



Coachella Valley Mosquito and Vector Control District Trustee Travel Request and Acknowledgment Form

Name:	Date:
Conference:	Location of Conference:
Dates of Travel:	

Will you need a District Cal-Card? Yes No

Will a hotel reservation be needed? Yes No

Dates reservation should be made for:

Check in: _____ Check out: _____

Additional information: _____

Will a flight reservation be needed? Yes No

Dates flights should be made for:

Departure: _____ Return: _____

Additional information: _____

Will a District vehicle be needed? Yes No

Will your personal vehicle be used? Yes No

Will a rental car be needed? Yes No

Dates rental car reservation should be made for:

Pick-up: _____ Return: _____

Additional information: _____

Number of conferences/seminars attended this fiscal year: _____

ACKNOWLEDGMENT

I acknowledge that Section 2.1 of the Board of Trustees' Travel and Expense Policy provides that in the event I am not able to attend, I must immediately notify the District. If the District cannot obtain a refund of fees paid, unless my failure to notify the District arises beyond my control, the District may bill me directly for said fees and notify my appointing body (City Council or Board of Supervisors) upon the second occurrence within a two year period.

TRUSTEE:

Signature

Date