



Master Gardener Foundation of Thurston County Professional Development/Travel Request Form

Instructions: Complete each section with total estimated costs prior to incurring travel/training expenses. Unless included in program registration, meals will not be paid for by the Foundation. All expenses to be reimbursed by MGFTC must be approved BEFORE expenses are incurred. MGFTC will not reimburse expenses for travel, baggage fees, lodging, taxi/car rental, mileage, tolls or parking for any **personal** use. Submit a copy of this form at least 14 days prior to planned trip. The MGFTC program credit card may be used for registration but cannot be used for travel expenses. Keep a copy to submit with RR form and receipts for reimbursement of approved travel expenses.

Staff/Board Member Printed Name _____

Professional Development Activity _____

Dates _____

Location of activity _____

Out of town travel required? _____ Yes _____ No

Registration \$ _____ to be paid MGFTC Program Credit Card after approval

All travel expenses must be paid by staff or board member and reimbursed after approval and at the conclusion of the training event.

Travel \$ _____ Airfare

\$ _____ Airline checked baggage fees

\$ _____ Rental car

\$ _____ Gas for rental car

\$ _____ Mileage reimbursement personal vehicle(65.5cents/mile)

\$ _____ Parking fees (daily fee x number of days)

\$ _____ Lodging, taxes and fees (per night x number of nights)

\$ _____ Other fees (describe) _____

\$ _____ Total Request

Staff /Board Member Signature _____ Date _____

Signature Foundation Board President _____ Date _____

Amount Approved: \$ _____

Amount /items not approved _____