

## **TRAVEL REQUEST DISBURSEMENT**

**Travel requests are to be completed thru the IRIS program. All out of state travel requests must be approved before travel can take place.**

**IN REGION:** For all staff, except County Director and Specialists, send one copy of completed, signed and approved form to Eastern Region Office.

County Directors and Specialists must send the original and one copy of completed and signed form to Eastern Region Office.

**OUT OF REGION or OUT OF STATE:** For all staff, except County Director and Specialists, send two copies of completed, signed and approved form to Eastern Region Office.

County Directors and Specialists must send the original and one copy of completed and signed form to Eastern Region Office.

Original copy of form for out of state travel is to be attached to original Travel Expense Statement.

**NATIONAL MEETINGS:** The amount of allowable reimbursement must be on the T-18 – REIMBURSEMENT LIMITED TO \$\_\_\_\_\_. OTHER EXPENSES TO BE PAID BY \_\_\_\_\_.

**MULTI-PROGRAMMING or MULTI-COUNTY TRAVEL:** Send one copy of completed and signed form to Eastern Region Office. County Directors and Specialists must send the original and one copy of completed form to Eastern Region Office. Attach copy each month to Travel Expense Statement.