

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b> <b>SECTION:</b>	<b>9 – GENERAL RULES AND REGULATIONS</b> <b>10 – TRAVEL AND REIMBURSEMENT FOR EXPENSES</b>	<b>ADOPTED: 3/7/06</b> <b>REVISED: 5/22/24</b>
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### 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: \_\_\_\_\_