No

Advance Payment Requested: Yes No _____ Amt. \$ 597.00 Acct. 5145

Advance Payment Approved: \$ _____

Approved _____ (Federal Grants) _____ Date _____

Approved _____ (Dept. Director) _____ (Date) _____

Approved _____ (Comptroller) _____ Date _____

Approved _____ (Date) _____

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