

GENESEE COUNTY
TRAVEL REQUEST 2024

Reso #: _____

Name: Mikayla Benbow

Date: 4/4/2024

Conference Title: CSTE Epidemiology Conference

Date(s) of Conference: June 8-12, 2024 Location: Pittsburgh, Pennsylvania

Charge to: Department: 602.07 Acct (choose one): 910.004 and 913.001

Expenditure Detail

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

Airfare: \$528.00

Other Transportation Costs (detail): Uber/Lyft to and from airport \$96.00

Conference Registration: \$865.00

Lodging: 4 nights @ \$250.00 per night= \$1,000.00

# of Meals:	<u>5</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$34.50</u>
	<u>5</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$51.75</u>
	<u>5</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$86.25</u>
					<u>\$172.50</u>

Other costs (detail): Airfare Baggage Fee+ Parking Fee \$210.00

TOTAL COSTS: \$2,871.50

Prepayments requested:

Airfare: \$528.00

Lodging Deposit: \$1,000

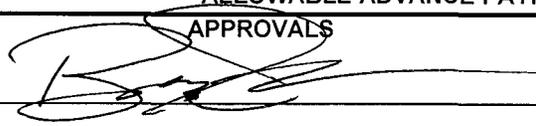
Registration Fees: \$865.00

Other: \$210.00

TOTAL PREPAYMENTS REQUESTED: \$2,393.00

ALLOWABLE ADVANCE PAYMENT: \$478.50

APPROVALS

Supervisor: 

Date: 4-16-24

Accounting: _____

Date: _____