Sample Only - Not For Public Use

CITY OF SHELTON
REQUEST FOR TRAVEL FORM

Instructions:

1. Any travel resulting in an overnight(s) stay must be approved by the Department Head and City Administrator in advance.
2. This form must be submitted at least 15 days prior to the date of travel to the City Administrator.
3. Advance payment shall only be made only to vendors providing services such as registration, lodging and some transporatation.
4. Supporting documentation must be presented at the time of request for travel.
5. In the Expense Table, list type of expense (i.e. registration, lodging, meals), description of expense (i.e. Red Lion Inn, meals as needed, parking) and cost (including any taxes and/or other charges).

Information:

Employee _____ Department _____

Name of conference, meeting, etc. _____ Location _____

Departure Date_____ Return Date_____ Do you propose to use your personal vehicle? Yes __ No __

Sample

EXPENSE TABLE

Type of Expense	Description	Cost
	Estimated Amount of Travel Expenses	

I hereby certify that the travel expenses requested above will be incurred by me while on official City business.

_____

Employee Signature Date Signed

Approved:

_____ _____

Department Head Date Approved City Administrator Date Approved