

# Ash Creek Special Service District Request for Travel Funds

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Department: \_\_\_\_\_

Make checks payable to: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meals: **Attach IRS Meals Per-Diem and conference schedule that shows provided meal.**

\_\_\_\_\_ Breakfasts @ \$ \_\_\_\_\_ Total: \_\_\_\_\_

\_\_\_\_\_ Lunches @ \$ \_\_\_\_\_ Total: \_\_\_\_\_

\_\_\_\_\_ Dinners @ \$ \_\_\_\_\_ Total: \_\_\_\_\_

\_\_\_\_\_ Incidentals @ \$5.00 for each whole 24-hour day. Total: \_\_\_\_\_

Lodging:

\_\_\_\_\_ Nights @ \$ \_\_\_\_\_ per night Name of  
Lodging \_\_\_\_\_

Mileage:

\_\_\_\_\_ Miles @ \$ \_\_\_\_\_ per mile. \_\_\_\_\_

Registration Fees  
\_\_\_\_\_

Total: \_\_\_\_\_

Funds will come from the \_\_\_\_\_ Budget. Funds are requested on or  
before \_\_\_\_\_. The date of departure will be \_\_\_\_\_ and  
return date is \_\_\_\_\_.

Signed \_\_\_\_\_. Approved \_\_\_\_\_