



## TRADE SHOW – RECRUITING ASSISTANCE FORM

### APPLICANT INFORMATION

NAME \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_

TRIP LOCATION \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

### TRADE SHOW OR RECRUITING ASSISTANCE NARRATIVE

Please describe the details and purpose of your trip or need for recruiting assistance. Use additional pages and attachments as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EXPENSES (Please attach copies of invoices.)

Lodging Costs \$ \_\_\_\_\_

Food/Beverages \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Taxi \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date

**Please send completed form and copies of receipts to:**

Kenergy  
Attention: Todd Blackburn or David Hamilton  
P O Box 18, Henderson KY 42419-0018