

## COUNTY OF YADKIN

### TRAVEL APPROVAL FORM

DEPARTMENT \_\_\_\_\_

TRAVELER \_\_\_\_\_

PURPOSE \_\_\_\_\_  
( conference, class, etc. - be specific )

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

COST \_\_\_\_\_  
(estimated total cost-mileage, registration, hotel, meals, etc.)

BUDGET LINE \_\_\_\_\_

#### ***PLEASE NOTE!***

\* Copies of the Conference Agenda and/or class information should be attached to this form

\* Completed copies of this form must be attached to any related check request and Travel Expense Form

TRAVELER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

DEPT. DIRECTOR/BOARD APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_





