



To: The Board of County Commissioners
Delaware County, Ohio

Date: _____

I hereby request authorization for _____
to attend, at the expense of Delaware County, a _____
at _____ on _____ to _____
(date) (date)

Required Training Safety/OSHA Training Other/Explain: _____

Cost of training to be paid from _____

Following are itemized, anticipated expenses necessary to be incurred during such period.
NOTE: The total will be the maximum that would be reimbursed.

Mileage for personal automobile _____ miles at \$.	\$ _____
<small>Verification of mileage required, e.g. Google Maps</small>	
Parking	_____
Hotel	_____
Airfare	_____
Meals	_____
Registration	_____
Other (Itemize) _____	_____
Total	_____

NOTE: All conference travel and related expenses must comply with the County [Travel and Expense Reimbursement Policy](#) and [Sales Tax Exemption Policy](#).

Requested by: _____
_____ (date)

Board of County Commissioners

Recommended by: _____
_____ (date)

Approved: _____ (date)

Please attach any pertinent information that supports the need for the seminar or training (such as course outline).

Note: Requests are to be submitted at least seven (7) days prior to the start date of the event.