

McLaren Print System Order

Order No: 47480
Order Date: 2019-08-05
User: Charlene Hammond
Phone: 1Central

Ship Location: McLaren Flint- 1Central Quality Management-ATTN: Charlene Hammond
401 S. Ballenger Hwy.
Flint, Michigan, 48532

Forms
Quantity: 100
Paragon Dept No: 91650
Dept Name: Quality Management
Company Number: 60

Order Total Price: 26.40

Item Number: M-142-B
Item Description: Travel / Conference Request (4 PART FORM)
Revision Date: 7/2012
Print: 1 sided black and white
Paper: 4 Part (White, Yellow, Pink, Gold)
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info:



McLaren
HEALTH CARE
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 _____

Spec Info: CANCEL PREVIOUS 1 PAGE FORM ORDER 47478 - REPLACE WITH THIS ORDER - PLEASE AND THANK YOU.

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

APPROVED BY: _____ DATE: _____
(Department Director to Approve Staff)
(Site President to Approve Department Director)

4 Page Form
Form # 1001-100
Form # 1001-100
Form # 1001-100