

Cattaraugus County Industrial Development Agency Travel
Request Form

All travel requests requiring Board approval must be submitted to the Executive Assistant at least 7 business days prior to the regular Board Meeting before the date(s) of travel.

Name: _____ **Date:** _____

Purpose/Justification for Travel: _____

Place (City & State): _____

Date(s) of Travel: _____

Mode of Transportation: _____

ANTICIPATED EXPENSES:

MILAGE:

Personal Auto: _____ Miles @48.5 cents per mile.....\$ _____

AIRFARE:

Total Round Trip Cost.....\$ _____

LODGING:

Num. of Nites: _____ @ Single Room Rate _____\$ _____

MEALS:

Total Amount:\$ _____

REGISTRATION FEES:.....\$ _____

It is understood that all receipts for all eligible expenditures to obtain reimbursements must be turned in to the Executive Assistant.

Employee

Date

Executive Director

Date

Chairman of the Board

Date