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| **Travel to Sacramento or Washington, D.C. for the week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| Email to: [legislativeaffairs@ceo.lacounty.gov](mailto:legislativeaffairs@ceo.lacounty.gov)  CEO Legislative Affairs &  Intergovernmental Relations  Phone: (213) 974-1100 | | | Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  County Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Date(s) of Travel** | | **Employee Name** | | **Destination** | **Purpose of Travel1**  **(Meetings and Name of Legislators2)** |
| **From** | **To** |
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*Notes: 1. Travel form should be submitted only when travel is due to legislative or advocacy purposes.*

*2. If meeting with legislators, or members of the Administration, provide the meeting list and topics to the analyst appointed to your department.*