Moody County

Travel/Education Request Form

Name(s): Andrew Muller

Department: Highway Position: Superintendent

Travel/Education

Date(s)	Destination
October 21-23	**Sioux Falls, SD**

Reason for Travel: Local Road Conference

Passengers: None

Estimated Expenses:

- Method of Travel: _X___ County Vehicle _____ Private Auto

  _____ Miles @ $_____/per mile = $ _____

- Meals:

0	Breakfast	@	$ _____ 6.00	= $ _____	0.00
0	Lunch	@	$ _____ 14.00	= $ _____	0.00
0	Dinner	@	$ _____ 20.00	= $ _____	0.00

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

- Additional Expenses (taxi, parking, etc):
  Please list _____ = $ _____

- Lodging: __2___ Estimated number of days/nights = $ _____ 265.00

- Registration Estimated cost = $ _____ 125.00

Total Cost Estimate = $ ___390.00

Department Head Signature

10/01/24
Date

Moody County