

TRAVEL REQUEST

CITY OF WATERLOO

FINANCE DEPT. STAFF ONLY

LINE ITEM USED _____
 FY _____ BUDGETED _____
 EXPENDED YTD _____
 THIS REQUEST _____
 LEFT AFTER THIS _____
 REQUEST _____
 DATE _____

Original - Clerk/Finance Copy - Department

NAME(S) AND POSITION(S):		DATE:
NAME OF CLASS / MEETING:		DESTINATION:
		DEPARTURE POINT IF NOT WATERLOO:
DEPARTURE DATE:	RETURN DATE:	DATE(S) OF MEETING:

PURPOSE OF TRAVEL/TRAINING:

WILL TRAVEL REQUIRE ADDITIONAL PERSONNEL: _____ COST \$ _____
 YES NO

METHOD OF TRAVEL:

 CITY VEHICLE PRIVATE VEHICLE
 AIRFARE DEPARTING FROM: _____

ESTIMATE OF COST:		BUDGET LINE ITEM: _____	
_____ LODGING	_____ TAXI	_____ GRANT REIMBURSABLE	_____ GRANT REIMBURSABLE
_____ MEALS	_____ PARKING	YES	NO
_____ REGISTRATION	_____ AIRFARE	REQUIRED CERTIFICATION	
_____ MILEAGE/FUEL	_____ MISC/TOLLS	YES	NO
TOTAL FOR ALL: \$ _____		TOTAL: \$ _____ PER PERSON	

I BELIEVE THIS TRIP SERVES A PUBLIC PURPOSE
 AND IS NECESSARY AND BENEFICIAL TO THE
 CITY OF WATERLOO

I APPROVE THIS TRAVEL REQUEST

DEPARTMENT HEAD

MAYOR

DATE

DATE