

# REQUEST for WORKSHOP/CONFERENCE/MEETING ATTENDANCE and EXPENSE REPORT for COLUMBUS COUNTY

Employee Requesting Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_ Department: \_\_\_\_\_ Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Advance Requested:  Yes  No Amount Requested: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Sponsored By: \_\_\_\_\_ Conference Site: \_\_\_\_\_

Date of Conference/Meeting: From: \_\_\_\_\_ To: \_\_\_\_\_

EXPENSE CATEGORY	ESTIMATE	ACTUAL
Registration Fees	\$ _____	\$ _____
Transportation Type: _____	\$ _____	\$ _____
Lodging: _____	\$ _____	\$ _____
Meals:		
Breakfast:	\$ _____	\$ _____
Lunch:	\$ _____	\$ _____
Dinner:	\$ _____	\$ _____
Gratuities (included in daily allowance: _____)	\$ _____	\$ _____
Garage and Parking Charges	\$ _____	\$ _____
Miscellaneous (Explain): _____	\$ _____	\$ _____
<b>TOTAL TO BE EXPENDED:</b>	<b>\$ _____</b>	<b>\$ _____</b>

### INSTRUCTIONS TO COMPLETE FORM:

1. This form must be submitted prior to attending conference out-of-county **five (5) working days in advance**.
2. Submit requisition at least two (2) weeks in advance if advance registration is to be forwarded.
3. Upon returning from Workshop/Conference/Meeting, employee should complete actual expense report on the approved form.  
If you are provided a credit card to use, submit charged receipts to the appropriate person in your department.
4. All travel must be processed within two (2) working days of returning from Workshop/Conference/Meeting.

### FINAL APPROVAL:

1. Is the Workshop/Conference/Meeting mandatory or elective?  Mandatory  Elective
2. Does the Workshop/Conference/Meeting require compensatory time?  Yes  No If yes, number of hours: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
FINANCE OFFICER

\_\_\_\_\_  
COUNTY ADMINISTRATOR

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ DATE: \_\_\_\_\_