

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org



911 ACOG GRANT PROGRAM

CONFERENCE/TRAINING TRAVEL REQUEST FORM

CONFERENCE: _____

DEPARTURE: _____ RETURN: _____
(DATE & TIME) (DATE & TIME)

CONFERENCE LOCATION: _____

PURPOSE OF TRIP:

MODE OF TRANSPORTATION: ☐ Airplane ☐ Car ☐ Train

ESTIMATED TOTAL COST OF TRIP:

AIRFARE

Flight + Luggage (2 bags)

HOTEL

MEALS

GROUND TRANSPORTATION

Rental Car, Taxi, Shuttle, Uber,
Lyft, etc.

*** MILEAGE (ENTER MILES ONLY)**

Personal Car

Other

Tolls, Airport Parking, etc.

REGISTRATION

OTHER REQUIRED DOCUMENTATION:

- Event agenda/program
- Registration Information
- Other ancillary costs
- Verification of budgeted travel or explanation of unbudgeted request

_____ **\$ TOTAL**

NOTES: _____

ECC SUPERVISOR SIGNATURE

DATE

ECC DIRECTOR SIGNATURE

DATE

* Attach Google Maps if NOT using odometer readings.