

# Request for Travel

City of Jonesboro

**Instructions:**

All requests for official travel must be submitted to the Department Director for approval prior to departure.

Show estimated costs, obtain Department Director Approval, and forward the proper number of Purchase Requisitions and copies of this form to Finance.

If attending a conference, seminar, school, etc., please attach a copy of the schedule of events or itinerary.

Upon return, complete a Travel Expense Report (TER1) showing actual cost, attach the required receipts and forward to Finance with-in 10 workdays.

NAME:

DEPT.

PURPOSE:

(Attend convention, seminar, school, etc.)

DEPART:	Jonesboro	Date	Time	ARRIVE:	Location	Date	Time
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DEPART:	Location	Date	Time	ARRIVE:	Jonesboro	Date	Time
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**ESTIMATED COSTS**

**1. TRANSPORTATION:**

- \* a. Airfare \_\_\_\_\_
  - \* b. Rental Car \_\_\_\_\_
  - \* c. Gasoline (City Vehicle Only) \_\_\_\_\_
  - \* d. Personal Vehicle (Two-way Mileage)
- |  |         |    |              |  |
|--|---------|----|--------------|--|
| <input style="width: 80%;" type="text"/> | miles x | \$ | <b>0.360</b> |  |
|--|---------|----|--------------|--|
- \* e. Taxi (Receipt required for each ride) \_\_\_\_\_

**2 FOOD Meals**

Breakfast	<input style="width: 80%;" type="text"/>	@	\$8.00	
Lunch	<input style="width: 80%;" type="text"/>	@	\$12.00	
Dinner	<input style="width: 80%;" type="text"/>	@	\$20.00	

\* 3. LODGING  nights at  \_\_\_\_\_

\* 4. REGISTRATION (Attach Itinerary) \_\_\_\_\_

5 TIPS - Other than food (\$10.00 Maximum Per Trip) \_\_\_\_\_

\* 6. Other - attach explanation \_\_\_\_\_

\* Denotes Receipts Mandatory

TOTAL ESTIMATED COST \$ \_\_\_\_\_

A Travel Expense Report (TER1) must be completed and provided to Finance (with all receipts/supporting documentation) within 10 work days of the end of your travel. After 10 days, your Department Director will be asked to address this with you.

Signature of Traveler  Date:

Department Director Signature

Dept. Bill Payer Initials

Mayor Signature (Dept. Head Travel)