

Sent to Vicki
Wiped back on 6/11/16

TRAVEL REQUEST

(Note the Travel Regulations on Reverse Side)

Date: 6/16/2016

Name: Fishaura Jones Title: Treasurer

Dept. Parking Dept. No. 343

Destination: City Osage Beach State MO

Purpose: Convention - MO WPC

Convention/Meeting: Commencement Time 6:00 AM PM Day/Date Fri. 6/24/2016 Adjournment Time 3:30 AM PM Day/Date Sat. 6/25/2016
(Enclose a copy of Convention/Seminar/Meeting announcement with request).

PROPOSED ITINERARY

Departure Time: 3:00 AM/PM Day/Date Fri. 6/24/2016

Arrival Time: 6:00 AM/PM Day/Date Fri. 6/24/2016

Departure Time: 3:00 AM/PM Day/Date Sun. 6/26/2016

Arrival Time: 6:00 AM/PM Day/Date Sun. 6/26/2016

TRIP EXPENSES TO BE PAID BY:

a) City Funds _____ b) Special Funds

Account No. 5645000 Account Title Travel

*Note: Ms. Jones will pay for hotel for the night of 6/25/16 as a personal expense.

Method of Travel: Air _____ Rail _____ Bus _____ Private Auto _____ City Car
Indicate One-Way/Mileage If Traveling By Auto 179.8 mi.

ESTIMATE OF TRIP EXPENSES

Air Coach Fare \$ _____ Limousine \$ _____

Hotel @ 2 Night \$ 75.00 Others \$ TBD

*Registration \$ _____ Complimentary Total \$ TBD

*Food \$ TBD

*Indicate below meals covered by Registration Fees:

Breakfasts Lunches TBD Dinners _____

Airline Tickets Required (Prepaid Fare) Yes N/A No _____

Advance payment approved: \$ N/A

APPROVED: _____ (Division Head) _____ (Date)

APPROVED: _____ (Federal Grants) _____ (Date)

APPROVED: William R. Spurr (Department Director) 6/16/16 (Date)

APPROVED: _____ (Comptroller) _____ (Date)