

**GENESEE COUNTY
TRAVEL REQUEST 2024**

Reso #: _____

Name: Shelly Anderson

Date: 3/6/2024

Conference Title: STI Engage 2024

Date(s) of Conference: June 2 - June 5, 2024 Location: Washington, D.C.

Charge to: Department: 606.05 Acct (choose one): 910.004- \$795.00
913.001- \$1582.45

Expenditure Detail

Personal Vehicle Mileage: _____ Miles @ \$0.670 per mile= \$0.00
(If over 50 miles you must attain approval)

Airfare: \$300.00

Other Transportation Costs (detail): _____

Conference Registration: \$795.00

Lodging: 3 nights @ \$330.45 per night= \$991.35

# of Meals:	<u>3</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$20.70</u>
	<u>4</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$41.40</u>
	<u>4</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$69.00</u>
					<u>\$131.10</u>

Other costs (detail): Baggage \$80/flight \$160.00

TOTAL COSTS: \$2,377.45

Prepayments requested:

Airfare: \$300.00

Lodging Deposit: \$991.35

Registration Fees: \$795.00

Other: _____

TOTAL PREPAYMENTS REQUESTED: \$2,086.35

ALLOWABLE ADVANCE PAYMENT: \$291.10

APPROVALS

Supervisor: _____

Date: _____

Accounting: _____

Date: _____