



PINAL COUNTY
wide open opportunity

PINAL COUNTY TRAVEL AUTHORIZATION FORM

<i>Employee Name</i>	<i>Department</i>

PURPOSE AND DESTINATION OF TRAVEL:

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DATES OF TRAVEL:

<i>From</i>	<i>To</i>

ESTIMATED COSTS:

<i>Registration fees payable to</i>		
<i>Airfare</i>		
<i>Hotel/Motel payable to:</i>		
<i>Per Diem</i>		
<i>Mileage</i>		
<i>Other costs (please list):</i>		
Total (If total costs equal or exceed \$1,000, please sign the following Service Commitment)		\$ 0.00
<i>Department Head/Appointing Authority Signature</i>		<i>Date</i>

I, the undersigned employee, understand that if I voluntarily choose to separate from Pinal County employment within one year from the conclusion of any training event that costs the County \$1000.00 or more (minus wages, but inclusive of expenses incurred from travel, per diem, lodging, auto rental, attendance and material fees); that I will repay the County in accordance with the schedule listed below. This amount will be withheld from my final paycheck. I further understand that this agreement is a mechanism to enable Pinal County to benefit from training paid for in part or in whole with County funds, and does not constitute any type of employment contract.

Date of Separation

Percentage Withheld

Up to 90 days following conclusion	100%
91 to 180 days following conclusion	50%
181 to 365 days following conclusion	25%

<i>Employee Signature</i>	<i>Date</i>