

# WEBSTER COUNTY TRAVEL AUTHORIZATION REQUEST (TAR) FORM

Must be submitted at least **30days prior** to out-of-state travel or registration deadline

**\*=required field**

TRAVELER INFORMATION		
*Traveler's Name:		
*Dept:	*Supervisor:	*Phone:
*Address:		
*City:	*State:	*ZIP Code:
*Email:		
If other than traveler, who should questions and confirmations be directed to? (Name, phone & email)		
TRAVEL INFORMATION		
*Name of Conference/Meeting:		
*City & State of Conference:	*Dates of Conference:	
*Purpose of Trip:		
Conference Website:		
*Date of Departure:	*Hour of Departure (estimate):	
*Date of Return:	*Hour of Return (estimate):	

ESTIMATED EXPENSE BREAKDOWN	
* <b>Registration</b> Amount: \$	Registration Deadline:
Notes:	
* <b>Airfare</b> Amount: \$	
Notes:	
* <b>Hotel</b> Amount Total: \$	
Notes:	
* <b>Meal</b> Amount: \$	(Indicate amount per day)
* <b>Mileage</b> Amount: \$	(Mileage is calculated by: miles x .515)
* <b>Car Rental</b> Amount: \$	
Notes:	
* <b>Parking</b> Amount: \$	
* <b>Taxi/Shuttle/Toll</b> Amount: \$	
Source of Funding:	
Additional Information:	

* <b>Approver/Supervisor Signature:</b>	
*Approver/Supervisor Printed Name:	Date:
<b>Board of Supervisors Signature:</b>	
Board of Supervisors Printed Name:	Date:
Updated February 2014	