

Request For Travel

1. Originating Department: Planning and Transit System Development

Purpose: (Description) Speaking engagement

2. Function to Attend: APTA Rail Conference
(Title of seminar, conference, peer review, etc.)

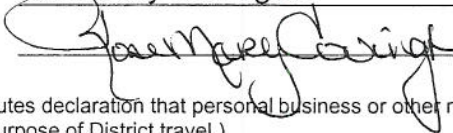
3. Destination: In U.S.: _____
(Location)
 Outside U.S.: Vancouver, BC, Canada
(Location)

4. Dates: a) Travel _____ to _____
b) Meeting Jun-06-2010 (Sun) to Jun-09-2010 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 150.00				\$ 150.00

6. Travel Advance: Based on estimated of total costs (above) \$ 150.00 x 90% = \$ 135.00

7. Person Attending: Name RoseMary Covington
Signature  Date 5/13/10

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690005 cc 24

9. Funds budgeted and unencumbered:  5.13.10
Financial Analyst Date

10. Senior Staff Review: _____
Senior Staff Member Date

11. Approval Required by: (check one)
- a. **Board** (travel outside of the U.S.)
 - b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
 - c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: _____
Signature of Authorized Officer Date