



## Goochland County Request for Travel, Training, and Per Diem

**Date:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Station:** \_\_\_\_\_

**Event/Training Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Approximate Costs:**    **Registration:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_

**Meals:** \_\_\_\_\_

**Mileage:** \_\_\_\_\_

**Total:** \_\_\_\_\_

Have you accepted any scholarship or other financial funding for this training? If yes, please provide details.     Yes     No

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
District/Deputy Chief Signature (if applicable)

### **ACTION**

**Request is:**     Approved     Denied

\_\_\_\_\_  
Fire-Rescue Chief Signature

\_\_\_\_\_  
Date

**Remarks:**

\_\_\_\_\_

\_\_\_\_\_

**PER DIEM REQUEST**

Please submit this completed per diem request with the signed travel and training approval at least 14 work days prior to your planned departure date.

**REMEMBER:**

1. A conference schedule MUST be submitted with this request.
2. The per diem is for meals that are NOT included as a part of the conference/event registration. If you choose to eat elsewhere you are eating "on your own."
3. No receipts are necessary for meals.
4. Be sure to keep receipts for other reimbursable expenses other than meals and submit a travel reimbursement within 30 days of your return date.
5. Do NOT use a County credit card to pay for a meal included in the per diem. You can only collect for meals one time.

Meal and incidental expenses (meal taxes and tips) while traveling are provided through per diem rates. The per diem rates are established by the IRS per Publication 1542. Per diem rates are available at: <http://www.gsa.gov/portal/category/100120>

DATE	BREAKFAST	LUNCH	DINNER	GRATUITY	TOTAL
				<b>TOTAL DUE</b>	

**Name (printed):** \_\_\_\_\_

\_\_\_\_\_  
Signature Field (Understanding and Agreement with Travel Policy)

\_\_\_\_\_  
Date

BUDGET CODE: 4-001- \_\_\_\_\_ -5504