



# OUT-OF-STATE TRAVEL

Board Member Only - Travel Authorization / Request For Payment

Attach copy of the **Travel Worksheet**, **Registration Forms**, and other pertinent documentation for this claim.  
Travel **will not** be processed until all information is received.

## CONFERENCE / SEMINAR INFORMATION

**Name:** Michael Hennessey **Job Title:** Board Chairman  
**Department:** Board of Directors **Destination:** Washington, D.C.  
**Program Name:** Legislative Strategy Meetings

**Description / Justification:** Orange County Transportation Authority (OCTA) Chairman Michael Hennessey, Legislative & Communications Committee Chairman Shawn Nelson, Chief Executive Officer, Darrell Johnson, and Government Relations staff will travel to Washington, D.C. the week of February 13, 2017, to meet with the Orange County Congressional delegation regarding the OCTA transportation and legislative priorities for the first session of the 115th Congress.

## COMMENTS

Other - Airport parking and ground transportation  
Meal Rate - \$69

<b>Conference / Seminar Date:</b>	<b>Departure Date:</b> 2/14/17	<b>Employee</b>
<b>Payment Due Date:</b>	<b>Return Date:</b> 2/17/17	<b>ID #:</b> 4355

## ESTIMATED EXPENDITURES

<b>Transportation</b>	\$841.60
<b>Meals</b>	\$259.00
<b>Lodging</b>	\$833.56
<b>Registration</b>	
<b>Other</b>	\$100.00
<b>Total</b>	\$2,034.16

## APPROVALS

Please Sign:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## ACCOUNTING CODES

<b>Travel Org. Key:</b> 1121	<b>Object:</b> 7655	<b>Job Key:</b> A0001	<b>JL:</b> OFS
<b>Registration Org. Key:</b>	<b>Object:</b>	<b>Job Key:</b>	<b>JL:</b>
<b>Month:</b> January	<b>FY:</b> 16/17	<b>Board Date:</b> February 13, 2017	<b>T/A:</b> 490



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## CONFERENCE / SEMINAR INFORMATION

**Name:** Shawn Nelson **Job Title:** Board Member  
**Department:** Board of Directors **Destination:** Washington, D.C.  
**Program Name:** Legislative Strategy Meetings

**Description / Justification:** Orange County Transportation Authority (OCTA) Legislative & Communications Committee Chairman, Shawn Nelson, Chairman Michael Hennessey, Chief Executive Officer, Darrell Johnson, and Government Relations staff will travel to Washington, D.C. the week of February 13, 2017, to meet with the Orange County Congressional delegation regarding the OCTA transportation and legislative priorities for the first session of the 115th Congress.

## COMMENTS

Other: Ground Transportation, airport parking  
Meal Rate: \$69

<b>Conference / Seminar Date:</b>	<b>Departure Date:</b> 2/12/17	<b>Employee</b>
<b>Payment Due Date:</b>	<b>Return Date:</b> 2/16/17	<b>ID #:</b> 4281

## ESTIMATED EXPENDITURES

<b>Transportation</b>	\$720.76
<b>Meals</b>	\$328.00
<b>Lodging</b>	\$1,133.55
<b>Registration</b>	
<b>Other</b>	\$100.00
<b>Total</b>	\$2,282.31

## APPROVALS

Please Sign:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## ACCOUNTING CODES

<b>Travel Org. Key:</b> 1121	<b>Object:</b> 7655	<b>Job Key:</b> A0001	<b>JL:</b> OFS
<b>Registration Org. Key:</b>	<b>Object:</b>	<b>Job Key:</b>	<b>JL:</b>
<b>Month:</b> January	<b>FY:</b> 16/17	<b>Board Date:</b> February 13, 2017	<b>T/A:</b> 479