

**COLORADO DEPARTMENT OF TRANSPORTATION**  
**OFFICIAL FUNCTIONS COMMITMENT REQUEST**

All expenses must be approved DF-CF to the expenditure or holding of an event. Expenses estimated to cost under \$100 must be approved by the Executive Director or his/her designee. Expenses estimated to cost over \$100 must be approved by the Executive Director or his/her designee and the Department Director or his/her designee.

Division, Branch or Region		
Function type (group luncheon, reception etc.)	Cost Center	Function date
Function purpose	Agency code	Direct costs
	HAA	Function \$
	Internal Order #	Related costs
		Travel \$
	G/L # 4418000010	Per Diem/Subsistence \$
		Registration fee \$
		Other \$
	<b>TOTAL COST</b>	\$
Function location		# of persons attending
Person certifying funds availability signature	Title	Date
Appointing Authority Approval	Title	Date
Executive Director or Authorized designee	Title	Date

**STATE EMPLOYEES ATTENDING THE OFFICIAL FUNCTION**

<b>NAME</b>	Position title

**VISITING GUESTS OR DIGNITARIES ATTENDING THE OFFICIAL FUNCTION**

<b>NAME</b>	Affiliation