Public Employees' Retirement Board

Travel Authorization

Name: Michelle Pardis

Position: Project Facilitation Specialist

Purpose: Project Support

Note: Shelly will be relocating to Phoenix, AZ during Jan-Mar 2016 and will be working offsite but returning to Helena during key project phases.

Itinerary: Phoenix to Helena Jan 25
Helena to Phoenix Feb 5
Phoenix to Helena Feb 15
Helena to Phoenix Feb 26

Estimated Costs:

Transportation	$650
	$650

Supervisor Approval

Employee's Signature Date

Supervisor's Signature Date

Board Approval for out-of-state travel

Board President's Signature

Date