



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

TIME OF DEPARTURE AMOUNT

DAYS AT CONFERENCE **EXCEPT** DAY OF ARRIVAL AND DEPARTURE

FIRST DAY OF TRIP	X \$50.00	\$	0.00
# OF DAYS _____	X \$70.00	\$	0.00
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****