

## An illustration of an open book. The left page is white with the text 'Opening Minds...' in black. The right page is white with the text 'Opening Doors' in black. The book has blue covers and blue wavy lines at the bottom, suggesting pages or a base.

## Training & Travel Pre-Approval Request Form

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Library Board

Type of Expense	Description	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare/Bus				\$0.00
Taxi/Parking				\$0.00
Mileage		0.5		\$0.00
Car Rental				\$0.00
Meals	Breakfast	\$12.00		\$0.00
	Lunch	\$15.00		\$0.00
	Dinner	\$25.00		\$0.00
Accommodation				\$0.00
Private Accomodation		\$20.00		\$0.00
Other				\$0.00
				\$0.00
		Grand Total		\$0.00