



Regional Center _____

Payroll and Travel Review Form

Payroll

All dates and leave forms have been checked and are correct.

Documents submitted and attached.

Payroll is now ready to be approved.

Chairperson Signature

Date

In-County Travel

All dates and figures have been checked and are correct.

Documents submitted and attached.

Travel is now ready to be approved.

Chairperson Signature

Date

Out of County Travel

All dates and figures have been checked and are correct.

Documents submitted and attached.

Travel is now ready to be approved.

Chairperson Signature

Date