WEBER COUNTY

PRE-AUTHORIZATION FOR TRAINING AND TRAVEL

For Weber County Department heads and Employees

(Pre-Authorization is not required for elected officials. However, elected officials must submit pre-notification of travel before each trip.)

TRAVELER'S NAME:	DEPARTMENT NAME AND #				
TRAVEL DATES:	THRU:		TRAINING DATES: _	THRU:	
DESTINATION (City and S	State)				
PURPOSE OF TRAVEL: _					
	J		raining sponsor showing		etc.
WILL ANY OF THESE CO	OSTS BE PAID OR	REIMBUF	RSED BY A THIRD PAR	TTY? Yes No	
IF YES, PLEASE SHOW D	DETAILS:				
ESTIMATED COST TO C	OUNTY:		AMOUNT TO	BE ADVANCED TO EN	MPLOYEE:
	(To be com	npleted by t	raveler prior to authoriza	ation)	
REGISTRATION:					
AIRFARE:					
MILEAGE:""""				<u>N/A_</u>	
HOTEL/LODGING:					
CAR RENTAL:				<u>N/A</u>	
PERDIEM:					
OTHER (Please detail)					
TOTAL ALL			TOTAL ALL		
ESTIMATED COSTS:			ADVANCED COSTS:		
			RAVEL SIGNATURES:		
(Department Heads nee	ed one Commissi	ioner's sig	nature. Employees ne	ed Department Head'	s signature.
Department Head/Travel Ap	proving Official	Date	_	Commissioner	Date

Revised: 15-DEC-2008 Effective Date: 01-JAN-2009