



MRCOG TRAVEL AUTHORIZATION

The Executive Director will authorize all in-state and out-of-state travel for employees and public officers.

Traveler:

Purpose of Travel:

Destination:

Estimated Departure:

Estimated Return:

Estimated Expenses:

Fund/GL #

Mileage:	\$	
Airfare:	\$	
Lodging: List cost/night_____*	\$	
Conference Fees:	\$	
Other: (specify)	\$	
Total:	\$	

Comments:

*Executive Director must approve lodging expenses in excess of \$300 per night.

Note: Meals are limited to \$59.00 per 24-hour period in-state and out-of-state per 24-hour period; pro-rated, maximum of \$59.00, on the last day of travel (detailed receipts required).

Recommended by: _____
Supervisor Date

Approved by: _____
Executive Director Date