

**McLaren Print System Order**

**Order No: 9029**  
**Order Date: 2015-02-13**  
**User: Michele Smalley**  
**Phone: 342-5190**

**Ship Location: 9 South PCU**  
**401 S Ballenger HWY**  
**Flint, Mi 48532**

**Forms**

**Quantity: 100**  
**Paragon Dept No: 20410**  
**Dept Name: 9 South PCU**  
**Company Number: 60**

**Order Total Price: 0.00**

**Item Number: M-142**  
**Item Description: Travel / Conference Request**  
**Revision Date: 9/2013**  
**Print: 1 sided black and white**  
**Paper: 20# White Text**  
**Size: 8.5 x 11**  
**Fold:**  
**Finish:**  
**Drill: None**  
**Misc Info: Please select the paper stock. This form should be printed on either 3 part or 5 part.**



**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: Staff)  
(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.