



# Request for Travel Support

Please complete the following and return to WESTAR for approval:

Name:

Title:

Agency:

Address:

Phone:

Request for WESTAR travel support for the following:

**Name of Meeting:**

**Location:**

**Dates of Travel:**

**Purpose of meeting:**

Is this an "Ad Hoc" request?:  Yes.  No

**Estimated Cost:**      Air fare – \$  
                                    Hotel – \$  
                                    Transportation - \$  
                                    Meal Per Diem – \$  
                                    Total Cost-\$

Registration fee required? Yes   No

Agency Travel Approval Signature:

WESTAR Travel Approval Signature: \_\_\_\_\_

All travel costs comply with the WESTAR travel policy. All attendees are responsible for making hotel reservations prior to the cut-off date and travel arrangements with a minimum 14-day advance. Attendee registration forms must be sent to WESTAR to attend WESTAR sponsored training courses.

**Email Jackie Gadret at [jgadret@westar.org](mailto:jgadret@westar.org) completed request form.**