

**REQUEST FOR BUSINESS TRAVEL/CONFERENCE ATTENDANCE**

Employee Name: \_\_\_\_\_

Where is the conference: \_\_\_\_\_

What conference is it (attach description): \_\_\_\_\_

Registration fee: \_\_\_\_\_

Flight Cost: \_\_\_\_\_

Travel Cost(miles): \_\_\_\_\_

Overnight stay dates: \_\_\_\_\_

Cost of hotel: \_\_\_\_\_

Per diem cost: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Director/ Executive Director:

Date: \_\_\_\_\_

