

Circuit Court of Cook County – Timothy C. Evans, Chief Judge

Office of the Chief Judge

Conference/Seminar Attendance Request Form

Employee Name: _____ **Employee Title:** _____

Department: _____

Conference/Seminar Name: _____

Sponsor: _____

Date(s): _____ **Location:** _____

Program Summary:

(Attach all supporting documentation including training information)

Registration Fees:		Cost: \$
Transportation:		
Airfare/Train Fare:	_____	Cost: \$ _____
Taxi/Ride Sharing:	_____	Cost: \$ _____
Rental Car: # of Days:	_____	Cost: \$ _____
Personal Vehicle POV:	_____	Cost: \$ _____
# of Miles/Mileage:	_____	
Public Transportation:	_____	Cost: \$ _____
Lodging:	# Of Nights:	Cost: \$ _____
(Please note if shared)**		
Meals:	# Of Meals:	Cost: \$ _____
Incidental Expenses:	Description:	Cost: \$ _____

DCPO / SCPO

TOTAL COST: \$934 _____

Approved ☐ Denied ☐

Donna Neal - designee

Division/Department Director

Lanice Mitchell

Lanice Mitchell, Director of Program Services

Date: _____

Date: _____ **4/30/25** _____

***Employees assigned to out of town travel shall receive a Per Diem set by the current U.S. General Service Administration in their Federal Travel Regulations (FTR) Meal and Incidental Expense (M & IE) rate. The per diem rate is intended to include all meals and incidental expenses during the period of travel. There will be no reimbursements for meals and incidental expenses beyond this rate.**