



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: Lisa A. Bartlett **Job Title:** Chair
Department: Board of Directors **Destination:** Washington, D.C.
Program Name: Legislative Strategy Meetings

Description / Justification: Chair Lisa A. Bartlett, along with Orange County Transportation Authority (OCTA) Chief Executive Officer, Darrell Johnson, and Government Relations Staff will travel to Washington, D.C. January 28-31, 2018, to meet with the Orange County Congressional delegation regarding the OCTA transportation and legislative priorities for the 2nd Session of the 115th Congress. The group will also meet with Leadership from the Congressional Transportation Committee offices (authorizing and appropriating), as well as Senior Members from the U.S. Department of Transportation.

COMMENTS

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

Conference / Seminar Date:	Departure Date: 1/28/18	Employee
Payment Due Date:	Return Date: 1/31/18	ID #: 4568

ESTIMATED EXPENDITURES

Transportation	\$863.34
Meals	\$276.00
Lodging	\$692.25
Registration	
Other	\$100.00
Total	\$1,931.59

APPROVALS

Please Sign:

Clerk of the Board

Date

ACCOUNTING CODES

Travel Org. Key: 1121	Object: 7655	Job Key: A0001	JL: OFS
Registration Org. Key:	Object:	Job Key:	JL:
Month: January	FY: 17/18	Board Date: January 22, 2018	T/A: 586