

## Travel/Education Request Form

Name(s): Whitney SamsDepartment: DOE

## Travel/Education

Date(s)	Destination
Sept 28 - Oct 3	

## Reason for Travel:

Basics Training

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

## Estimated Expenses:

- Method of Travel: X County Vehicle        Private Auto        Airfare  
       Miles @ \$        /per mile = \$

- Meals:        Breakfast @ 6 =         
5 Lunch @ 14 = 70  
5 Dinner @ 20 = 100

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

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

- Lodging: 5 Estimated number of days/nights = \$ 550.00

- Registration 1 Estimated cost = \$ 400

Total Cost Estimate = \$ 1,120

Whitney Sams  
Department Head Signature

9/11/2019  
Date

Moody County

# Travel/Education Request Form

Name(s): Tawny Heinemann, Ashley Hedrick, Angela Klein

Department: Auditor

## Travel/Education

Date(s)	Destination
Nov 19-20	Pierre, SD

## Reason for Travel:

Election Workshop

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

## Estimated Expenses:

• Method of Travel: ☒ County Vehicle ☐ Private Auto ☐ Airfare  
 \_\_\_\_\_ Miles @ \$ \_\_\_\_\_/per mile = \$ \_\_\_\_\_

• Meals: 3 Breakfast @ 6.00 =  
3 Lunch @ 14.00 = 120 total  
3 Dinner @ 20.00 =

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

• Additional Expenses (taxi, parking, etc):  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_

• Lodging: 2 (149/room/night) Estimated number of days/nights = \$ 300 estimated

• Registration \_\_\_\_\_ Estimated cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ 420

Tawny Heinemann  
 Department Head Signature

09.11.2025  
 Date

# Travel/Education Request Form

Name(s): Tawny Heinemann, Ashley Hedrick, Angela Klein  
 Department: Auditor

## Travel/Education

Date(s)	Destination
Nov 19-20	Pierre, SD

## Reason for Travel:

Election Workshop

## Passengers:

## Estimated Expenses:

- Method of Travel: ☒ County Vehicle ☐ Private Auto ☐ Airfare

\_\_\_\_\_ Miles @ \$ \_\_\_\_\_/per mile = \$ \_\_\_\_\_

- Meals:
 

<u>3</u> Breakfast	@ 6.00	=	
<u>3</u> Lunch	@ 14.00	=	
<u>3</u> Dinner	@ 20.00	=	
			<b>120 total</b>

\*\*\*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 (149/room/night) = \$ 300 estimated

- Registration \_\_\_\_\_ Estimated cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ 420

Tawny Heinemann  
 Department Head Signature

09.11.2025  
 Date