

**VILLAGE OF HANOVER PARK
TRAINING AND EXPENSE APPROVAL FORM**

I. General Information:			
Employee Name:			
Purpose of Trip:			
Description of course/conference/etc.			
Location/Destination:		Dates of Attendance:	
Department:		Hours of Training:	
Vendor:		Paid in Advance (Yes/No):	
Account to be charged for travel:		Account to be charged for training:	

II. Expenses:			
			Payment Method (Check to Employee PCARD, Check to Vendor, etc.)
	Pre-Training	Post-Training	
<i>Registration:</i>			
<i>Per Diem:</i>			
Breakfast: _____ # of Days * _____	Per Diem Rate = _____	-	
Lunch: _____ # of Days * _____	Per Diem Rate = _____	-	
Dinner: _____ # of Days * _____	Per Diem Rate = _____	-	
Incidental _____ # of Days * _____	Per Diem Rate = _____	-	
Total Per Diem	-	-	
<i>Transportation Expenses:</i>			
<i>Mileage Expense:</i>			
# of Miles _____ Traveled * _____	\$0.560 Current IRS Rate = _____	-	
	Tolls		
	Parking		
	Bus/Train/Air Fare		
	Car Rental		
	Taxi's		
	Other		
Total Transportation	-	-	
<i>Lodging:</i> _____ # of days _____	Rate = _____	-	
<i>Other (add description):</i>			
Total Other	-	-	
Total Expenses	-	-	
Has this training been budgeted? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, explain _____			

III. Approvals:	
_____ Finance Director	
_____ Department/ Division	_____ Village Manager

A check request is no longer required

Complete the pre-training column for Registration, Per Diem any other expenses incurred before the training and submit to Accounts Payable in enough time before the training for Account Payable to process the check as part of the normal Board packet.

For Per Diem expenses, only submit for reimbursement for those meals not covered by the training

Once the training is completed, please complete the Post Training column and turn into Accounts Payable for final reimbursement.

Remember to attach receipts for all expenses except for Per Diem and Mileage