

Policy 407R2

1026 North Adams Street
Carroll, Iowa 51401
(712) 792 - 8001

Date and Brief Description/Nature of Approved Trip	
12/15/2023	Approved for a business trip to New York City for a conference on December 16-17, 2023. The trip is for a professional development opportunity and is expected to result in a presentation at the conference.
12/18/2023	Approved for a business trip to Los Angeles for a client meeting on December 19, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/20/2023	Approved for a business trip to San Francisco for a client meeting on December 21, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/22/2023	Approved for a business trip to Chicago for a client meeting on December 23, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/24/2023	Approved for a business trip to Dallas for a client meeting on December 25, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/26/2023	Approved for a business trip to Houston for a client meeting on December 27, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/28/2023	Approved for a business trip to Phoenix for a client meeting on December 29, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/29/2023	Approved for a business trip to San Diego for a client meeting on December 30, 2023. The trip is for a client meeting and is expected to result in a new contract.
12/30/2023	Approved for a business trip to Austin for a client meeting on January 1, 2024. The trip is for a client meeting and is expected to result in a new contract.
12/31/2023	Approved for a business trip to Denver for a client meeting on January 2, 2024. The trip is for a client meeting and is expected to result in a new contract.

Department name

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[illegible]

Grand Total

Date _____

Administrator Approval: