

CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one):

REQUEST FOR TRAVEL ADVANCE or PER DIEM

CLAIM FOR REIMBURSEMENT

NAME Teresa Barth	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 10/7/2013
POSITION Mayor	PURPOSE OF TRIP 2013 LCC Annual Conf. in Sacramento	AUTHORIZED BY - DATE

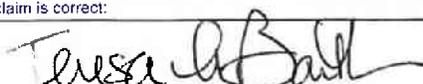
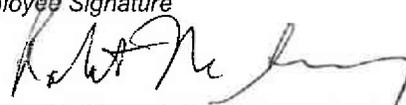
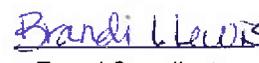
METHOD OF TRANSPORTATION AIR	DEPARTED FROM			ARRIVED AT		
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
Southwest Airlines	San Diego	9/18/13	8:15 a.m.	Sacramento	9/18/13	9:45 a.m.
Southwest Airlines	Sacramento	9/20/13	5:20 p.m.	San Diego	9/20/13	6:45 p.m.

EXPENDITURES

DESCRIPTION	DATE →	Pre-Trip	Sept. 18	Sept. 19	Sept. 20				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER				\$20.19					\$20.19
PER DIEM (M & IE)									\$0.00
LODGING			\$183.00	\$183.00					\$366.00
MAJOR TRANSPORTATION		\$206.80							\$206.80
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$475.00							\$475.00
MISC. (EXPLAIN)									\$0.00
									\$1,067.99
TOTAL		\$681.80	\$183.00	\$203.19	\$0.00	\$0.00	\$0.00	\$0.00	\$1,067.99

EXPLANATION OF ITEMS:

Teresa Barth attendance at League of California Cities (LCC) Annual Conference in Sacramento, Sept. 18-20, 2013. Purchases include round trip airfare, event registration, hotel accommodations and one meal. Teresa elected not to claim any additional mileage or incidental expenses. (Note: Airfare purchased by G.Zenns card #1088. All other purchases T.Barth Cal Card #9492)

The undersigned, under penalty of perjury, states that the above claim is correct:  Employee Signature  Approval of Department Director/Date	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES	\$1,067.99
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD		
LAST 4 OF CARD #: 9492		
Highlight those expenses paid by credit card		\$1,067.99
TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER		\$0.00
ACCOUNT NUMBER - PROJECT NUMBER		Amount per account
10110300 456.1		\$1,067.99
ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS		
Approval of City Manager/Date (required only for out of state travel)  Finance Approval Travel Coordinator		

CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one): REQUEST FOR TRAVEL ADVANCE or PER DIEM CLAIM FOR REIMBURSEMENT

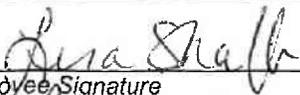
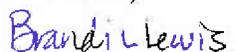
NAME Lisa Shaffer	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 10/7/2013
POSITION Deputy Mayor	PURPOSE OF TRIP 2013 LCC Annual Conf. in Sacramento	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest Airlines	San Diego	9/18/13	8:15 a.m.	Sacramento	9/18/13	9:45 a.m.
Southwest Airlines	Sacramento	9/21/13	6:30 p.m.	San Diego	9/21/13	7:55 p.m.

EXPENDITURES

DESCRIPTION	DATE →	Pre-Trip	Sept. 18	Sept. 19	Sept. 20	Sept. 21			TOTAL
BREAKFAST			\$4.50		\$7.35				\$11.85
LUNCH			\$12.83	\$21.45					\$34.28
DINNER				\$22.53					\$22.53
PER DIEM (M & IE)									\$0.00
LODGING			\$183.00	\$183.00					\$366.00
MAJOR TRANSPORTATION		\$173.80							\$173.80
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.					\$20.00	\$90.00			\$110.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$475.00							\$475.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$648.80	\$200.33	\$226.98	\$27.35	\$90.00	\$0.00	\$0.00	\$1,193.46

EXPLANATION OF ITEMS:
 Lisa Shaffer attendance at League of California Cities (LCC) Annual Conference in Sacramento, Sept. 18-20, 2013. Purchases include round trip airfare, event registration, hotel accommodations, meals and taxi fare. (Note: Airfare purchased by G.Zenns Calcard #1088. Registration on B. Lewis Calcard #8366. All other purchases L. Shaffer Calcard #8961)

The undersigned, under penalty of perjury, states that the above claim is correct:  Employee Signature	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES	\$1,193.46
Approval of Department Director/Date  Approval of City Manager/Date (required only for out of state travel)  Finance Approval Travel Coordinator	CASH ADVANCE OR PER DIEM RECEIVED PAID IN ADVANCE OF EVENT (other than credit card) PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: 8961 Highlight those expenses paid by credit card	\$1,161.61
	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$31.85
	ACCOUNT NUMBER - PROJECT NUMBER 10110300 456.1	Amount per account \$1,193.46
	ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	

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CLAIM FOR REIMBURSEMENT

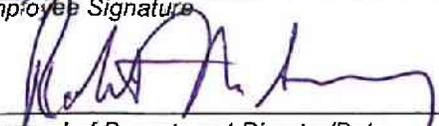
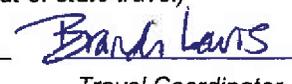
NAME Mark Muir	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 1/16/2013
POSITION City Council Member	PURPOSE OF TRIP LCC New CC Member Academy	AUTHORIZED BY - DATE 2/5/2013

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
SOUTHWEST	SAN DIEGO	1/16/13	7:25 AM	SACRAMENTO	1/16/13	9:05 AM
SOUTHWEST	SACRAMENTO	1/17/13	8:45 PM	SAN DIEGO	1/17/13	10:05 PM

EXPENDITURES

DESCRIPTION	DATE →	PRE-TRIP	1/16/2013	1/17/2013	1/18/2013				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING			\$189.90						\$189.90
MAJOR TRANSPORTATION		\$354.70							\$354.70
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$550.00							\$550.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$904.70	\$189.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,094.60

EXPLANATION OF ITEMS: League of CA Cities, New Council Member Academy in Sacramento, Jan. 16-18, 2013. Travel expenses include roundtrip airfare, hotel, and event registration (Note-Taxi/Shuttle from airport for Council Members Lisa Shaffer, Mark Muir and Tony Kranz was paid by L.Shaffer). No other mileage or meals were claimed.

<p>The undersigned, under penalty of perjury, states that the above claim is correct:</p>  <p>Employee Signature</p>	<p>REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM</p> <p>Please submit 2 weeks in advance of event</p>	<p>AMOUNT</p>
	<p>ACTUAL EXPENDITURES</p> <p>CASH ADVANCE OR PER DIEM RECEIVED</p> <p>PAID IN ADVANCE OF EVENT (other than credit card)</p> <p>PAID VIA CITY CREDIT CARD</p> <p>LAST 4 OF CARD #: 8366</p> <p>Highlight those expenses paid by credit card</p>	<p>\$1,094.60</p> <p>\$0.00</p> <p>\$0.00</p> <p>\$1,094.60</p>
<p>Approval of Department Director/Date</p> 	<p>TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER</p> <p>ACCOUNT NUMBER - PROJECT NUMBER</p>	<p>\$0.00</p> <p>Amount per account</p>
<p>Approval of City Manager/Date (required only for out of state travel)</p> 	<p>101-103-00 456.1</p> <p>ACCOUNT NUMBER KEY</p> <p>60-00 = TRAVEL & MEETINGS</p>	<p>\$1,094.60</p>
<p>Finance Approval</p> <p>Travel Coordinator</p>		

CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

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NAME Lisa Shaffer	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 1/16/2013
POSITION City Council Member	PURPOSE OF TRIP LCC New CC Member Academy	AUTHORIZED BY - DATE 2/5/2013

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
SOUTHWEST	SAN DIEGO	1/16/13	7:25 AM	SACRAMENTO	1/16/13	9:05 AM
SOUTHWEST	SACRAMENTO	1/20/13	4:30 PM	SAN DIEGO	1/20/13	5:55 PM

EXPENDITURES

DESCRIPTION	DATE →	PRE-TRIP	1/16/2013	1/17/2013	1/18/2013				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING			\$189.90	\$189.90					\$379.80
MAJOR TRANSPORTATION	\$216.60								\$216.60
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.			\$40.00		\$10.00				\$50.00
TELEPHONE									\$0.00
REGISTRATION FEE	\$550.00								\$550.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$766.60	\$229.90	\$189.90	\$10.00	\$0.00	\$0.00	\$0.00	\$1,196.40

EXPLANATION OF ITEMS: League of CA Cities, New Council Member Academy in Sacramento, Jan. 16-18, 2013. Travel expenses include roundtrip airfare, hotel, event registration and Taxi/Shuttle from airport for Council Members Lisa Shaffer, Mark Muir and Tony Kranz (paid by L. Shaffer). No other mileage or meals were claimed. Return date delayed for personal travel. (Return airfare was less expensive.) All personal travel expenses paid separately by L. Shaffer.

The undersigned, under penalty of perjury, states that the above claim is correct: <i>Lisa Shaffer</i> Employee Signature	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES CASH ADVANCE OR PER DIEM RECEIVED PAID IN ADVANCE OF EVENT (other than credit card) PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: 8366 Highlight those expenses paid by credit card	\$1,196.40 \$0.00 \$0.00 \$1,146.40
Approval of Department Director/Date <i>P. Phillips</i>	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER ACCOUNT NUMBER - PROJECT NUMBER	\$50.00 Amount per account
Approval of City Manager/Date (required only for out of state travel) <i>Brandi Lewis</i> Finance Approval Travel Coordinator	101-103-00 456.1 ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	\$1,196.40

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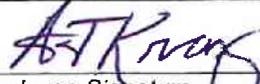
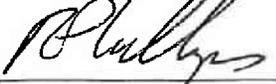
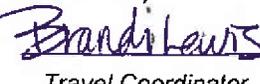
NAME Tony Kranz	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 1/16/2013
POSITION City Council Member	PURPOSE OF TRIP LCC New CC Member Academy	AUTHORIZED BY - DATE 2/5/2013

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
SOUTHWEST	SAN DIEGO	1/16/13	7:25 AM	SACRAMENTO	1/16/13	9:05 AM
SOUTHWEST	SAN FRANCISCO	1/20/13	1:20 PM	SAN DIEGO	1/20/13	2:50 PM

EXPENDITURES

DESCRIPTION	DATE →	PRE-TRIP	1/16/2013	1/17/2013	1/18/2013				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING			\$189.90	\$189.90					\$379.80
MAJOR TRANSPORTATION		\$200.60							\$200.60
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$550.00							\$550.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$750.60	\$189.90	\$189.90	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.40

EXPLANATION OF ITEMS: League of CA Cities, New Council Member Academy in Sacramento, Jan. 16-18, 2013. Travel expenses include roundtrip airfare, hotel, and event registration. (Note-Taxi/Shuttle from airport for Council Members Lisa Shaffer, Mark Muir and Tony Kranz paid by L.Shaffer). No other mileage or meals were claimed. Return city and delayed date for personal travel. (Return airfare was less expensive.) All personal travel expenses paid separately by

The undersigned, under penalty of perjury, states that the above claim is correct.  Employee Signature	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES CASH ADVANCE OR PER DIEM RECEIVED PAID IN ADVANCE OF EVENT (other than credit card) PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: 8366 Highlight those expenses paid by credit card	\$1,130.40 \$0.00 \$0.00 \$1,130.40
Approval of Department Director/Date 	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$0.00
Approval of City Manager/Date (required only for out of state travel)  Finance Approval Travel Coordinator	ACCOUNT NUMBER - PROJECT NUMBER 101-103-00 456.1 ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	Amount per account \$1,130.40