## Lucas County Children Services

## **REQUEST FOR AUTHORIZATION TO TRAVEL ON COUNTY BUSINESS**

Nature of Travel:						
Date & Time Authorized Travel Begins:						
Date & Time Authorized Travel Ends:						
Place and Address of Travel:						
Name of Employee						
Type of Travel (cho	eck one): Traini	ng:	Other:			
Refer to:	Amount	Amount	Amount Charged	Amount	To Be	
www.gsa.gov/trav el-resources for guidance on Hotel /Meal Rate	Approved/Not to Exceed (Attach Support)	Charged on Employee P-Card	on Agency Business P-Card	Charged by Travel Agent	Reimbursed by Warrant	
Air Fare						
Lodging: days @ \$/night Other/Misc parking/shuttle/fee Car Rental						
Bus/Train						
Meals		#Breakfast at \$ Per Day #Lunch at \$ Per Day #Dinner at \$Per Day				
Registration Fee						
TOTAL						
Travel Authorized By:			Budget Center #			
Signature		Title		Date		
Training & Develo	opment Manager A	Authorization (Re	egistration): Bu	dget Center #_		