



DELTA COMMUNITY ACTION FOUNDATION, INC.

308 SW 2nd St.

Lindsay, OK 73052

Tel: (405) 756-1100 Fax (405) 756-1104

Karen Nichols

Executive Director

## REQUEST & AUTHORIZATION-OUT OF TOWN TRAVEL

NAME OF TRAVELER

POSITION

MEETING/CONFERENCE ATTENDING

NAME OF HOTEL

CITY, STATE

DEPARTURE DATE

RETURN DATE

MODE OF TRANSPORTATION:

RATE PER MILE:

**EXPENSES:**

**AMOUNT REQUESTED:**

REGISTRATION FEE:

\$0.00

TRAVEL: \_\_\_\_\_ MILES @

\_\_\_\_\_ PER MILE

\$0.00

ROOM RATE \_\_\_\_\_

TIMES \_\_\_\_\_ DAYS

\$0.00

PER DIEM @ \_\_\_\_\_ PER QTR

TIMES \_\_\_\_\_ QTRS

\$0.00

PARKING FEE, TAXI, SHUTTLE, ETC.

TOTAL:

\$0.00

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REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_