



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 \$ _____	_____
Verification of mileage required, e.g. Mapquest	
Parking	_____
Hotel	_____
Airfare	_____
Meals	_____
Registration	_____
Other (Itemize) _____	_____
Total	_____

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

Requested by: _____
_____ (date)

Board of County Commissioners

Recommended by: _____
_____ (date)

Approved: _____ (date)

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

Copy: 1) Original: Board of County Commissioners
2) BOC Clerk submits signed copy to requesting department and requesting department's fiscal office.