



CULLMAN COUNTY COMMISSION

EMPLOYEE TRAVEL REQUEST FORM

This Travel Request Form is required any time a Cullman County employee is expected to travel on county business pursuant to the Guidelines for the Reimbursement of Travel Expenses for County Employees (Resolution No. 2018-29, adopted August 14, 2018)

Employee Name: _____ Date: _____

Department: _____ Employee Number: _____

Reason for Travel Request (Conference, Training, Etc.): _____

Location of Travel: _____

Location of Lodging: _____

Estimated Cost of Lodging: _____

Departure Date: _____ Return Date: _____

IMPORTANT DISCLOSURES

- 1) Travel requests must be approved prior to taking the trip.
- 2) Request for Travel should be submitted to the Department Head at least fourteen (14) days prior to departure date.
- 3) Incomplete travel requests will be returned unapproved.

Employee: _____ Date: _____

Department Head: _____ Date: _____

Authorized by: _____ Date: _____

Authorized by: _____ Date: _____

Authorized by: _____ Date: _____