

**FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**TRAVEL REQUEST FORM**

*All travel requests shall be submitted to the Executive Director at least five (5) business days prior to the date(s) of travel.*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Purpose/Justification for Travel:** \_\_\_\_\_  
\_\_\_\_\_

**Place (City & State):** \_\_\_\_\_

**Date(s) of Travel:** \_\_\_\_\_

**Mode of Transportation:** \_\_\_\_\_

**ANTICIPATED EXPENSES:**

**MILEAGE:**

**Personal Auto:** \_\_\_\_\_ **Miles @ 58.5 cents per mile.....\$** \_\_\_\_\_

**LODGING:**

**Number of Nights:** \_\_\_\_\_ **@ Single Room Rate** \_\_\_\_\_ **.....\$** \_\_\_\_\_

**MEALS:**

**Total Amount:** \_\_\_\_\_ **\$** \_\_\_\_\_

**REGISTRATION FEES:** \_\_\_\_\_ **\$** \_\_\_\_\_

**OTHER EXPENSES:** \_\_\_\_\_ **\$** \_\_\_\_\_

**TOTAL ANTICIPATED EXPENSES:** \_\_\_\_\_ **\$** \_\_\_\_\_

**It is understood that, in order to obtain reimbursements, receipts for all eligible expenditures must be turned in to the Executive Director.**

\_\_\_\_\_  
**Agency Member**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairman of the Board**

\_\_\_\_\_  
**Date**