

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

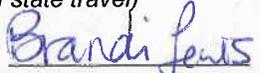
NAME Teresa Barth	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 10/10/2012
POSITION City Council Member	PURPOSE OF TRIP 2012 LCC Annual Conf. in San Diego	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT			
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
N/A - Personal Auto							

EXPENDITURES

DESCRIPTION	DATE →	Pre-Trip	Sept. 5-7						TOTAL
BREAKFAST			\$0.00						\$0.00
LUNCH			\$0.00						\$0.00
DINNER			\$0.00						\$0.00
PER DIEM (M & IE)			\$0.00						\$0.00
LODGING			\$0.00						\$0.00
MAJOR TRANSPORTATION			\$0.00						\$0.00
CAR RENTAL			\$0.00						\$0.00
MILEAGE			\$0.00						\$0.00
PARKING			\$0.00						\$0.00
TAXI, SHUTTLE, ETC.			\$0.00						\$0.00
TELEPHONE			\$0.00						\$0.00
REGISTRATION FEE		\$475.00							\$475.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00

EXPLANATION OF ITEMS:
 Teresa Barth event registration for League of California Cities (LCC) Annual Conference in San Diego, Sept. 5-7, 2012.
 Teresa elected not to claim mileage, parking, meals, or any other expenses.

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 \$475.00
	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 \$475.00	TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER \$0.00
Approval of Department Director/Date  _____ Approval of City Manager/Date (required only for out of state travel)  _____ Finance Approval Travel Coordinator	ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	

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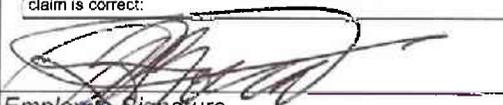
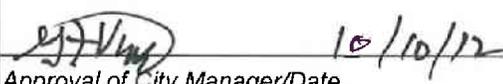
NAME James Bond	DEPARTMENT City Council	DATE OF ADVANCE REQUEST/CLAIM 10/8/2012
POSITION Council Member	PURPOSE OF TRIP LCC Annual Conference Sept. 2012	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION <small>AIR</small>	DEPARTED FROM			ARRIVED AT			
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME

EXPENDITURES

DESCRIPTION	DATE →	Pre-trip	9/5/2012	9/6/2012	9/7/2012				TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING									\$0.00
MAJOR TRANSPORTATION									\$0.00
CAR RENTAL									\$0.00
MILEAGE			\$31.64	\$31.64	\$31.64				\$94.92
PARKING			\$11.00	\$11.00	\$11.00				\$33.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE		\$475.00							\$475.00
MISC. (EXPLAIN)									\$0.00
TOTAL		\$475.00	\$42.64	\$42.64	\$42.64	\$0.00	\$0.00	\$0.00	\$602.92

EXPLANATION OF ITEMS:
 Travel expense for League of CA Cities (LCC) Annual Conference in San Diego, CA. Sept. 5-7, 2012. Includes event registration, roundtrip mileage to/from San Diego Convention Center, and daily parking expenses.

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	\$602.92 \$0.00 \$0.00 \$475.00
Approval of Department Director/Date  10/10/12 Approval of City Manager/Date (required only for out of state travel)	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER ACCOUNT NUMBER - PROJECT NUMBER 10110300 455	\$127.92 Amount per account
Finance Approval  Travel Coordinator	ACCOUNT NUMBER KEY TRAVEL & MEETINGS	

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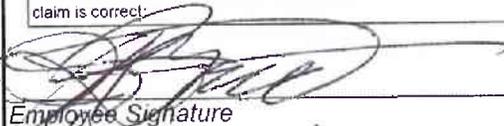
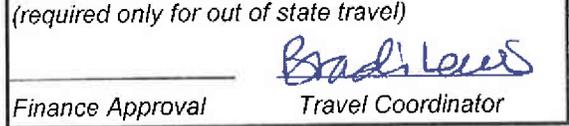
NAME James Bond	DEPARTMENT City Council	DATE OF ADVANCE 6/27/2012
POSITION Council Member	PURPOSE OF TRIP LCC Policy Committee Mtg.	AUTHORIZED BY - DATE

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, CA	6/14/12	AM	Sacramento, CA	6/14/12	AM
Southwest Airlines	Sacramento, CA	6/14/12	PM	San Diego, CA	6/14/12	PM

EXPENDITURES

DESCRIPTION	DATE	Pre-trip	6/14/2012					TOTAL
BREAKFAST								\$0.00
LUNCH								\$0.00
DINNER			\$30.00					\$30.00
PER DIEM (M & IE)								\$0.00
LODGING								\$0.00
MAJOR TRANSPORTATION		\$293.60						\$293.60
CAR RENTAL								\$0.00
MILEAGE			\$60.50					\$60.50
PARKING								\$0.00
TAXI, SHUTTLE, ETC.								\$0.00
TELEPHONE								\$0.00
REGISTRATION FEE								\$0.00
MISC. (EXPLAIN)								\$0.00
TOTAL		\$293.60	\$90.50	\$0.00	\$0.00	\$0.00	\$0.00	\$384.10

EXPLANATION OF ITEMS:
 Travel expense for League of CA Cities (LCC) Policy Committee Meeting on 06-14-12. Includes roundtrip airfare, mileage to/from airport for drop-off and pick-up (109 miles @ \$0.555/mile = \$60.50) And evening meal/dinner at airport due to unexpected flight cancellation/delay. NOTE: LCC will reimburse the city for travel expenses up to \$150.00.

The undersigned, under penalty of perjury, states that the above claim is correct:  Employee Signature  Approval of Department Director/Date: 7/2/12  Approval of City Manager/Date (required only for out of state travel): 7-2-12  Finance Approval Brad Lewis Travel Coordinator	REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM Please submit 2 weeks in advance of event	AMOUNT
	ACTUAL EXPENDITURES	\$384.10
	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	\$293.60
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$90.50	
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account	
10110300 455		
ACCOUNT NUMBER KEY TRAVEL & MEETINGS		

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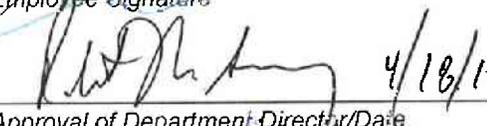
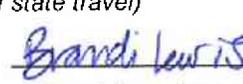
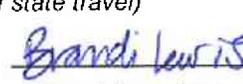
NAME James Bond	DEPARTMENT City Council	DATE OF ADVANCE 4/16/2012
POSITION Council Member	PURPOSE OF TRIP LCC Policy Committee Mtg.	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
Personal Auto	Encinitas, CA	3/29/12	AM	Ontario, CA	3/29/12	AM
Personal Auto	Ontario, CA	3/29/12	PM	Encinitas, CA	3/29/12	PM

EXPENDITURES

DESCRIPTION	DATE →	3/29/2012							TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING									\$0.00
MAJOR TRANSPORTATION									\$0.00
CAR RENTAL									\$0.00
MILEAGE		\$109.89							\$109.89
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE									\$0.00
MISC. (EXPLAIN)									\$0.00
									\$109.89
TOTAL		\$109.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.89

EXPLANATION OF ITEMS:
 Round trip mileage from Encinitas to Ontario, CA for League of CA Cities (LCC) Policy Committee Meeting on 03-29-12. 198 miles @ \$0.555/mile = \$109.89. NOTE: LCC will reimburse the city for travel expenses up to \$150.00.

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 \$109.89
	CASH ADVANCE OR PER DIEM RECEIVED PAID IN ADVANCE OF EVENT (other than credit card) PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: Highlight those expenses paid by credit card	TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER \$109.89 ACCOUNT NUMBER - PROJECT NUMBER 101-1110-411-60-00 - EXP-JB
Approval of Department Director/Date  4-19-12	ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	
Approval of City Manager/Date (required only for out of state travel) 	Finance Approval  Travel Coordinator	

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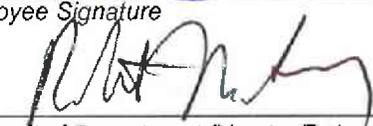
NAME Teresa Barth	DEPARTMENT City Council	DATE OF ADVANCE 2/28/2012
POSITION City Council Member	PURPOSE OF TRIP New Partners for Smarth Growth Co	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT			
	NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
N/A - Personal Auto							

EXPENDITURES

DESCRIPTION	DATE →	Pre-Trip	Feb.2-4					TOTAL
BREAKFAST			\$0.00					\$0.00
LUNCH			\$0.00					\$0.00
DINNER			\$0.00					\$0.00
PER DIEM (M & IE)			\$0.00					\$0.00
LODGING			\$0.00					\$0.00
MAJOR TRANSPORTATION			\$0.00					\$0.00
CAR RENTAL			\$0.00					\$0.00
MILEAGE			\$0.00					\$0.00
PARKING			\$0.00					\$0.00
TAXI, SHUTTLE, ETC.			\$0.00					\$0.00
TELEPHONE								\$0.00
REGISTRATION FEE		\$329.00						\$329.00
MISC. (EXPLAIN)								\$0.00
TOTAL		\$329.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$329.00

EXPLANATION OF ITEMS:
 Teresa Barth event registration cost for New Partners for Smart Growth Conference in San Diego February 2-4, 2012.
 Teresa elected not to claim mileage, parking or any other expenses.

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	\$329.00
	CASH ADVANCE OR PER DIEM RECEIVED	
	PAID IN ADVANCE OF EVENT (other than credit card)	
	PAID VIA CITY CREDIT CARD	
	LAST 4 OF CARD #: 9492	
	Highlight those expenses paid by credit card	\$329.00
	TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER	\$0.00
	ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
	101-1110-411-60-00	
	DFEXTB	
	ACCOUNT NUMBER KEY	
	60-00 = TRAVEL & MEETINGS	
Approval of Department Director/Date  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 Teresa Barth	DEPARTMENT City Council	DATE OF ADVANCE 1/30/2012
POSITION City Council Member	PURPOSE OF TRIP LCC Policy Committee 1-20-12	AUTHORIZED BY - DATE

METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
	NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
Southwest Airlines	San Diego	1/20/12	6:55 AM	Sacramento	1/20/12	8:40 AM
Southwest Airlines	Sacramento	1/20/12	6:30 PM	San Diego	1/20/12	7:55 PM

EXPENDITURES

DESCRIPTION	DATE →	Pre-trip 12-19-11						TOTAL
BREAKFAST								\$0.00
LUNCH								\$0.00
DINNER								\$0.00
PER DIEM (M & IE)								\$0.00
LODGING								\$0.00
MAJOR TRANSPORTATION		\$213.40						\$213.40
CAR RENTAL								\$0.00
MILEAGE								\$0.00
PARKING								\$0.00
TAXI, SHUTTLE, ETC.								\$0.00
TELEPHONE								\$0.00
REGISTRATION FEE								\$0.00
MISC. (EXPLAIN)								\$0.00
								\$213.40
TOTAL		\$213.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.40

EXPLANATION OF ITEMS:
 Roundtrip Airfare for Teresa Barth from San Diego to Sacramento for LCC Policy Committee Meeting on January 20, 2012. NOTE: The League will reimburse up to \$150 for travel expenses.

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

Teresa Barth
 Employee Signature

[Signature]
 Approval of Department Director/Date

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

Finance Approval Travel Coordinator

REQUEST FOR ADVANCE or PER DIEM

Please submit 2 weeks in advance of event

	AMOUNT
ACTUAL EXPENDITURES	\$213.40
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	
TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER	\$213.40
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
101-1110-411-60-00	\$213.40
EXP-TB	
ACCOUNT NUMBER KEY	
60-00 = TRAVEL & MEETINGS	

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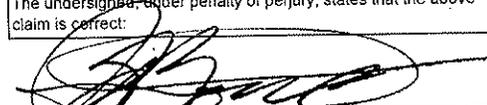
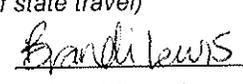
NAME James Bond	DEPARTMENT City Council	DATE OF ADVANCE 1/30/2012
POSITION City Council Member	PURPOSE OF TRIP LCC Policy Committee 1-19-12	AUTHORIZED BY - DATE

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	1/19/12	6:55 AM	Sacramento	1/19/12	8:40 AM
	Southwest Airlines	Sacramento	1/19/12	6:30 PM	San Diego	1/19/12	7:55 PM

EXPENDITURES

DESCRIPTION	DATE →	Pre-trip 12-19-11	Pre-trip 12-27-11						TOTAL
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
PER DIEM (M & IE)									\$0.00
LODGING									\$0.00
MAJOR TRANSPORTATION		\$213.40	\$20.00						\$233.40
CAR RENTAL									\$0.00
MILEAGE									\$0.00
PARKING									\$0.00
TAXI, SHUTTLE, ETC.									\$0.00
TELEPHONE									\$0.00
REGISTRATION FEE									\$0.00
MISC. (EXPLAIN)									\$0.00
									\$233.40
TOTAL		\$213.40	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$233.40

EXPLANATION OF ITEMS:
 Roundtrip Airfare for Jim Bond from San Diego to Sacramento for LCC Policy Committee Meeting on January 19, 2012. Additional \$20 for earlybird, auto check-in (\$10 each way.) NOTE: The League will reimburse up to \$150.00 for travel expenses

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	\$233.40 \$233.40
Approval of Department Director/Date  1-31-12	TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER ACCOUNT NUMBER - PROJECT NUMBER	\$233.40 Amount per account
Approval of City Manager/Date (required only for out of state travel)  Finance Approval Travel Coordinator	101-1110-411-60-00 EXP-JB ACCOUNT NUMBER KEY 60-00 = TRAVEL & MEETINGS	\$233.40