



REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

REQUEST DATE: _____

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Name: _____
Department: _____

PERSON TRAVELING: _____
(one request form per person)

TRAVEL DATES: _____

TRAVELING TO/FROM: _____

PURPOSE: _____

ESTIMATED EXPENSES INVOLVED:

Airfare:	_____	\$ _____
Lodging: Based on GSA rate for month of travel	_____	\$ _____
Ground Transportation:	_____	\$ _____
Meals: 2023 per diem rate = \$73	_____	\$ _____
Other:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Attach documentation to support your request

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- APPROVED
- DENIED

BOARD OF COUNTY COMMISSIONERS,
COUNTY OF GRAND, STATE OF COLORADO

BY: _____
Print name: _____
Title: _____
Date: _____