

**CITY OF ENCINITAS AND SDWD  
TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM**

<b>THIS IS A (check one):</b> <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM <input type="checkbox"/> CLAIM FOR REIMBURSEMENT						
<b>NAME</b> Tasha Boerner Horvath	<b>DEPARTMENT</b> City Council	<b>DATE OF ADVANCE REQUEST / CLAIM</b>				
<b>POSITION</b> Council Member	<b>PURPOSE OF TRIP</b> LCC League Policy Committee Meeting	<b>AUTHORIZED BY- DATE</b>				
<b>METHOD OF TRANSPORTATION</b> AIR ▼	<b>DEPARTED FROM</b>	<b>ARRIVED AT</b>				
<b>NAME (Delta, Amtrak, etc.)</b>	<b>NAME OF CITY</b>	<b>DATE</b>	<b>TIME</b>	<b>NAME OF CITY</b>	<b>DATE</b>	<b>TIME</b>
Southwest Airlines	San Diego	1/18/2018	Morning	Sacramento	1/18/2018	Morning
Southwest Airlines	Sacramento	1/19/2018	Afternoon	San Diego	1/19/2018	Afternoon
<b>DATES</b>						
<b>EXPENDITURES</b>	<b>Pre-Trip</b>	<b>1/18/2018</b>	<b>1/19/2018</b>			<b>TOTAL</b>
BREAKFAST		\$3.59				\$3.59
LUNCH			\$10.86			\$10.86
DINNER						
PER DIEM (M & IE)						
LODGING	\$206.39					\$206.39
MAJOR TRANSPORTATION	\$193.06					\$193.06
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.		\$37.00				\$37.00
TELEPHONE						
REGISTRATION FEE						
MISC. (explain below)						
<b>TOTAL</b>	<b>\$399.45</b>	<b>\$40.59</b>	<b>\$10.86</b>			<b>\$450.90</b>
<b>EXPLANATION OF ITEMS:</b> League of California Cities Housing, Community & Economic Development Policy Committee meeting.						

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

  
\_\_\_\_\_  
Employee Signature

 1/29/18  
\_\_\_\_\_  
Approved by Dept Director      Date

\_\_\_\_\_  
Approved by City Manager      Date  
(required for out-of-state travel only)

  
\_\_\_\_\_  
Finance Review      Travel Coordinator

<b>REQUEST FOR</b> <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	<b>AMOUNT</b>
<b>Please submit 2 weeks in advance of event</b>	
<b>ACTUAL EXPENDITURES</b>	\$450.90
<b>CASH ADVANCE OR PER DIEM RECEIVED</b>	
<b>PAID IN ADVANCE OF EVENT (other than credit card)</b>	
<b>PAID VIA CITY CREDIT CARD</b>	
<b>LAST 4 DIGITS OF CARD #:</b> 6501	
<b>Highlight all expenses paid by credit card</b>	\$399.45
<b>TOTAL DUE</b> <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	<b>\$51.45</b>
<b>ACCOUNT NUMBER - PROJECT STRING</b>	<b>Amount per account</b>
10110300 456.1	\$450.90
<b>Commonly Used Account / Object Numbers</b>	
455	TRAVEL & MILEAGE
456.1	TRAINING

**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 TASHA BOERNER HORVATH	DEPARTMENT CITY COUNCIL	DATE OF ADVANCE REQUEST / CLAIM 7/19/2018				
POSITION COUNCIL MEMBER	PURPOSE OF TRIP LCC POLICY COM MEET, 07-08 JUNE 20	AUTHORIZED BY- DATE 19-Jul-18				
METHOD OF TRANSPORTATION AIR	DEPARTED FROM					
	ARRIVED AT					
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
SOUTHWEST AIRLINES	SAN DIEGO, CA	6/7/2018	2:05 P.M.	SACRAMENTO, CA	6/7/2018	3:30 P.M.
SOUTHWEST AIRLINES	SACRAMENTO, CA	6/8/2018	3:50 P.M.	SAN DIEGO, CA	6/8/2018	5:15 P.M.

EXPENDITURES	DATES				TOTAL
	Pre-Trip	6/7/2018	6/8/2018		
BREAKFAST					
LUNCH					
DINNER					
PER DIEM (M & IE)					
LODGING			\$418.54		\$418.54
MAJOR TRANSPORTATION	\$251.96				\$251.96
CAR RENTAL					
MILEAGE					
PARKING					
TAXI, SHUTTLE, ETC.					
TELEPHONE					
REGISTRATION FEE					
MISC. (explain below)					
<b>TOTAL</b>	<b>\$251.96</b>		<b>\$418.54</b>		<b>\$670.50</b>

**EXPLANATION OF ITEMS:**  
League of CA Cities Policy Committee meeting in Sacramento, CA, 07-08 June 2018. Hotel and airfare paid via City Cal Card. Lunch was provided by event on 08 June 2018. TBH has elected not claim meal reimbursement and lunch was provided on 06/08/2018.

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

*Tasha Boerner Horvath*  
Employee Signature

*Myra Dech*      7/23/18  
Approved by Dept Director      Date

*Myra Dech*      8/23/18  
Approved by City Manager      Date  
(required for out-of-state travel only)

*KG*  
Finance Review

Travel Coordinator

REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
<b>Please submit 2 weeks in advance of event</b>	
ACTUAL EXPENDITURES	\$670.50
CASH ADVANCE OR PER DIEM RECEIVED	
PAID IN ADVANCE OF EVENT (other than credit card)	
PAID VIA CITY CREDIT CARD	
LAST 4 DIGITS OF CARD #:      8428 - <i>KG</i>	
Highlight all expenses paid by credit card	\$670.50
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$0.00
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300 - 456.1	\$670.50
Commonly Used Account / Object Numbers	
455      TRAVEL & MILEAGE	
456.1      TRAINING	

**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		
POSITION Mayor		PURPOSE OF TRIP LGC Policymakers Yosemite Mar. 15-18		AUTHORIZED BY- DATE		
METHOD OF TRANSPORTATION CAR	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.) Personal Vehicle	NAME OF CITY Cardiff, CA	DATE 3/15/2018	TIME	NAME OF CITY Yosemite, CA	DATE 3/15/2018	TIME Evening

EXPENDITURES	DATES					TOTAL
	Pre-Trip	3/15/2018	3/16/2018	3/17/2018	3/18/2018	
BREAKFAST			\$14.00			\$14.00
LUNCH			\$17.24			\$17.24
DINNER						
PER DIEM (M & IE)						
LODGING	\$306.55				\$519.20	\$825.75
MAJOR TRANSPORTATION						
CAR RENTAL						
MILEAGE		\$111.18			\$111.18	\$222.36
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE	\$400.00					\$400.00
MISC. (explain below)						
<b>TOTAL</b>	<b>\$706.55</b>	<b>\$111.18</b>	<b>\$31.24</b>		<b>\$630.38</b>	<b>\$1,479.35</b>

**EXPLANATION OF ITEMS:**  
LGC Policymakers Conference in Yosemite at the Yosemite Valley Lodge March 15 - March 18, 2018. This is a regular budgeted conference.

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

  
Employee Signature

 3/28/18  
Approved by Dept Director                      Date

Approved by City Manager                      Date  
(required for out-of-state travel only)

  
Finance Review                      Travel Coordinator

REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
Please submit 2 weeks in advance of event	
ACTUAL EXPENDITURES	\$1,479.35
CASH ADVANCE OR PER DIEM RECEIVED	
PAID IN ADVANCE OF EVENT (other than credit card)	\$400.00
PAID VIA CITY CREDIT CARD	
LAST 4 DIGITS OF CARD #: 6501.9476	
Highlight all expenses paid by credit card	\$856.99
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$222.36
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300 456.1	1,319.82
Commonly Used Account / Object Numbers	
455 TRAVEL & MILEAGE	
456.1 TRAINING	

**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 <i>5/30</i>		DEPARTMENT CITY COUNCIL		DATE OF ADVANCE REQUEST / CLAIM 7/10/2018			
POSITION MAYOR		PURPOSE OF TRIP US MAYORS CONFERENCE-BOSTON TO RECEIVE NATIONAL CLIMATE ACTION AWARD FOR CITY		AUTHORIZED BY- DATE 10-Jul-18			
METHOD OF TRANSPORTATION AIR ▼	DEPARTED FROM			ARRIVED AT			
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME	
ALASKA AIRLINES	SAN DIEGO, CA	6/7/2018	8:20 A.M.	BOSTON, MA	6/7/2018	5:07 P.M.	
JETBLUE AIRWAYS	BOSTON, MA	6/12/2018	9:37 A.M.	SAN DIEGO, CA	6/12/2018	12:59 P.M.	

EXPENDITURES	Pre-Trip	DATES						TOTAL
		6/7/2018	6/8/2018	6/9/2018	6/10/2018	6/11/2018	6/12/2018	
BREAKFAST		\$16.43*	\$24.33*				\$10.38	\$51.14
LUNCH								
DINNER		\$13.86						\$13.86
PER DIEM (M & IE)								
LODGING		\$377.69	\$377.69	\$377.69	\$377.69	\$377.69		\$1,888.45
MAJOR TRANSPORTATION	\$183.20						\$240.85	\$424.05
CAR RENTAL								
MILEAGE								
PARKING			\$33.42 Personal Credit Card				Personal Credit Card	
TAXI, SHUTTLE, ETC.		\$40.92					\$39.17	\$80.09
TELEPHONE			\$7.50 CAL-Card					
REGISTRATION FEE	\$1,650.00							\$1,650.00
MISC. (explain below)								
<b>TOTAL</b>	<b>\$1,833.20</b>	<b>\$448.90</b>	<b>\$402.02</b>	<b>\$377.69</b>	<b>\$377.69</b>	<b>\$377.69</b>	<b>\$290.40</b>	<b>\$4,107.59</b>

**EXPLANATION OF ITEMS:**  
2018 US Annual Conference of Mayors, Boston, MA, June 7-12, 2018. Registration, hotel, airfare, meals, and BOS airport shuttle paid via City Cal Card. Reimbursement by City for Lyft to and from SAN airport (\$72.59) and shuttle from BOS airport to hotel (\$7.50). \* Payment for Mayor's breakfast meals charged to Cal Card exceeded travel policy (\$12.76)

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

*[Signature]*  
Employee Signature

*[Signature]* 7/11/18  
Approved by Dept Director Date

*[Signature]* 7/18/18  
Approved by City Manager Date  
(required for out-of-state travel only)

Finance Review

Travel Coordinator

REQUEST FOR	<input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
<b>Please submit 2 weeks in advance of event</b>		
ACTUAL EXPENDITURES		\$4,107.59
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD		
LAST 4 DIGITS OF CARD #: 9476 / 8428 / 6501		
Highlight all expenses paid by credit card		\$4,035.00
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$59.83
		<b>\$72.59</b>
ACCOUNT NUMBER - PROJECT STRING	Amount per account	
10110300 - 456.1		\$4,107.59
Commonly Used Account / Object		
455	TRAVEL & MILEAGE	
456.1	TRAINING	

Inv# BOSTON 060718-061218 \$ 59.83  
BLAKESPEAR, CATHERINE  
07/18/2018 # Pages 29 FP29 DOC213S195381

**CITY OF ENCINITAS AND SDWD  
TRAVEL AUTHORIZATION AND EXPENSE REPO**

**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 6/22/2018	
POSITION MAYOR		PURPOSE OF TRIP LEGIS HEARING-SB1226 , 20 JUNE 2018		AUTHORIZED BY- DATE 22-Jun-18	
METHOD OF TRANSPORTATION AIR	DEPARTED FROM			ARRIVED AT	
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE
SOUTHWEST AIRLINES	SAN DIEGO, CA	6/20/2018	6:30 A.M.	SACRAMENTO, CA	6/20/2018 8:15 A.M.
SOUTHWEST AIRLINES	SACRAMENTO, CA	6/20/2018	11:55 A.M.	SAN DIEGO, CA	6/20/2018 1:25 P.M.

EXPENDITURES	DATES				TOTAL
	Pre-Trip	6/20/2018			
BREAKFAST		\$10.84			\$10.84
LUNCH		\$17.17			\$17.17
DINNER					
PER DIEM (M & IE)					
LODGING					
MAJOR TRANSPORTATION	\$440.36				\$440.36
CAR RENTAL					
MILEAGE					
PARKING		\$32.00			\$32.00
TAXI, SHUTTLE, ETC.					
TELEPHONE					
REGISTRATION FEE					
MISC. (explain below)		56.33			
<b>TOTAL</b>	\$440.36	\$00.01			\$500.97

EXPLANATION OF ITEMS:  
Legislative hearing of SB-1226 in Sacramento, CA, 20 June 2018. Airfare, food, and parking were paid by City Cal Card.

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

*[Signature]*  
Employee Signature

*[Signature]* 6/22/18  
Approved by Dept Director Date

*[Signature]* 6/25/18  
Approved by City Manager Date  
(required for out-of-state travel only)

*[Signature]* *[Signature]*  
Finance Review Travel Coordinator

REQUEST FOR	<input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
<b>Please submit 2 weeks in advance of event</b>		
ACTUAL EXPENDITURES		\$500.97
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD		
LAST 4 DIGITS OF CARD #: 9476 / 8428		
Highlight all expenses paid by credit card		\$500.37
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	9.16
ACCOUNT NUMBER - PROJECT STRING	Amount per account	
10110300 - 456.1		\$500.97
Commonly Used Account / Object Numbers		
455	TRAVEL & MILEAGE	
456.1	TRAINING	

9.16  
9.16  
440.36  
32.00  
500.97  
498.69

498.69  
409.53  
489.53



**CITY OF ENCINITAS AND SDWE  
 TRAVEL AUTHORIZATION AND EXPENSE RI**

**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 8/29/2018		
POSITION MAYOR		PURPOSE OF TRIP CALIFORNIA PUBLIC UTILITIES COMMISSION - POWER CHARGE INDIFFERENCE ADJUSTMENT (PCIA) MEETINGS W/ COMS GUZMAN ACEVES & PETERMAN		AUTHORIZED BY- DATE 29-Aug-18		
METHOD OF TRANSPORTATION AIR	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
SOUTHWEST AIRLINES	SAN DIEGO, CA	8/20/2018	8:25 A.M.	SAN FRANCISCO, CA	8/20/2018	10:00 A.M.
SOUTHWEST AIRLINES	SAN FRANCISCO, CA	8/20/2018	5:35 P.M.	SAN DIEGO, CA	8/20/2018	7:10 P.M.

EXPENDITURES	DATES				TOTAL
	Pre-Trip	8/20/2018			
BREAKFAST		\$5.93			\$5.93
LUNCH		\$13.70			\$13.70
DINNER		\$18.13			\$18.13
PER DIEM (M & IE)					
LODGING					
MAJOR TRANSPORTATION	\$335.96	\$20.00 ← Flight Adjustment Cost			\$355.96
CAR RENTAL					
MILEAGE					
PARKING		\$32.00			\$32.00 ✓
TAXI, SHUTTLE, ETC.		\$54.41 ← Personal Credit Card 1). Lyft - \$27.78 (from SFO Airport to PUC) 2). Lyft - \$26.63 (from PUC to SFO Airport)			\$54.41 ✓
TELEPHONE					
REGISTRATION FEE					
MISC. (explain below)					
<b>TOTAL</b>	<b>\$335.96</b>	<b>\$144.17</b>			<b>\$480.13</b>

**EXPLANATION OF ITEMS:**  
 California Public Utilities Commission - Power Charge Indifference Adjustment (PCIA) Meetings with CPUC Commissioners Guzman Aceves & Peterman, San Francisco, CA. Aug. 20, 2018. Airfare, flight change cost (\$20.00), meals, and SAN airport parking paid via City Cal Card. Reimbursement by City for Lyft to and from SFO airport (\$54.41).

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

*Catherine Blakespear*  
 Employee Signature

Approved by *[Signature]* Date *9/5/18*  
 Approved by City Manager Date  
 (required for out-of-state travel only)

*[Signature]* Finance Review  
 Travel Coordinator

REQUEST FOR <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
Please submit 2 weeks in advance of event	
ACTUAL EXPENDITURES	\$480.13
CASH ADVANCE OR PER DIEM RECEIVED	
PAID IN ADVANCE OF EVENT (other than credit card)	
PAID VIA CITY CREDIT CARD	
LAST 4 DIGITS OF CARD #: 8428 / 9476	
Highlight all expenses paid by credit card	\$425.72
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$54.41
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300 - <del>455</del> 456.1	\$32.00
10110300 - 456.1	\$448.13
Commonly Used Account / Object Numbers	
455 TRAVEL & MILEAGE	
456.1 TRAINING	