

**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 1/31/2015
POSITION COUNCIL MEMBER	PURPOSE OF TRIP LCC-NEW COUNCIL ACADEMY	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 Air	San Diego	1/13/15	9:00 PM	Sacramento	1/13/15	10:30 PM
Southwest Air	Sacramento	1/16/15	12:40 PM	San Diego	1/16/15	2:05 PM

**EXPENDITURES**

DESCRIPTION	DATE →	Pre-event	1/13/2015	1/14/2015	1/15/2015				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING					\$583.50				\$583.50
MAJOR TRANSPORTATION		\$255.20							\$255.20
MAJOR TRANSPORTATION									\$0.00
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
<b>TOTAL</b>		<b>\$805.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$583.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,388.70</b>

**EXPLANATION OF ITEMS:**  
 Travel to Sacramento, CA for League of Calif. Cities New Council Member's Academy Jan. 13-16, 2015. City paid for event registration, airfare and hotel. All other meals, mileage and incidentals paid by Catherine Blakespear

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 <b>Please submit 2 weeks in advance of event</b>	AMOUNT
	ACTUAL EXPENDITURES	\$1,388.70
_____ <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	\$1,388.70
_____ <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	\$0.00
	ACCOUNT NUMBER - PROJECT NUMBER Project: 101-103-00 456.1 TRAVMLG	Amount per account
_____ <i>Finance Approval</i>	_____ <i>Travel Coordinator</i>	

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

<b>NAME</b> Kristin Gaspar	<b>DEPARTMENT</b> City Council	<b>DATE OF ADVANCE REQUEST/CLAIM</b> 1/31/2015
<b>POSITION</b> COUNCIL MEMBER	<b>PURPOSE OF TRIP</b> LCC - NEW MAYORS ACADEMY	<b>AUTHORIZED BY - DATE</b>

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest Air	San Diego	1/13/15	9:00 PM	Sacramento	1/13/15	10:30 PM
Southwest Air	Sacramento	1/16/15	12:40 PM	San Diego	1/16/15	2:05 PM

**EXPENDITURES**

DESCRIPTION	DATE →	Pre-event	1/13/2015	1/14/2015	1/15/2015				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING					\$595.50				\$595.50
MAJOR TRANSPORTATION		\$255.20							\$255.20
MAJOR TRANSPORTATION									\$0.00
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
<b>TOTAL</b>		<b>\$805.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$595.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,400.70</b>

**EXPLANATION OF ITEMS:**  
 Travel to Sacramento, CA for League of Calif. Cities New Mayor's Academy Jan. 13-16, 2015. City paid for event registration, airfare and hotel. All other meals, mileage and incidentals paid by Kristin Gaspar.

The undersigned, under penalty of perjury, states that the above claim is correct:  _____ Employee Signature  _____ Approval of Department Director/Date  _____ Approval of City Manager/Date (required only for out of state travel) _____ Finance Approval <i>Brandi Lewis</i> Travel Coordinator	REQUEST FOR <input type="checkbox"/> ADVANCE or <input checked="" type="checkbox"/> PER DIEM <b>Please submit 2 weeks in advance of event</b>	AMOUNT
	ACTUAL EXPENDITURES	\$1,400.70
	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	\$1,400.76
	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$0.00
	ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
	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 Catherine Blakespear	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 4/28/2015
POSITION Council Member	PURPOSE OF TRIP LGC Ahwahnee Conf. Mar.19-22, 2015	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Personal Auto/Carpool	Encinitas	3/19/15	Early AM	Yosemite	3/19/15	Afternoon
Personal Auto/Carpool	Yosemite	3/22/15	Afternoon	Encinitas	3/22/15	Night

**EXPENDITURES**

DESCRIPTION	DATE →	Pre-Trip	3/19/2015	3/20/2015	3/21/2015	3/22/2015	Trip		TOTAL
BREAKFAST									\$0.00
LUNCH - SNACKS									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING		\$252.97				\$505.94			\$758.91
MAJOR TRANSPORTATION									\$0.00
CAR RENTAL									\$0.00
MILEAGE							\$466.09		\$466.09
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$275.00							\$275.00
MISC. (EXPLAIN)									\$0.00
									<b>\$1,500.00</b>
<b>TOTAL</b>		<b>\$527.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$505.94</b>	<b>\$466.09</b>	<b>\$0.00</b>	<b>\$1,500.00</b>

**EXPLANATION OF ITEMS:** Expenses for Catherine Blakespear attendance at Local Government Commission (LGC) Ahwahnee Conference in Yosemite, March 19-22, 2015. Claim includes event registration, hotel and roundtrip mileage (driver of carpool.) No meals or incidentals were claimed. Discretionary Funds - ODFCB - \$1,500 maximum (Note - mileage adjusted by \$1.39 to keep under \$1,500 absolute maximum.)

The undersigned, under penalty of perjury, states that the above claim is correct:  _____ <i>Employee Signature</i>  _____ <i>Approval of Department Director/Date</i>  _____ <i>Approval of City Manager/Date (required only for out of state travel)</i>  _____ <i>Finance Approval</i> <i>Travel Coordinator</i>	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM <b>Please submit 2 weeks in advance of event</b>	AMOUNT
	ACTUAL EXPENDITURES	\$1,500.00
	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    8961	
	Highlight those expenses paid by credit card	\$1,033.91
	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	<b>\$466.09</b>
	ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
	101-103-00 456.1 ODFCB	\$1,500.00
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 Lisa Shaffer	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 4/28/2015
POSITION Council Member	PURPOSE OF TRIP LGC Ahwahnee Conf. Mar.19-22, 2015	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Carpool	Encinitas	3/19/15	Early AM	Yosemite	3/19/15	Afternoon
Carpool	Yosemite	3/22/15	Afternoon	Encinitas	3/22/15	Night

**EXPENDITURES**

DESCRIPTION	DATE →	Pre-Trip	3/19/2015	3/20/2015	3/21/2015	3/22/2015	Trip		TOTAL
BREAKFAST			\$0.00	\$11.72	\$3.46	\$7.07			\$22.25
LUNCH - SNACKS			\$10.18	\$0.00	\$0.00	\$0.00			\$10.18
DINNER			\$7.02	\$10.80	\$0.00	\$10.91			\$28.73
PER DIEM (M & IE)									\$0.00
LODGING		\$227.00				\$531.91			\$758.91
MAJOR TRANSPORTATION									\$0.00
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$275.00							\$275.00
MISC. (EXPLAIN)									\$0.00
<b>TOTAL</b>									<b>\$1,095.07</b>
<b>TOTAL</b>		\$502.00	\$17.20	\$22.52	\$3.46	\$549.89	\$0.00	\$0.00	<b>\$1,095.07</b>

**EXPLANATION OF ITEMS:**  
 Expenses for Lisa Shaffer attendance at Local Government Commission (LGC) Ahwahnee Conference in Yosemite, March 19-22, 2015. Claim includes event registration, meals and hotel. No mileage or transit expenses claimed - participated in a carpool.  
 Discretionary Funds - ODFLS - \$1,500 maximum

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 <b>Please submit 2 weeks in advance of event</b>	AMOUNT
	ACTUAL EXPENDITURES	\$1,095.07
_____ Approval of Department Director/Date	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    8961 Highlight those expenses paid by credit card	\$1,095.07
	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)	ACCOUNT NUMBER - PROJECT NUMBER  101-103-00 456.1 ODFLS	Amount per account
	ACCOUNT NUMBER KEY  60-00 = TRAVEL & MEETINGS	
_____ Finance Approval	_____ Travel Coordinator	

