

**GENESEE COUNTY
TRAVEL REQUEST 2024**

Reso #: _____

Name: **Jessica Parks**

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- \$1752.45

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): **Uber (airport to hotel, hotel to airport)** **\$50.00**

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): **Airport Parking \$30x4, Luggage \$80x2** **\$280.00**

TOTAL COSTS: **\$2,547.45**

Prepayments requested:

Airfare: **\$300.00**

Lodging Deposit: **\$991.35**

Registration Fees: **\$795.00**

Other: _____

TOTAL PREPAYMENTS REQUESTED: **\$2,086.35**

ALLOWABLE ADVANCE PAYMENT: **\$461.10**

APPROVALS

Supervisor: _____

Date: _____

Accounting: _____

Date: _____