

McLaren Print System Order

Order No: 9008 Reprint Previous Order No: 5936
Order Date: 2015-02-12
User: Judy Hunter
Phone: 810-496-2500

Ship Location: Fenton CMC/Attn: Judy Hunter
2420 Owen Road
Fenton, MI 48430

Forms

Quantity: 100
Paragon Dept No: 64000
Dept Name: Fenton CMC
Company Number: 810

Order Total Price: 25.20

Item Number: M-142
Item Description: Travel / Conference Request
Revision Date: 9/2013
Print: 1 sided black and white
Paper: 4 Part (White, Yellow, Pink, Gold)
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info: Select the paper type your department needs, 3, 4 or 5 Part



HEALTH CARE
TRAVEL/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(s) to attend: _____

5. Purpose and anticipated benefit to McLaren: _____

6. Estimated Cost: -

All Travel Arrangements, including air and ground transportation and hotel accommodations, must be made through Conlin 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: _____

7. Are any of the costs being paid by an outside organization? _____

8. Remarks: _____

APPROVED BY: _____ DATE: _____

(Department Director to Approve: Self)
(Area President to Approve: Department Director)
(Corporate CEO to Approve: Corporate Executive)

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