

**Travel Request Form
for
County Officials, Department Heads & Employees**

Date of Request: _____

Department: _____

Employee: _____

Date(s) of Travel: _____ Destination: _____

Purpose: _____

Is this a State called meeting? Yes ___ No ___

Proof (copy of brochure or letter) must be attached.

Lodging Required: _____

Means of Travel: _____

County Vehicle Number: _____ Other: _____

Reimbursement Claimed:

Mileage _____ Parking _____

Per diem _____ Registration _____

Airfare _____ Other _____

Breakfast provided? Yes ___ No ___ Lunch provided? Yes ___ No ___

Dinner provided? Yes ___ No ___

Source of Funding: _____

Has this been approved to be paid out of unappropriated funds? Yes ___ No ___

Total estimated cost of trip: _____

Approved: _____
Department Head

Approved: _____
Office Holder

Approved by Vanderburgh County Council this ____day of _____ 2012.

Tom Shetler Jr., President

James Raben, V. P. & Finance Chairman

***Blue claims for registration and other fees must be submitted with travel requests.**