



COUNTY OF MENDOCINO

TRAVEL REQUEST

OUT OF COUNTY

OUT OF STATE

REGULAR

CONFIRMING

A request is hereby made for authorization for official travel outside of the County of Mendocino as follows:

Personnel: Jannah Minnix

Budget Unit/Org Code: 6110/LB

Purpose and benefit of the meeting (be explicit):

Attending the LIBER International Book Fair in Madrid, Spain. Jannah will meet with publishers, review Spanish books and materials, and place orders to benefit the Mendocino County Library, Ukiah Branch Juvenile Spanish Collection. Materials ordered for the Ukiah Branch may then be reviewed by other branches as needed for future purchase orders in their own collections.

Meeting Place & Lodging:

Madrid, Spain. Lodging TBD and will be paid for by Ukiah Valley Friends of the Library. Airfare will be reimbursed to Jannah by America Reads Spanish.

Dates of Meeting: October 4-6, 2017

Travel Dates: October 1, October 7

Total Days: 5

Estimated Cost of Travel to the County:

Mode of Travel:

- County Vehicle
- Private Auto
- Plane
- Other (train, bus, etc...) rental car

Hotel:	\$	-
Meals:	\$	150.00
Registration Fees:	\$	-
Auto Expense:	\$	100.56
Other:	\$	-
TOTAL:	\$	250.56

- This travel was specifically budgeted for and funds are available in the department's budget
- This travel was not specifically budgeted for, but funds are available in the Travel line item, Account No. 2250
- Management Training Funds will be used for this travel
- No funds are available

[Signature]  
 Department Head  
6-8-17  
 Date

Advance Requested: _____
<b>Executive Office</b>
Date Received: _____
Approved: _____
Rejected: _____

- ❖ File original with the Executive Office at least twenty calendar days in advance of the departure date
- ❖ If trip is of emergency nature, file confirming copy with the Executive Office after receiving verbal authorization as per County Policy No. 18 - Travel and Meals
- ❖ Private auto expense is computed on a per mile basis. Check with the Auditor's Office for the current rate
- ❖ Please use Travel Calculation Form to determine most cost effective means of travel and submit with the associated Travel Request