

McLaren Print System Order

Order No: 54185
Order Date: 2020-05-08
User: Rachel Pogue
Phone: 810-342-2446

Ship Location: McLaren Flint-Administration - 6 North / Attn: Rachel
401 S. Ballenger Hwy
Flint, MI 48532

Forms

Quantity: 100
Paragon Dept No: 90010
Dept Name: Administration - McLaren Flint
Company Number: 60

Order Total Price: 26.40

Item Number: M-142-B
Item Description: Travel / Conference Request (4 PART FORM)
Revision Date: 7/2012
Print: 1 sided black and white
Paper: 4 Part (White, Yellow, Pink, Gold)
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info:



CONFERENCE REQUEST

Date of Submitted Request _____

TO:

FROM:

SUBJECT: REQUEST FOR PERMISSION TO ATTEND THE FOLLOWING CONFERENCE

1. Name of Conference _____
2. Date of Travel _____
3. Place _____
4. Name and Department of Person to attend _____

5. Estimated Cost -
All Travel Arrangements, including air and ground transportation and hotel accommodations, must be made through Condo Travel. Employees making their own arrangements or using other agencies will not be reimbursed. Please consult the McLaren Travel Policy for more details.

Transportation _____
Registration _____
Hotel _____
Meals _____
Miscellaneous _____
TOTAL _____

6. Remarks _____

Spec Info:

Upon approval this form should be sent to Accounting at least 14 days prior to conference.

APPROVED BY: _____ DATE: _____
(Department Director to Approve Staff)
(Dept. President to Approve Department Director)

4 Page Form
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FORM
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