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	DEPARTMENT	DATE OF ADVANCE
Teresa Barth	City Council	1/20/2011
POSITION	PURPOSE OF TRIP	AUTHORIZED BY - DATE
COUNCIL MEMBER	LCC Policy Committee Mtg.	

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	1/20/11	6:40 AM	SACRAMENTO	1/20/11	8:20 AM
SOUTHWEST AIRLINES	SACRAMENTO	1/20/11	6:20 PM	SAN DIEGO	1/20/11	7:45 PM

EXPENDITURES

DESCRIPTION / DATE →	1/6/2011	1/20/2011						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	$210.40	$0.00						$210.40
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		$0.00						$0.00
MISC. (EXPLAIN)								$0.00
								$210.40
TOTAL	$210.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$210.40**

EXPLANATION OF ITEMS:
Roundtrip airfare to Sacramento for LCC Community Services Policy Committee meeting on Thursday, January 20, 2011. Teresa elected not to claim mileage, shuttle, parking, per diem rates or meal reimbursements. Note: League of California Cities will reimburse city for travel expenses.

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

Teresa A Barth

Employee Signature

Approval of Department Director/Date

Richard Phillips 2-3-11

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

Brandi Lewis

Finance Approval *Travel Coordinator*

REQUEST FOR ☐ ADVANCE or ☐ PER DIEM **Please submit 2 weeks in advance of event**	AMOUNT
ACTUAL EXPENDITURES	$210.40
CASH ADVANCE OR PER DIEM RECEIVED	
PAID IN ADVANCE OF EVENT (other than credit card)	
PAID VIA CITY CREDIT CARD	
LAST 4 OF CARD #: [redacted]	
Highlight those expenses paid by credit card	$210.40
TOTAL DUE ☐ TO CITY ☐ TO TRAVELER	**$0.00**
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
101-1110-411-60-00	
Project: TRAVEL	

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	DEPARTMENT	DATE OF ADVANCE
Kristin Gaspar	City Council	2/15/2011
POSITION	PURPOSE OF TRIP	AUTHORIZED BY - DATE
COUNCIL MEMBER	SANDAG Board Summit	

METHOD OF TRANSPORTATION CAR	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Personal Auto - Daily round tri	Encinitas	2/2/11	AM	Lakeside	2/2/11	PM
Personal Auto - Daily round tri	Encinitas	2/3/11	AM	Lakeside	2/3/11	PM
Personal Auto - Daily round tri	Encinitas	2/4/11	AM	Lakeside	2/4/11	PM

EXPENDITURES

DESCRIPTION / DATE →	Pre-event	2/2/2011	2/3/2011	2/4/2011				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		$0.00	$0.00	$0.00				$0.00
PARKING								$0.00
TAXI, SHUTTLE, ETC.								$0.00
TELEPHONE								$0.00
REGISTRATION FEE	$136.00							$136.00
MISC. (EXPLAIN)								$0.00
								$136.00
TOTAL	$136.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$136.00**

EXPLANATION OF ITEMS:
SANDAG Board Summit at Barona Resort in Lakeside Feb. 2-4, 2011. Kristin Gaspar is first alternate; cost for alternates to attend w/ all meals was $136.00 (discretionary funds). NOTE- Declined to claim mileage for personal auto, round trip daily to/from conference. No hotel accomodations.

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 *Travel Coordinator*

REQUEST FOR ☐ ADVANCE or ☐ PER DIEM	
Please submit 2 weeks in advance of event	AMOUNT
ACTUAL EXPENDITURES	$136.00
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	
Highlight those expenses paid by credit card	$136.00
TOTAL DUE ☐ TO CITY ☐ TO TRAVELER	**$0.00**
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
101-1110-411-60-00	
Project: DFKG11	
ACCOUNT NUMBER KEY	
60-00 = TRAVEL & MEETINGS	

G:/FORMS/Travel1

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	DEPARTMENT	DATE OF ADVANCE REQUEST/CLAIM
James Bond	City Council	3/7/2011
POSITION	**PURPOSE OF TRIP**	**AUTHORIZED BY - DATE**
Council Member	LCC DIVISION MTG. - SD/IMPIR	

METHOD OF TRANSPORTATION CAR	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrack, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Personal Auto	Encinitas	2/24/11	PM	El Centro	2/24/11	PM
Personal Auto	El Centro	2/24/11	PM	Encinitas	2/24/11	PM

EXPENDITURES

DESCRIPTION / DATE →		2/24/2011						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		$114.24						$114.24
PARKING								$0.00
TAXI, SHUTTLE, ETC.								$0.00
TELEPHONE								$0.00
REGISTRATION FEE								$0.00
MISC. (EXPLAIN)								$0.00
								$114.24
TOTAL	$0.00	$114.24	$0.00	$0.00	$0.00	$0.00	$0.00	**$114.24**

EXPLANATION OF ITEMS:
Roundtrip mileage to LCC San Diego/Imperial County Joint Division Dinner Meeting in El Centro on 2/24/11. There was no registration cost for this event. (224 miles at $0.51/mi.)

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 *Travel Coordinator*

REQUEST FOR ☐ ADVANCE or ☐ PER DIEM **Please submit 2 weeks in advance of event**	AMOUNT
ACTUAL EXPENDITURES	$114.24
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 ☐ TO CITY ☑ TO TRAVELER	**$114.24**
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
101-1110-411-63-00	114.24

ACCOUNT NUMBER KEY
60-00 = TRAVEL & MEETINGS
61-00 = TRAINING/LOCAL MEETINGS

G:/FORMS/Travel1

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	DEPARTMENT	DATE OF ADVANCE REQUEST/CLAIM
Teresa Barth	City Council	9/26/2011
POSITION	**PURPOSE OF TRIP**	**AUTHORIZED BY - DATE**
COUNCIL MEMBER	LCC Annual Conference- SF	

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	9/20/11	3:15 PM	SAN FRANCISCO	9/20/11	4:35 PM
SOUTHWEST AIRLINES	SAN FRANCISCO	9/24/11	5:30 PM	SAN DIEGO	9/24/11	7:00 PM

EXPENDITURES

DESCRIPTION / DATE →	PRE-TRIP	9/20/2011	9/21/2011	9/22/2011	9/23/2011			TOTAL
BREAKFAST								$0.00
LUNCH								$0.00
DINNER								$0.00
PER DIEM (M & IE)	$0.00							$0.00
LODGING		$287.85	$287.85	$287.85	$0.00			$863.55
MAJOR TRANSPORTATION	$184.00							$184.00
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
								$1,572.55
TOTAL	$709.00	$287.85	$287.85	$287.85	$0.00	$0.00	$0.00	**$1,572.55**

EXPLANATION OF ITEMS:
LCC Annual Conference, San Francisco 9/20/11-9/23/11. City paid airfare, event registration and hotel, only. Teresa elected not to claim mileage, shuttle, parking, per diem rates or meal reimbursements. Hotel room for Friday, 9/23/11 paid by Teresa Barth personally. Hotel booked thru LCC conference housing/website.

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

Teresa A Barth

Employee Signature

Approval of Department Director/Date

10/5/11

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

Brandi Lewis

Finance Approval *Travel Coordinator*

REQUEST FOR ☐ ADVANCE or ☐ PER DIEM **Please submit 2 weeks in advance of event**	AMOUNT
ACTUAL EXPENDITURES	**$1,572.55**
CASH ADVANCE OR PER DIEM RECEIVED	$0.00
PAID IN ADVANCE OF EVENT (other than credit card)	$0.00
PAID VIA CITY CREDIT CARD LAST 4 OF CARD #: 9492 Highlight those expenses paid by credit card	$1,572.55
TOTAL DUE ☐ TO CITY ☐ TO TRAVELER	**$0.00**
ACCOUNT NUMBER - PROJECT NUMBER	Amount per account
101-1110-411-60-00	
Project: EXP-TB	$1,572.55

ACCOUNT NUMBER KEY
60-00 = TRAVEL & MEETINGS