

ITASCA COUNTY
TRAVEL VERIFICATION FORM

Note: Pursuant to Itasca County Reimbursement Of Expense policy permission must be secured from the County Board before an employee travels outside of the State of Minnesota on County business; the Travel Verification Form Worksheet (complete this form first) must be attached.

NAME: Marilyn Halverson DATE: 10/14/2016

DESTINATION: Gaylord Michigan

DEPARTURE DATE: 10/23/2016 RETURN DATE: 10/28/2016 ACTUAL MEETING DATE: 10/24-29/2016

MODE OF TRAVEL: Ground

REASON FOR TRAVEL: Attending the Type II Incident Management team Command & General Staff Training

ESTIMATED COST: (These figures are transferred from the attached Verification Form Worksheet)

Transportation \$ 0
Lodging \$ 0
Meals \$ 0
Registration \$ 0 Estimated Total \$ 0

ON WHAT DATE WILL YOUR REPORT BE READY FOR THE COUNTY BOARD?

M. Halverson
Employee Signature

[Signature]
Approved by Supervisor/Date

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