Brookings County

Travel / Education Request Form

Name(s): Jenna Byrd, Jennifer Beller, Lori Schultz, Peggy Steen, Susan Taylor, Kim Laabs, Shawn Plooman, Eric Mette, Vicki Buseth

Department Position(s)

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
6/2/2020	Primary	Election	within Brookings Co.
11/3/2020	General	Election	within Brookings Co.

Reason for Travel: If any of the Election workers need assistance, we need staff available to help with supplies, IT questions, etc.

Passengers _____

Estimated Expenses

- *Method of Travel: X County Vehicle* X *Private Auto*

  ____ miles @ $____/*per mile* = $ _____

- *Meals:* *Breakfast* @ $6.00 = $
  Lunch @ $14.00 = $
  Dinner @ $20.00 = $

- *Additional Expenses (taxi, parking, etc)*
  Please list _____ = $

- *Lodging:* _____ *Estimated number of days/ nights* = $

- *Registration* _____ *Estimated cost* = $

Total Cost Estimate = $ _____

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

Vicki Buseth
Department Head Signature

4/1/2020
Date