

Appendix B

Date

**PINAL COUNTY
PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION**

Name _____

Destination (City & State) _____

Purpose of Trip _____

Dates of Trip _____

PROJECTED COSTS

	<u>ESTIMATED COSTS</u>
MILEAGE(ground transportation)	\$ _____
LODGING	\$ _____
MEALS	\$ _____
AIR FARE	\$ _____
REGISTRATION	\$ _____
MISC. EXPENSES	\$ _____
 TOTAL ESTIMATED COSTS	 \$ _____

COMMENTS _____

Approved _____
Approving Authority

Date