

ESTIMATED EXPENDITURES FOR TRAVEL

Name John R. Roach, Jr.	DEPARTMENT Local Administrative Judge
TODAY'S DATE: May 15, 2014	DATES OF TRAVEL: Beginning July 12, 2014
DESTINATION: Scottsdale, Arizona	Ending July 18, 2014
ACCOUNT NUMBER: 001-2501-440.49-10	REQUISITION NUMBER(s)
REASON FOR TRAVEL NACM Annual Conference	

Will all or a portion of travel costs be reimbursed by an outside source? Yes No
 If yes, approximately what amount or percent will be reimbursed? **\$350**

1. REGISTRATION FEES: PROCUREMENT CARD YES NO WAIVED

2. HOTEL FEES:**
 ESTIMATED COST PER DAY **139.00** **6** DAYS
 IS A DEPOSIT REQUIRED? Yes No How much?
TOTAL HOTEL COSTS: 834.00

3. TRANSPORTATION COSTS:

* AIRLINE TICKET	\$587.50	PROCURE CARD YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
**CAR RENTAL		PROCURE CARD YES <input type="checkbox"/> NO <input type="checkbox"/>
SHUTTLE FEE		
BUS		
TAXI		

PERSONAL VEHICLE:

73 Miles		
.565 (mileage rate)		
Total	41.24	

OTHER (list)

TOTAL TRANSPORTATION COSTS: \$628.74

4. MEAL COSTS:
 APPROXIMATE COST PER DAY **\$25** X **6** DAYS
TOTAL MEAL COSTS: \$150.00

5. SUPPLIES:** (List)

6. TIPS:

7. PARKING:** \$108.00

8. TOLL FEES:

9. OTHER:** (List)

TOTAL ESTIMATED TRAVEL COSTS: \$1720.74

Will an affidavit for advance be submitted for this travel? Yes No

PREPARED BY **Jennifer Smith** extension **4409** **AUDITOR'S OFFICE MUST BE NOTIFIED IF TRIP IS CANCELED.**

*These costs should normally be requisitioned before travel takes place.
 **These costs will not need to be requisitioned unless they are paid directly by the County.
 NOTE: Any cost paid directly by County must be requisitioned before travel takes place. All other costs should not be included in the total cost on requisition; however, all costs should be included on this form. Purchase orders cannot be issued until this form is approved by the Auditor's Office.

ADDITIONAL COMMENTS:

Judge Roach is a presenter at the conference, along with Alyse Ferguson. NACM has waived registration and will reimburse 2 nights lodging and 3 days per diem, less meals provided.