

City of Richmond
Administrative Manual

REQUEST FOR TRAVEL/TRAINING

(Please refer to Travel Expense Policy & Procedure AP 508 and/or Training Policy AP 309)

_____ NAME OF EMPLOYEE	_____ DATE OF REQUEST
_____ CURRENT CLASSIFICATION	_____ DEPARTMENT

A. PURPOSE OF TRAVEL/TRAINING:

Please attach a copy of the event brochure, informational flyer, or webpage printout

DATE(S) FOR EVENT (CONFERENCE, TRAINING, SEMINAR, ETC.): First day: _____ to end date: _____
If applicable, travel date(s) to: _____ Return: _____ from event.

ANTICIPATED PRODUCTIVITY:

B. ESTIMATED COST: MEALS: _____ REGISTRATION: _____ HOTEL: _____ OTHER: _____
EXPLAIN OTHER: _____ TRAVEL (AIR/AUTO): _____ **GRAND TOTAL:** _____

By signing below, I acknowledge that I fully understand and agree with both Travel Expense Policy and Procedures AP 508 and Training Policy AP 309.

_____ Employee's Signature (Board or Commission Member Signature)	_____ Date
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C. APPROVALS:

Approval for travel/training inside California or Nevada:

_____ Immediate Supervisor Approval (All)	_____ Date
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_____ Department Director Approval (All)	_____ Date
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_____ Finance Director Approval (Mayor/City Council only)	_____ Date
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_____ Mayor Approval (City Manager, City Attorney and/or City Clerk only)	_____ Date
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Approval for travel/training outside of California or Nevada:

_____ City Manager Approval (All)	_____ Date
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Approval for travel/training for International Travel

_____ City Council (All)	_____ Date
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