ATTACHMENT II

Travel to Sacramento or Washington, D.C. for the week of: _____	
Email to: 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 Travel[1] (Meetings and Name of Legislators[2])
From	To			

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.*