

Brookings County

Travel / Education Request Form

Name(s): Richard Haugen

Department: Emergency Management

Position(s): Deputy Director

Date(s)	Beginning Odometer	Ending Odometer	Destination
December 5, 2019			Mitchell, SD

Reason for Travel:

South Dakota Office of Emergency Management - Region 6 - Winter Outlook meeting in Mitchell, SD

Passengers:

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto

_____ Miles @ \$ _____ /per mile = \$ 0.00

- Meals: _____ Breakfast(s) @ \$ _____ = \$ 0.00

1 Lunch(s) @ \$ 14.00 = \$ 14.00

_____ Dinner(s) @ \$ _____ = \$ 0.00

- Additional Expenses (taxi, parking, etc.):


Please list: _____ = \$ _____

- Lodging (Estimated number of nights): _____ = \$ _____

- Registration (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 14.00

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



Department Head Signature

10/30/2019
Date