

Travel / Education Request Form

Name(s) Susan Taylor
 Department Finance Position(s) Finance Asst

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
June 23, 16			Sioux Falls

Reason for Travel Attend MV training
Sioux Falls

Passengers _____

Estimated Expenses

- Method of Travel: County Vehicle Private Auto
 116 miles @ \$42/per mile = \$ 48.72
- Meals: Breakfast @ \$ _____ = \$ _____
 Lunch @ \$ _____ = \$ _____
 Dinner @ \$ _____ = \$ _____
- Additional Expenses (taxi, parking, etc)
 Please list _____ = \$ _____
- Lodging: _____ Estimated number of days/nights = \$ _____
- Registration _____ Estimated cost = \$ _____
- Total Cost Estimate = \$ 48.72

Department Head designated mileage rate: \$ _____ /per mile

Wiki Buseth _____ 6/10/16
 Department Head Signature Date