

McLaren Print System Order

Order No: 18804 Reprint Previous Order No: 10577
Order Date: 2016-05-03
User: Kathy Brockmiller
Phone: 517-975-3804

Ship Location: McLaren Greater Lansing Holt Family Practice
4378 W. Holt Road
Holt, MI 48842

Forms

Quantity: 100
Paragon Dept No: 67350
Dept Name: MGL Holt Family Practice
Company Number: 810

Order Total Price: 33.45

Item Number: M-142-C
Item Description: Travel / Conference Request (5 PART FORM) (If you are MMG - order this form)
Revision Date: 7/2012
Print: 1 sided black and white
Paper: 5 Part (White, Green, Yellow, Pink, Gold)
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info: MMG users must order this 5 part form. Other subsidiary departments are/do welcome to use this form as well.



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. Estimated Cost -
All Travel Arrangements, including air and ground transportation and hotel accommodations, must be made through Condo 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 _____

6. Remarks _____

Upon approval this form should be sent to Accounting at least 14 days prior to conference.

APPROVED BY: _____ DATE: _____
(Department Director to Approve Staff)
(This Form is to Approve Department Director)

4 PART FORM
WHITE - ACCOUNTS PAYABLE
GREEN - FINANCE SERVICES
YELLOW - BUSINESS
PINK - DIRECTOR
GOLD - EMPLOYEE