



City of Hartford Request for Travel /Conference Attendance

Date of Request:	
Employee Traveling:	
Department:	
Division/Program Name	
Account Number:	
Dates of Travel	
Destination City / State	
Purpose of Travel:	

ESTIMATED EXPENSES:	
Registration Fees	
Transportation	
Lodging	
Meals & Incidentals	
Taxis / Ground Transportation	
Garage / Parking	
Total Estimated Expenses	

GENERAL INSTRUCTIONS AND ROUTING:
<ul style="list-style-type: none"> <u>Traveler</u>: Complete all sections of this form, consistent with the travel expense guidelines contained in the City of Hartford Travel Policy. Forward to your Department Head for approval.
<ul style="list-style-type: none"> <u>Department Head</u>: If approving this travel, sign this completed form by typing your name below and forward as an email attachment to the Director of Management & Budget. The email should include the 4 bullet items from the Mayor's June 25, 2008 memo ((1) Verification of available funding; (2) Attendees; (3) Explanation of benefits to the department; (4) Cost per attendee) Also include supporting documentation about the purpose of the event
<ul style="list-style-type: none"> <u>Traveler</u>: Upon return from the trip, complete page 2, Expense Report and written summary report. Forward the Summary report to Management & Budget and Expense Report and receipts to Pre-Audit within 14 days. All expenses should conform to those allowed by the City of Hartford Travel Policy.

Approval:			
_____	_____	_____	_____
Employee	Date	Department Head	Date