Clallam County School Retirees' Association
Lora Brabant-President
PO Box 1684, Port Angeles, WA 98362
360.670.5183 serving4ever@gmail.com

CONFERENCE, MEETING OR TRAVEL REQUEST
Clallam County School Retirees' Association

Request is hereby made to travel with expenses paid and/or reimbursed by Clallam County School Retirees' Association (CCSRA) to attend the following conference, meeting or workshop. I agree to report and share the information with CCSRA Board Members and/or CCSRA Members

Name:_____ _____Date(s) of Event:_____

Name of Event:_____ _____ Location of Event:_____

Leaving from Clallam County Date:_____Time:_____ Location (City) _____

Returning to Clallam County Date:_____Time:_____ Location (City)_____

Travel Expense	Estimated Cost	Description of Expense-hotel room rate, confirmation number, etc. (Please make your own arrangements and attach a copy of documents)	Business Name
Registration Fee (Attach a copy)			
Airfare			
Lodging (Attach a copy)			
Other			
Ferry			
Mileage (Attach MapQuest or other detailed Info.)			
Meals (see below)			
TOTAL COST			

Maximum overnight accommodations, meal costs (including tip), and vehicle travel must conform to Washington State or GSA (US General Services Administration)- http://www.tib.wa.gov/board/documents/Per_Diem_Rates.pdf (No alcoholic beverages are reimbursable) for current mileage, lodging, and meal maximums. All receipts must be detailed (not visa/MC charges receipts) and original receipts (please keep a copy of this form and of all receipts for your information).

I do understand and agree that when making the travel request as listed above that carpooling must be attempted when several people are attending the same event. The costs associated with travel will be claimed by the driver of the carpool.

_____ _____

Claimant's Signature Date **Clallam County School Retirees' President Signature Date**

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Clallam County School Retirees' Treasurer Signature/Date

Send by Mail: to CCSRA Treasurer, PO Box 1684, Port Angeles, WA 98362