

No Agenda at this time.

Brookings County

# Travel/Education Request Form

Name(s) Chris Lilla, Jacob Brehmer

Department DOE Position Director

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Aug 18, 2016			Chamberlain, SD

Reason for Travel: Incode annual SDACES meeting

Passengers: Maybe other counties

### Estimated Expenses:

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_ Miles @ \$ \_\_\_ per mile = \$ \_\_\_
- Meals:
  - \_\_\_ Breakfast @ \$ \_\_\_ = \$ 0
  - \_\_\_ Lunch @ \$ \_\_\_ = \$ 0
  - \_\_\_ Dinner @ \$ \_\_\_ = \$ 0

*Employees will not be reimbursed for meals that are included in the registration fee.*

- Additional Expenses (taxi, parking, etc):  
Please list \$ 0
  - Lodging: \_\_\_ Estimated number of days/nights = \$
  - Registration \_\_\_ Estimated cost = \$ 0
- Total Cost Estimate = \$ 0

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

- A travel advance form is attached to this request yes \_\_\_ no X

  
 \_\_\_\_\_  
 Department Head Signature

7/11/16  
Date