



ALAN BRUBAKER, P.E., P.S.

SUMMIT COUNTY ENGINEER

Section One: Employee Information

Date of Request: _____
Employee Name: _____
Department/Job Title: _____

Section Two: Event Information

Have You Registered? Y N
Event Title: _____
Event Date: _____
Amount: _____
Event Sponsor: _____
Event Contact: _____
Event Phone #: _____
Event Sponsor Web Address: _____
List All Other Attendees: _____

Section Three: Travel Information

Date and Time of Departure: _____
Date and Time of Return: _____
Method of Travel: County Vehicle Personal Vehicle Mileage Approved
Accommodations: Type Full Address, Phone No. of Hotel, Motel, etc.): _____

*Hotel reservations must be under SCE name as well as your name

*Notify hotel we are tax exempt. Y N

*Reservation made: Y N

(if yes, attach copy of confirmation w/total amount)

Date of first night requiring accommodations: _____

Date of last night requiring accommodations: _____

Section Four: Employee Comments

Section Five Signatures of Approval

(Signature of Dept. Manager / Purchase Authorization)

(Signature of Traveler)

Section Six: Instructions

- Obtain and provide an agenda with this request. Without an agenda, your request for travel will not be processed.
- Personal vehicles will only be allowed if no County vehicle is available.
- Report any changes in the above information immediately. Contact Tina Merlitti, extension 8168.
- Submit your Travel Request Form at least 10 working days before the Early Bird Deadline and/or Room Block Deadline occurs.
- In the event the request for travel is not submitted in time, the employee will be reimbursed per travel policy procedures and criteria.

Submit a completed request for travel to Tina Merlitti