

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 12, 2019

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Business and Economic Affairs requests permission for 1 employee(s) or their designee(s) to travel to Kielce, Poland for 8 days of out of state travel status from August 31, 2019 to September 8, 2019

Conference/Workshop/Seminar Title27th International Defense Industry Exhibition (MSPO) 2019 International Tradeshow**Purpose of Travel**

Tradeshow

A request is being made, per Admin Rule 1102(H) for Nathaniel Nelson to receive a \$793.26 Cash Advance to cover anticipated expenses while in Kielce, Poland

Estimated Costs – Hotels - \$793.26


The above travel costs will be paid from 100% General Funds

Attendees and their Titles

Nathaniel Nelson, International Trade Office (Program Specialist IV)

<u>Obj</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$	Appropriation for Travel	\$ 22,000.00
500711	Per Diem in Lieu	\$	Amount Expended to Date	\$ 10,582.66
500712	Meals	\$	Available Balance	\$ 11,417.34
500713	Hotels	\$ 793.26	Amount Requested for this Authorization	\$ 793.26
500714	Mileage	\$	Estimated Balance Available	\$ 10,624.08
500715	Operation State Vehicle	\$		
500717	Miscellaneous	\$	Appropriation Code 10-022-14490000-080	
500719	Registration Fee	\$	Source of Funds: 100% General Funds	
	Total	\$ 793.26		

Authorized Signature


 Taylor Caswell
 Commissioner

Fiscal Information – Summary

Information included below is provided to give a complete breakdown for the total expected costs of the trip.

Common Carrier (Flight and Transportation to Airport)	\$1,235.00
Hotel (Six nights, required pre-paid)	\$1,000.00
Total	<u>\$2,235.00</u>