



This form must be signed by both the applicant and the applicant's Program Director.

APPLICATION FOR MEETING ATTENDANCE Non-Physician Personnel (Approval for Travel)

Employee Number: 123456
Employee Last Name: White First Name: John
Phone Number: 216-491-0000 Email Address: jwhite@gmail.com
Department: GME - Family Medicine Mail Code: SP/GME

Accounting Unit 12-digit cost center _____

Activity (if applicable) _____

Date of Application: 9/1/2011

Name of Organization: ABC Scientific Workshops, Inc.

Location of Meeting: Chicago, IL

Meeting Dates:

<u>10/1/2011</u> <small>Format mm/dd/yyyy</small>	<u>Saturday</u> <small>Day of week</small>
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 to

<u>10/3/2011</u> <small>Format mm/dd/yyyy</small>	<u>Monday</u> <small>Day of week</small>
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Actual Dates Away:

<u>9/30/2011</u> <small>Format mm/dd/yyyy</small>	<u>Friday</u> <small>Day of week</small>
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 to

<u>10/3/2011</u> <small>Format mm/dd/yyyy</small>	<u>Monday</u> <small>Day of week</small>
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Is this meeting conjoined with any other meeting application? No
Yes or No

Number of meeting days to be used on this trip: 1

Amount of registration: \$ 300.00

Expenses will be paid by:
CCF X
Inviting Organization _____
No Expense _____

Purpose for attendance (Please provide business purpose)
Official Business: Required conference for program
Knowledge/Skill related to job: Will improve understanding of new innovations

SIGNATURE	Employee #	Phone #	Date
Applicants Signature	_____	_____	_____
Program Director	_____	_____	_____
Department Manager or DME (or designee) Must be someone authorized to sign for charge to account			
_____	_____	_____	_____
\$50,000 Director/ Institute Vice-Chairman/ Institute Administrator/ REGIONAL Vice President/ REGIONAL Chief Operating Officer			
_____	_____	_____	_____
\$100,000 Institute Chairman/ Hospital President/ Executive Director/ REGIONAL Chief Financial Officer			
_____	_____	_____	_____
\$200,000 Chief Accounting Officer/ REGIONAL Chief Executive Officer			
_____	_____	_____	_____
\$200,000 + Corporate Chief Executive Officer/ Chief Financial Officer/ Chief Operating Officer			

