

Kittitas County Travel Authorization

Request for hereby made for authorization for travel at county expense for

MARK RICKEY

Employee's Name

February 15, 2010

Start Date

through

February 19, 2010;

End Date

to

VANCOUVER, WA AND PORTLAND, OR

Destination

The purpose of the trip:

EMERGENCY VEHICLE OPERATOR COURSE INSTRUCTOR UPDATE

Cost of Training

Registration	\$500.00
Travel	\$202.50
Hotel	\$0.00
Salary	\$0.00
Total	\$702.50

The expense of training/travel may be subject to reimbursement by the employee if they leave employment within a specific period of time following the event. (Select one).

- ☒ Employee reimbursement for training does not apply in this situation.
☐ A "Training Reimbursement Agreement" is attached.

Signed this 11 day of February, 2010

Approved


Department Head Signature

This request approved by the Board of County Commissioners on this _____ day of _____.

Chairman

Commissioner

Commissioner

Distribution of form:

1. Original sent to Commissioners for approval
2. Signed copy returned to Department
3. Copy must be attached to travel reimbursement request, hotel bill or registration form