CITY OF MOUNT PLEASANT
Travel Request Form

EMPLOYEE: ____________________________________________________________

DEPARTMENT: ________________________________________________________

PURPOSE (NAME OF SEMINAR): _________________________________________

DESTINATION: ___________________________ DATE: ________________

DEPARTURE TIME: ___________________________ RETURN TIME: __________

MILEAGE
# OF MILES ROUND TRIP (SHORTEST ROUTE) _______ X $0.655 = $ _______ 0.00

MEALS

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<tr>
<th>TIME OF DEPARTURE</th>
<th>AMOUNT</th>
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DAYS AT CONFERENCE EXCEPT DAY OF ARRIVAL AND DEPARTURE

FIRST DAY OF TRIP X $50.00 $ _______ 0.00
# OF DAYS
LAST DAY OF TRIP X $50.00 $ _______ 0.00
Single Day Trip x$ 25.00 _______ 0.00

OTHER EXPENSES:
PLEASE SUBMIT ALL REQUESTS FOR HOTEL ADVANCEMENT ON A SEPARATE PURCHASE ORDER MADE PAYABLE DIRECTLY TO THE HOTEL. IF THIS IS A REIMBURSEMENT, THEN PUT LODGING ON SEPARATE REQUEST

TOTAL REQUEST FOR ADVANCEMENT/REIMBURSEMENT: $ _______ 0.00

DEPARTMENT ACCOUNT NUMBER: __________________________

"I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF USE OF MY PERSONAL AUTO FOR OFFICIAL CITY BUSINESS TRAVEL AND REQUEST REIMBURSEMENT FOR THE SAME."

EMPLOYEE SIGNATURE DATE __________________________

DEPARTMENT DIRECTOR SIGNATURE DATE __________________________

CITY MANAGER DATE __________________________

**OUT OF STATE TRAVEL MUST BE APPROVED BY THE CITY MANAGER**