

TOWN OF TOLLAND

CONFERENCE & MEETING FORM

The Town will pay for eligible, approved conference, meeting, and travel costs including transportation, lodging, meals, registration fees, and incidentals. This form should be completed in advance and approved by the Department Head. The Town Manager must approve conferences/meetings out of state and/or that require overnight accommodations.

Purpose of Trip / Activity:

Authorization:

Employee Name _____ **Department** _____

Org/Object Code _____ **Departure Date** _____

Destination _____ **Return Date** _____

Proposed Costs:

Transportation * \$ _____ **Meals** \$ _____

Registration \$ _____ **Incidentals**

Lodging \$ _____ **Total Travel Estimate** \$

***Will a town vehicle be used for transportation?** Yes _____ No _____

Approvals:

Employee Signature _____ **Date** _____

Department Head Approval _____ **Date** _____

Town Manager Approval _____ **Date** _____