

**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

AIRFARE

PRIVATE VEHICLE
DEPARTING FROM: _____

ESTIMATE OF COST:		BUDGET LINE ITEM: _____
_____ LODGING	_____ TAXI	_____ 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