

200.62000

Agenda Item 2020.060



Travel Request Form

Date: 02/24/2020

Employee Name: Aaron Jones

Employee Department: Hancock County Sheriff's Office (Diamondhead)

Contact Phone: (228) 216-0478 Contact Email: Aaron.Jones@co.hancock.ms.us

Business Purpose: Training

City: Oxford State: MS Country: _____

Dates of Travel: 07/25/2020 - 07/31/2020

Do you need hotel reservations? ☒ Yes ☐ No

If yes, then Hotel Name: The Inn at Ole Miss Hotel City: Oxford, MS

Do you need travel reservations? Yes ☒ No ☐

If yes, then Airline/Bus/Train Name: _____ From: _____ To: _____

Do you need a rental car? Yes ☒ No ☐

Registration Fees.....\$ 350.00

City Vehicle/Personal Vehicle _____ Miles @ _____ cents/mile.....\$ _____

Lodging.....# Nights 5 @ Single Room Rate \$99.00.....\$ 495.00

Meals.....# Days _____ @ _____ /Day.....\$ _____

Total \$ _____

Employee Signature: [Signature] Date: 2/24/2020

Travel Request Approved: Yes No

Notes: _____

Supervisor Signature: [Signature] Date: 2-24-20

City Manager Signature: _____ Date: _____