

Brookings County

Travel / Education Request Form

Name(s): Jacob Brehmer, Reid Squires

Department: Equalization

Position(s): Director, Deputy

Date(s)	Beginning Odometer	Ending Odometer	Destination
January 15, 2020			Howard, SD

Reason for Travel:

District 5 quarterly meeting

Passengers:

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto

_____ Miles @ \$ _____ /per mile = \$ 0.00

- Meals: _____ Breakfast(s) @ \$ _____ = \$ 0.00

_____ 2 Lunch(s) @ \$ 14.00 = \$ 28.00

_____ Dinner(s) @ \$ _____ = \$ 0.00

- Additional Expenses (taxi, parking, etc.):

Please list: _____ = \$ _____

- Lodging (Estimated number of nights): _____ = \$ _____

- Registration (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 28.00

Department Head designated mileage rate: \$ _____ /per mile

Jacob Brehmer Digitally signed by Jacob Brehmer
DN: cn=Jacob Brehmer, o=Brookings County,
ou=Equalization, email=jacob@brookingscounty.gov
Reason: I am the author of this document
Date: 2019.04.08 15:03 -0500

1/2/2020

Department Head Signature

Date