

**LUCAS COUNTY**  
**REQUEST FOR TRAINING/TRAVEL**

TODAY'S DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TRAINING DESTINATION: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

PURPOSE OF TRAINING: \_\_\_\_\_

MEETING/CONF DATES: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

**REGISTRATION:**

County Travel Card

Employee will pay & be  
reimbursed

County Requisition

**ESTIMATED COST**

**AIRFARE:**

Employee will pay & be  
reimbursed

County Travel Card

**LODGING:**

Employee will pay & be  
reimbursed

County Travel Card

**MEALS:**

Employee Reimbursement

County Travel Card

1. Under BCC Policy with itemized receipts up to \$100 per day
2. Without itemized receipts reimbursement will be per [www.gsa.gov](http://www.gsa.gov) per meal per diem rate with Travel Affidavit/Missing Receipt Form
3. Per Department/Agency Travel Policy if applicable

(#) of days

**RENTAL CAR:\***

YES

NO

\*See Rental Car Policy if over 125 miles

Will Use County Vehicle: YES

NO

Approved to drive personal vehicle: YES

NO

MILEAGE: Number of miles\*

**OTHER:(Tolls, Cabs, Shuttles, Parking, Fuel for County Vehicle or Rental)**

**TOTAL:**

Is the employee attending a conference or association meeting?

Yes

No

If yes, please check appropriate box

Conference

Association Meeting

Is the employee attending training sessions  
conducted pursuant to section 901.10 of the Revised  
Code?

Yes

No

Is the employee traveling outside the State of Ohio and expenses will or may be in excess of \$100  
and will or may be paid for from funds in either of the delinquent tax and assessment collection  
funds created in ORC 321.261 or the real estate assessment fund created in ORC 325.31

Yes

No

EMPLOYEE SIGNATURE

DATE:

DEPARTMENT HEAD SIGNATURE

DATE

This Request for Travel/Training has been reviewed as to departmental necessity and as  
to compliance with applicable County Training Policy and is hereby approved.

COUNTY ADMINISTRATOR APPROVAL  
if required

DATE