

McLaren Print System Order

Order No: 79453 Reprint Previous Order No: 5936
Order Date: 2023-09-18
User: Jessica Pickett
Phone: 8103424400

Ship Location: McLaren Flint Administration 6 North
401 S. Ballenger Hwy.
Flint, Mi. 48532,

Forms

Quantity: 100
Paragon Dept No: 1000
Dept Name: Administration
Company Number: 60

Order Total Price: 18.95

Item Number: M-142
Item Description: Travel / Conference Request (3 PART FORM)
Revision Date: 7/2012
Print: 1 sided black and white
Paper: 3 Part (White, Yellow, Pink)
Size: 8.5 x 11
Fold:
Finish:
Drill: None
Misc Info:



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 to attend _____

5. Estimated Cost -
All travel arrangements, including air and ground transportation and hotel accommodations, must be made through Condit 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)
(Site President to Approve Department Director)

84001 FORM
8/01/12
1000000
FORM
8/10/12