John Doe [Date]

ABC Engineering, Inc.

100 Hwy 98

Destin, Florida 78234

**Ref:** Request to Use MDOT Project Funds to Attend 20xx TRB Annual Meeting

Dear Ms. or Mr. (name of current State Research Engineer)

ABC Engineering, Inc. requests your approval to use Mississippi Department of Transportation (MDOT) funds from State Study (SS) Number XXX to travel to Washington DC and attend the Xnd annual meeting of the Transportation Research Board (TRB). The purpose for this travel is to present research results for SS Number XXX. Dates of travel would be January 21 to 26, 2021. This request will not change the total cost of the project. The following is a summary of the anticipated costs:

Item Estimated Cost

Registration $ 380.00

Lodging $ 1,047.70

Airfare $ 521.13

Meals $ 276.00

Personal Vehicle Mileage to Airport $ 15.30

Baggage Fees $ 50.00

Airport Parking $ 60.00

**Total for all items $ 2,350.13**

Notes:

* Registration for the meeting is $380.
* Lodging costs were calculated at 5 nights at $183/night with 14.5% tax as per a hotel reservation.
* Airfare cost was booked at $521.13.
* Meals were calculated at a rate of $46.00 per day of travel for Washington DC per the Mississippi Department of Finance and Administration Travel Manual
* Vehicle mileage was calculated at $0.51/mile.

Sincerely,

[Signature of Requester]

***MDOT APPROVAL:***

Name

State Research Engineer

Mississippi Department of Transportation