

# BBL1

circle one

**PRE**

Fill in with anticipated usage when requesting. Must be turned in to President's Asst. Tammy Voigt: [tvoigt@msea.org](mailto:tvoigt@msea.org)

**POST**

Fill in ACTUAL usage, Must be turned in at end of meeting to Accounting

MEETING DATE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Committee  
Caucus/ Department

\_\_\_\_\_

Chair

Location

\_\_\_\_\_

Reason for meeting

\_\_\_\_\_

member name	date	Dept	Travel time	meeting time	Travel home	total hours	request number
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notes

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