

Travel/Education Request Form

Name(s): All highway employees except office manager

Department: Highway

Position: _____

Travel/Education

Date(s)	Destination
February 25/26	Brookings, SD

Reason for Travel: **MSHA Refresher Course**

Passengers: **None**

Estimated Expenses:

- Method of Travel: ☒ County Vehicle ☐ Private Auto

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

- Meals:

0	Breakfast	@	\$ _____	6.00	= \$ _____	0.00
8	Lunch	@	\$ _____	14.00	= \$ _____	112.00
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: _____ Estimated number of days/nights = \$ _____ 0.00

- Registration _____ Estimated cost = \$ _____ 0.00

Total Cost Estimate = \$ _____ \$ 112.00



Department Head Signature

02/3/26

Date

Moody County

Travel/Education Request Form

Name(s): Andrew Muller

Department: Highway

Position: Superintendent

Travel/Education

Date(s)	Destination
March 17-19	Deadwood, SD

Reason for Travel: Superintendents Short Course

Passengers: None

Estimated Expenses:

- Method of Travel: ☒ 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: 3 Estimated number of days/nights = \$ _____ 297.00
- Registration Estimated cost = \$ _____ 100.00

Total Cost Estimate = \$ _____ 397.00



Department Head Signature

02/03/25

Date

Moody County