



### CONFERENCE/TRAVEL REQUEST

1. Include conference brochure, registration form, Google Map and any other applicable documents.
2. Remember to obtain itemized receipts for all expenses, NO receipts required for meals.
3. All forms must be submitted 30 days prior to conference date.

Primary Building:			
Name:		Conference Date:	
Name of Conference:		Location:	
Rationale for Conference:			
Conference Registration Fees:			
Conference Funding Account Number:			
Substitute Needed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Substitute Funding Account Number:			

Mileage Rate	Number of Miles	Total Estimated Mileage
.67		

**Estimated Meals:**

For Conferences outside Saginaw County and not provided by the conference. Day before meals only reimbursed for out of state conferences. Please see meal allowance guidelines for additional guidance.

Number of Breakfasts: (if leaving before 6 am or overnight)		\$10.00	
Number of Lunches: (if not provided by conference)		\$15.00	
Number of Dinners: (if returning after 7 pm or overnight)		\$21.00	
Total:			

Numeric fields require a 0 if N/A.

<b>Meals Verified by Building Secretary:</b>	<b>Initials:</b>		<b>Date:</b>	
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**Additional Costs:**

Hotel Name:			
Cost Per Night:		Number of Nights:	
Estimated Airfare:		Total Room Cost:	
Other Expenses Description:		Other Expenses:	

<b>Total Expenses:</b>	
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Please submit this form for approval:

Applicant's Signature	(Date)	Principal/Supervisor's Signature	(Date)
LCIA/Grant Supervisor's Signature		Other Signature (if Applicable)	
	(Date)		(Date)

Secretary Signature:	(Date)	Purchase Order Number