

FOREST COUNTY POTAWATOMI COMMUNITY

Committee Travel Request Form

Must be submitted to Executive Council for approval 15 days prior to your travel dates

Travelers Name: _____

Committee: _____

Purpose of Trip: _____

Destination: _____

Dates of Trip: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Mode of Transportation:

Rental: _____ Rental Company Info: _____

Train: _____ Rental Phone Number: _____

Airplane: _____ Own Vehicle: _____

Fleet Vehicle: _____

Lodging Accommodations:

Hotel Name: _____ Phone: _____

Address: _____ Numbers of Rooms: _____

City/State/Zip Code: _____

Additional Notes: _____

Office Use Only:	
Received By: _____	Date: _____
Council Approval/Signature: _____	Date: _____