

REQUEST TO ATTEND SEMINAR/TRAINING

I respectfully request to attend the following seminar/training: New Prosecutor Academy

Dates: 10/7 to 10/10 Location: Monterey

METHOD OF TRANSPORTATION:

Driving DA Vehicle ☐ Driving Co. Vehicle ☐

Number of Passenger(s): _____ Name of Passenger(s): _____

Driving Personal Vehicle ☒

(As per agreement with C. David Eyster employee hereby agrees to accept reduced mileage rate). KL employee initials

Flying ☐ Name of airport: _____ Date of Departure: _____ Time: _____

Date of Return: _____ Time: _____

Hotel Accommodations Needed: Yes ☒ No ☐

Name of Authorized Guest(s) occupying County-provided room: _____

☒ Approved
☐ Not Approved

Kassandra Long Date: 8/8/19
Employee
[Signature] Date: 8/13/19
Supervisor