

McLaren Print System Order

Order No: 7960
Order Date: 2015-01-05
User: Danielle Sowers
Phone: 586-791-7630

Ship Location: McLaren Family Medicine/Danielle Sowers
35103 Silvano Drive
Clinton Township, MI 48035

Forms

Quantity: 100
Paragon Dept No: 71000
Dept Name: McLaren Family Medicine/Silvan
Company Number: 810

Order Total Price: 0.00

Item Number: M-142
Item Description: Travel / Conference Request
Revision Date: 9/2013
Print: 1 sided black and white
Paper: 20# White Text
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info: Select the paper type your department needs, 3, 4 or 5 Part



TRAVEL/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. Purpose and anticipated benefit to McLaren: _____

6. Estimated Cost: -

All Travel Arrangements, including air and ground transportation and hotel accommodations, must be made through Conlin 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: _____

7. Are any of the costs being paid by an outside organization? _____

8. Remarks: _____

APPROVED BY: _____ DATE: _____

(Department Director to Approve Staff)
(Area President to Approve Department Director)
(Corporate CEO to Approve Corporate Executives)

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