Brookings County

Travel/Education Request Form

Name(s) Chris Lilla, Jacob Brehmer

Department DOE Position

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Oct 17, 2018			Aurora, SD

Reason for Travel: District 5 Quarterly meeting (Hosting) no agenda as of 9/25/18
Passengers:

Estimated Expenses:

- Method of Travel: ___X__ County Vehicle _____ Private Auto

  ___ Miles @ $_____per mile = $ _____

- Meals: ___ Breakfast @ $ = $
  _2__ Lunch @ $ 11 = $ 22.00
  ___ Dinner @ $ 15 = $

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

- Additional Expenses (taxi, parking, etc):
  Please list Taxi $
  Long Term Parking $
  Airfare $

- Lodging: $/night Estimated number of days/nights = $

- Registration $ each Estimated cost = $

Total Cost Estimate = $22.00

Department Head designated mileage rate: $_____/per mile

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

_____ _____ 9/25/18
Department Head Signature *Date*