

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

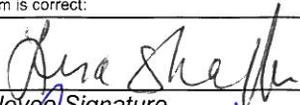
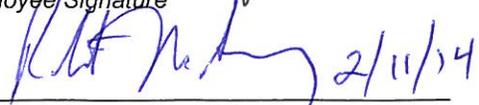
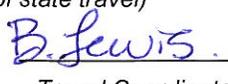
NAME Lisa Shaffer	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 2/7/2014
POSITION Council Member	PURPOSE OF TRIP LCC Policy Committee - Sacramento	AUTHORIZED BY - DATE

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	1/23/14	6:20 a.m.	Sacramento	1/23/14	8:05 a.m.
Southwest Airlines	Sacramento	1/23/14	6:00 p.m.	San Diego	1/23/14	7:25 p.m.

EXPENDITURES

DESCRIPTION	DATE →	Pre-Trip	1/23/2014						TOTAL
BREAKFAST			\$2.54						\$2.54
LUNCH - SNACKS			\$3.51						\$3.51
DINNER			\$7.77						\$7.77
PER DIEM (M & IE)									\$0.00
LODGING									\$0.00
MAJOR TRANSPORTATION		\$391.00							\$391.00
CAR RENTAL									\$0.00
MILEAGE			\$30.07						\$30.07
PARKING			\$28.00						\$28.00
TAXI, SHUTTLE, ETC.			\$15.00						\$15.00
TELEPHONE									\$0.00
REGISTRATION FEE									\$0.00
MISC. (EXPLAIN)									\$0.00
\$477.89									
TOTAL		\$391.00	\$86.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477.89

EXPLANATION OF ITEMS:
 Lisa Shaffer attendance at League of California Cities (LCC) Environmental Policy Committee meeting in Sacramento, January 23, 2014. Purchases include round trip airfare, mileage, meals and taxi.

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	\$477.89
Approval of Department Director/Date  2/11/14	CASH ADVANCE OR PER DIEM RECEIVED	
	PAID IN ADVANCE OF EVENT (other than credit card)	
Approval of City Manager/Date (required only for out of state travel) 	PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: 8961	\$430.28
	Highlight those expenses paid by credit card	
Finance Approval Travel Coordinator	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$47.61
	ACCOUNT NUMBER - PROJECT NUMBER 10110300 456.1	\$477.89
ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS		