

County of Gloucester
Human Resources Manual

CHAPTER: SECTION:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
	10 – TRAVEL AND REIMBURSEMENT FOR EXPENSES	REVISED: 5/22/24

TRAVEL REQUEST FORM

To: _____ (Treasurer)

From: _____ (Department Head)

Employee: _____ Travel Dates: _____

Department: _____ Destination: _____

Purpose (detail): _____

Costs:

Travel: _____

Lodging: _____

Registration: _____

Daily Expense: _____
(Max: see CBA)

Total: _____

Cost Budgeted in line item: _____

Approvals:

Treasurer: _____ Date: _____

Commissioner Liaison: _____ Date: _____

Commissioner Director: _____ Date: _____

County Administrator: _____ Date: _____