
KCAO
INTEROFFICE MEMORANDUM

TO: Board of Directors
FROM:
SUBJECT: OUT-OF-STATE TRAVEL REQUEST
DATE:

The following KCAO employee(s) have requested out-of-state travel per details provided below:

Employee(s):

Event:

Location:

Dates:

Costs:

Description	Unit Price	# of Days	# of Travelers	Total Price
Meals				
Transportation/Parking				
Airfare				
Hotel				
Registration				
Total Cost				

Reason:

Supervisor Initial _____ Director Initial _____ Executive Director Initials _____
Date _____ Date _____ Date _____

Approved: _____ Disapproved: _____

By: _____ Date of Board Meeting: _____
BOARD CHAIRPERSON