

**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