

TO: Christopher Bradbury, , VILLAGE ADMINISTRATOR

RE: REQUEST FOR TRAVEL AUTHORIZATION

DATE: _____

In accordance with Village Board Policy, permission is hereby requested for _____, to attend the conference, meeting or other function listed below with reimbursement for allowable expenses to be made by the Village.

CONFERENCE: _____

PLACE: _____

DATES: _____

ESTIMATED EXPENSES _____

REQUESTED BY: _____

****PLEASE NOTE THAT ONLY TWO TRIPS PER FISCAL YEAR WILL BE APPROVED.

HAVE ANY OTHER TRIPS BEEN APPROVED FOR THIS FISCAL YEAR?

_____ YES _____ NO

APPROVED BY: _____
VILLAGE ADMINISTRATOR