

AGENDA ITEM # X-B.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS

OUT OF STATE TRAVEL AUTHORIZATION REQUEST

DATE: May 1, 2012

PURSUANT TO THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS PERSONNEL POLICIES AND PROCEDURES, I AM REQUESTING AUTHORIZATION TO TRAVEL OUT OF STATE FOR THE FOLLOWING PURPOSES:

PURPOSE OF TRAVEL: To attend the Senior Corps Annual Training Conference pursuant to grant requirements. The conference is scheduled for June 17-21, 2012 in Chicago, IL.

SUPPORTING DOCUMENTATION ATTACHED

ESTIMATED TRAVEL COSTS: For two people

AIRFARE/SURFACE TRANSPORTATION: \$ 762.00 \$381 Each

LODGING (3 Nights @ \$ 189.00): \$ 1,134.00 \$567 Each

PER DIEM (4 Days @ \$ 38.00) : \$ 304.00 \$152 Each

REGISTRATION FEES (_____ Days) : \$ 1,100.00 \$550 Each

OTHER COSTS: _____

TOTAL ESTIMATED TRAVEL COSTS: \$ 3,300.00

SOURCE OF TRAVEL FUNDS: Senior Corps Grants

BUDGET LINE ITEM: 530-09, 20, 27

REVIEWED PER BUDGET: Scott J. Smith, CFO DATE: 3/1/12

REVIEWED BY EXECUTIVE DIRECTOR: *[Signature]* DATE: *1 May 12*