

**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:

_____ LODGING

_____ TAXI

_____ MEALS

_____ PARKING

_____ REGISTRATION

_____ AIRFARE

_____ MILEAGE/FUEL

_____ MISC/TOLLS

TOTAL FOR ALL: \$ _____

BUDGET LINE ITEM: _____

_____ GRANT REIMBURSABLE

YES NO

_____ REQUIRED CERTIFICATION

YES NO

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