

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 Catherine Blakespear	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 6/23/2016
POSITION COUNCIL MEMBER	PURPOSE OF TRIP LEGISLATIVE HEARING	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION <small>AIR</small>	DEPARTED FROM			ARRIVED AT		
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
Southwest Air	San Diego	6/21/16	6:10 A.M.	Sacramento	6/21/16	8:10 A.M.
Southwest Air	Sacramento	6/21/16	6:30 PM	San Diego	6/21/16	8:30 PM

EXPENDITURES

DESCRIPTION	DATE →	Pre-event	6/21/2016						TOTAL
BREAKFAST			\$14.58						\$14.58
LUNCH			\$6.57						\$6.57
DINNER			\$14.53						\$14.53
PER DIEM (M & IE)									\$0.00
LODGING									\$0.00
MAJOR TRANSPORTATION		\$567.96							\$567.96
MAJOR TRANSPORTATION									\$0.00
CAR RENTAL									\$0.00
MILEAGE			\$28.78						\$28.78
PARKING			\$30.00						\$30.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE									\$0.00
MISC. (EXPLAIN)									\$0.00
									\$662.42
TOTAL		\$567.96	\$94.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$662.42

EXPLANATION OF ITEMS:
 Travel to Sacramento, CA for Legislative hearing on housing. June 21, 2016. Travel up and back on same day, no lodging. Reimbursement for all meals and round trip mileage.

The undersigned, under penalty of perjury, states that the above claim is correct. _____ <i>Employee Signature</i>	REQUEST FOR <input type="checkbox"/> ADVANCE or <input checked="" type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES	\$662.42
_____ <i>Approval of Department Director/Date</i>	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	\$567.96
_____ <i>Approval of City Manager/Date</i> (required only for out of state travel)	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$94.46
	ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
_____ <i>Finance Approval</i> <i>Travel Coordinator</i>	Project: 101-103-00 456.1 TRAVMLG	
	ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	

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 Kristin Gaspar	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 10/17/2016
POSITION MAYOR	PURPOSE OF TRIP LCC- ANNUAL CONFERENCE	AUTHORIZED BY - DATE OCT. 5-7, 2016

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Personal Auto	Encinitas, CA	10/6/16	Early AM	Long Beach, CA	10/6/16	AM
Personal Auto	Long Beach, CA	10/7/16	Afternoon	Encinitas, CA	10/7/16	PM

EXPENDITURES

DESCRIPTION	DATE →	Pre-event	10/6/2016	10/7/2016					TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING			\$229.83						\$229.83
MAJOR TRANSPORTATION				\$89.10					\$89.10
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$525.00							\$525.00
MISC. (EXPLAIN)									\$0.00
									\$843.93
TOTAL		\$525.00	\$229.83	\$89.10	\$0.00	\$0.00	\$0.00	\$0.00	\$843.93

EXPLANATION OF ITEMS:

League of Calif. Cities (LCC) Annual Conference, Long Beach, CA Oct. 5-7, 2016. Event registration and hotel paid via City Cal Card. Reimbursement for Roundtrip Mileage from Encinitas to Long Beach. No other expenses, meals or incidentals claimed for this trip.

The undersigned, under penalty of perjury, states that the above claim is correct:

[Signature]
Employee Signature

[Signature] 10/19/16
Approval of Department Director/Date

[Signature] 10/20/16
Approval of City Manager/Date
(required only for out of state travel)

[Signature]
Finance Approval Travel Coordinator

REQUEST FOR <input type="checkbox"/> ADVANCE or <input checked="" type="checkbox"/> PER DIEM	AMOUNT
Please submit 2 weeks in advance of event	
ACTUAL EXPENDITURES	\$843.93
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	\$754.83
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$89.10
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
Project: 101-103-00 456.1	
TRAVMLG	
ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	