

DOCKETED

| | |
|-------------------------|------------------------------|
| Docket Number: | 00-OIR-01 |
| Project Title: | Test OIR |
| TN #: | 205178 |
| Document Title: | Application |
| Description: | N/A |
| Filer: | Muoi-Lynn Tran |
| Organization: | California Energy Commission |
| Submitter Role: | Commission Staff |
| Submission Date: | 6/26/2015 5:06:51 PM |
| Docketed Date: | 6/26/2015 |



TRAVEL EXEMPTION – CONFERENCE ATTENDANCE

All staff travel to participate in conferences requires Executive Office approval. In addition, travel to conferences will only be considered for staff with speaking obligations or panel participation. Please submit this form for approval to the Executive Office at least 15 days prior to traveling and before staff has agreed to speak.

Please complete this document and retain a signed copy. A certification will be required for each travel expense claim.

Employee: _____

Name of Conference: _____

Location of Travel: _____

Date(s) of Travel: _____

Estimated Travel Cost: _____

Justification *(Brief description of why the conference is critical.)*

CERTIFICATION:

I certify that this travel request is in compliance with the Energy Commission's Travel Policy and is mission critical.

Deputy Director/Small Office Director

Date

Drew Bohan – Chief Deputy Director

Date