

TOWN OF TOLLAND

CONFERENCE & MEETING FORM

The Town will pay for eligible, approved conference, meeting, and travel costs including transportation, lodging, meals, registration fees, and incidentals. This form should be completed in advance and approved by the Department Head. The Town Manager must approve conferences/meetings out of state and/or that require overnight accommodations.

Purpose of Trip / Activity:

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Authorization:

Employee Name	_____	Department	_____
Org/Object Code	_____	Departure Date	_____
Destination	_____	Return Date	_____

Proposed Costs:

Transportation *	\$ _____	Meals	\$ _____	
Registration	\$ _____	Incidentals	\$ _____	
Lodging	\$ _____	Total Travel Estimate	\$ <table border="1"><tr><td> </td></tr></table>	

*Will a town vehicle be used for transportation? Yes ____ No ____

Approvals:

Employee Signature	_____	Date	_____
Department Head Approval	_____	Date	_____
Town Manager Approval	_____	Date	_____