

# Travel/Education Request Form

Name(s): Troy Williams & Ken Pierce

Department: Moody S.O. Position: Sheriff Chief Deputy

### Travel/Education

Date(s)	Destination
01-27 through	Sheriffs Institute training for new sheriffs and others
02-01-19	

Reason for Travel: \_\_\_\_\_

Passengers: \_\_\_\_\_

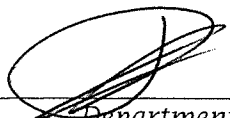
### Estimated Expenses:

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ Miles @ \$ \_\_\_\_\_/per mile = \$ \_\_\_\_\_
- Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ Lunch @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\*\*\*Employees will not be reimbursed for meals that are included in the registration fee.

- Additional Expenses (taxi, parking, etc):  
Please list \_\_\_\_\_ = \$ \_\_\_\_\_
- Lodging: 10 Estimated number of days/nights = \$ 99.<sup>00</sup> 990
- Registration: 0 Estimated cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ \_\_\_\_\_

 SH -1A  
Department Head Signature

01-04-19  
Date