

Village of Lake Hallie
AUTHORIZATION FORM

Date of Meeting: _____ **Time:** _____

Check One: Regular Meeting _____ Other _____

Board/Commission Meeting Title: _____

Present:

Signature	Mileage (Travel Outside of Village)

Other Committee or Supervisors present:

Signature	Mileage (Travel Outside of Village)

Travel Expenses:

Date	Breakfast	Lunch	Dinner	Mileage	Hotel	Misc.

*Put the dollar amount in the correct category

Signed: _____
Board/Commission Chair

PLEASE NOTE:

1. The Per Diem Form must be completed in its entirety.
2. Please attach agenda or meeting notice, if other than a regularly scheduled committee/board meeting.
3. If claiming lunch or other expenses, please attach receipts.
4. Please submit per diem to the Village Clerk for payment.