

**APPLICATION TO THE BOARD OF COUNTY COMMISSIONERS OF MEDINA COUNTY, OHIO
FOR APPROPRIATION TO ATTEND MEETING, CONFERENCE, SEMINAR**

Date:

Fund Number(s)	Amount:
Fund Number(s)	Amount:
Fund Number(s)	Amount:

The undersigned respectfully makes application for a total appropriation of \$ _____ Dollars,

The probable cost to said County of the actual and necessary expenses in attendance at the:

(name of meeting/conference/seminar) _____

located at _____

on the date(s) of _____

The attendance of the undersigned at the aforesaid meeting/conference/seminar is necessary for the following reason:

The following employee(s) are authorized to attend the above stated meeting:

If applicable, _____ has been designated as an alternate by the elected official or department head and is authorized to attend **out of state training** on behalf of the elected official. Requirement or need for travel must be documented and attached to this application.

COMMISSIONERS APPROVAL

Respectfully submitted,

Resolution No:

Date:

Journal:

Page:

Department Head Signature

Typed Name and Title of Department Head