

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- ☐ In-State (Must be approved by Department Head, County Administrator & Committee Chair)
☐ Out-of-State (Must be approved by Department Head, County Administrator & Committee Chair)
☐ On-Line (Must be approved by Department Head, County Administrator & Committee Chair)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____ on _____
(Address) (Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____
(County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

☐ Notice of meeting/convention/training including cost. Total Cost \$ _____
(Include travel costs)

For Overnight Travel

☐ Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? _____ Y _____ N

☐ Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: _____

* www.gsa.gov

Date: _____ Department Head Signature

Date: _____ County Administrator Signature

Date: _____ Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. ☐ REQUEST FOR USE OF FLEET VEHICLE



Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Purchasing with Purchase Order, if required.
4. Copy to Clerk of the Board if credit card will be used.
5. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.