

# Village of Mount Prospect

## Mount Prospect, Illinois



### VILLAGE OF MOUNT PROSPECT

#### Conference/Seminar Attendance Request Form

Employee &amp; Department: \_\_\_\_\_

Dates of Conference/Seminar: \_\_\_\_\_ to: \_\_\_\_\_

Conference/Seminar Topic: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

### Estimated Cost

Registration Fee: \_\_\_\_\_

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

Meal Expense (Per Diem): Total

\_\_\_\_\_ Bkfst @ \$8.00    \_\_\_\_\_ Lunch @ \$12.00    \_\_\_\_\_ Dinner @ \$20.00    \_\_\_\_\_

Meal Expense (Per Meal):

\_\_\_\_\_ Bkfst @ \_\_\_\_\_    \_\_\_\_\_ Lunch @ \_\_\_\_\_    \_\_\_\_\_ Dinner @ \_\_\_\_\_    \_\_\_\_\_

Transportation:

Air Fare \_\_\_\_\_

Private Car \_\_\_\_\_ Miles at \_\_\_\_\_

Village Car \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

**Total Estimated Cost** \_\_\_\_\_

**Advance Requested** (Attach Check Request) \_\_\_\_\_

Date \_\_\_\_\_ Submitted By \_\_\_\_\_

Date \_\_\_\_\_ Authorized By \_\_\_\_\_