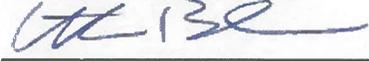


**CITY OF ENCINITAS AND SDWD
TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM**

| | | | | | | |
|-----------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|-----------|------------------------------------------------|-----------|------------|
| THIS IS A (check one): <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM | | <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | | | | |
| NAME Catherine Blakespear | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 2/11/2019 | | |
| POSITION Mayor | | PURPOSE OF TRIP US Conference of Mayors | | AUTHORIZED BY- DATE City Manager - 10/29/18 | | |
| METHOD OF TRANSPORTATION AIR | | DEPARTED FROM | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | | NAME OF CITY | | NAME OF CITY | | |
| | | DATE | | DATE | | |
| | | TIME | | TIME | | |
| United | | San Diego | | Washington DC | | |
| | | 1/22/2019 | | 1/22/2019 | | |
| | | 12:40 PM | | 8:17 PM | | |
| United | | Washington DC | | San Diego | | |
| | | 1/25/2019 | | 1/25/2019 | | |
| | | 5:35 PM | | 8:16 PM | | |
| DATES | | | | | | |
| EXPENDITURES | | 1/22/2019 | 1/23/2019 | 1/24/2019 | 1/25/2019 | TOTAL |
| BREAKFAST | | NA | NA | NA | NA | |
| LUNCH | | \$13.20 | NA | NA | NA | \$13.20 |
| DINNER | | NA | NA | NA | \$9.22 | \$9.22 |
| PER DIEM (M & IE) | | NA | NA | NA | NA | |
| LODGING | | \$260.07 | \$260.07 | \$260.07 | NA | \$780.21 |
| MAJOR TRANSPORTATION | | \$560.40 | NA | NA | NA | \$560.40 |
| CAR RENTAL | | NA | NA | NA | NA | |
| MILEAGE | | NA | NA | NA | NA | |
| PARKING | | NA | NA | NA | NA | |
| TAXI, SHUTTLE, ETC. | | \$34.58 | NA | NA | \$41.74 | \$76.32 |
| TELEPHONE | | NA | NA | NA | NA | |
| REGISTRATION FEE | | \$1,900.00 | NA | NA | NA | \$1,900.00 |
| MISC. (explain below) | | NA | NA | NA | NA | |
| TOTAL | | \$2,768.25 | \$260.07 | \$260.07 | \$50.96 | \$3,339.35 |
| EXPLANATION OF ITEMS: Reimburse Uber rides from airport and hotel. | | | | | | |

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


Employee Signature

Approved by Dept Director Date 
Approved by City Manager Date 2/13/19
(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 | \$3,339.35 |
| 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 #: <u>9476 & 8428</u> | |
| Highlight all expenses paid by credit card | \$3,263.03 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$76.32 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 456.1 | 76.32 |
| 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 Jody Hubbard | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 2/4/2019 | |
| POSITION Deputy Mayor | | PURPOSE OF TRIP LCC 2019 New Mayors & Council Member | | AUTHORIZED BY- DATE City Manager - 12/10/18 | |
| METHOD OF TRANSPORTATION CAR | DEPARTED FROM | | | ARRIVED AT | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE |
| Personal Car | Cardiff | 1/29/2019 | 3:00 PM | Irvine | 1/29/2019 |
| Personal Car | Irvine | 2/1/2019 | 11:30 AM | Cardiff | 2/1/2019 |

| EXPENDITURES | DATES | | | | | TOTAL |
|-----------------------|-------------------|-----------------|-----------------|----------------|--|-------------------|
| | 1/29/2019 | 1/30/2019 | 1/31/2019 | 2/1/2019 | | |
| BREAKFAST | NA | | NA | NA | | |
| LUNCH | NA | NA | NA | | | |
| DINNER | | NA | | NA | | |
| PER DIEM (M & IE) | OK <u>\$28.00</u> | \$16.00 | \$28.00 | <u>\$17.00</u> | | \$89.00 |
| LODGING | \$279.45 | \$298.15 | \$204.65 | NA | | \$782.25 |
| MAJOR TRANSPORTATION | NA | NA | NA | NA | | |
| CAR RENTAL | NA | NA | NA | NA | | |
| MILEAGE | NA | NA | NA | NA | | |
| PARKING | NA | NA | NA | NA | | |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | NA | | |
| TELEPHONE | NA | NA | NA | NA | | |
| REGISTRATION FEE | \$575.00 | NA | NA | NA | | \$575.00 |
| MISC. (explain below) | NA | NA | NA | NA | | |
| TOTAL | \$882.45 | \$314.15 | \$232.65 | \$17.00 | | \$1,446.25 |

EXPLANATION OF ITEMS:
Shared a room with Council Member Hinze on 1/29/19.

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

Jody Hubbard 2/1/19
Employee Signature

Approved by Dept Director _____ Date _____
David Smith 2/13/19
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 | | \$1,446.25 |
| 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 #: <u>8428</u> | | |
| Highlight all expenses paid by credit card | | \$575.00 |
| TOTAL DUE | <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$871.25 |
| ACCOUNT NUMBER - PROJECT STRING | | Amount per account |
| 10110300 456.1 | | 871.25 |
| 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): <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | | | | | | |
| NAME Kellie Shay Hinze | DEPARTMENT City Council | DATE OF ADVANCE REQUEST / CLAIM 2/4/2019 | | | | |
| POSITION Council Member | PURPOSE OF TRIP LCC 2019 New Mayors & Council Member | AUTHORIZED BY- DATE City Manager - 01/28/19 | | | | |
| METHOD OF TRANSPORTATION <input type="checkbox"/> CAR <input type="checkbox"/> TAXI | DEPARTED FROM | ARRIVED AT | | | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Uber | Encinitas | 1/29/2019 | 6:30 PM | Irvine | 1/29/2019 | 7:30 PM |
| Jody Hubbard's Car | Irvine | 2/1/2019 | 11:30 AM | Encinitas | 2/1/2019 | 1:00 PM |
| DATES | | | | | | |
| EXPENDITURES | 1/29/2019 | 1/30/2019 | 1/31/2019 | 2/1/2019 | | TOTAL |
| BREAKFAST | NA | | NA | NA | | |
| LUNCH | NA | NA | NA | | | |
| DINNER | | NA | | NA | | |
| PER DIEM (M & IE) | \$28.00 | \$16.00 | \$28.00 | \$17.00 | | \$89.00 |
| LODGING | NA | \$198.05 | \$198.05 | NA | | \$396.10 |
| MAJOR TRANSPORTATION | NA | NA | NA | NA | | |
| CAR RENTAL | NA | NA | NA | NA | | |
| MILEAGE | NA | NA | NA | NA | | |
| PARKING | NA | NA | NA | NA | | |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | NA | | |
| TELEPHONE | NA | NA | NA | NA | | |
| REGISTRATION FEE | \$575.00 | NA | NA | NA | | \$575.00 |
| MISC. (explain below) | NA | NA | NA | NA | | |
| TOTAL | \$603.00 | \$214.05 | \$226.05 | \$17.00 | | \$1,060.10 |
| EXPLANATION OF ITEMS: Did not charge City for Uber. Shared a room with Deputy Mayor Hubbard on 1/29/19. | | | | | | |

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

Kellie Hinze
Employee Signature

Approved by Dept Director Date
[Signature] 2/13/19
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 | \$1,060.10 |
| CASH ADVANCE OR PER DIEM RECEIVED | |
| PAID IN ADVANCE OF EVENT (other than credit card) | \$575.00 |
| PAID VIA CITY CREDIT CARD | |
| LAST 4 DIGITS OF CARD #: <u>8706</u> | |
| Highlight all expenses paid by credit card | \$396.10 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$89.00 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 456.1 | 89.00 |
| 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 Joe Mosca # 5422 | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 3/8/2019 | |
| POSITION Council Member | | PURPOSE OF TRIP SANDAG Board of Directors Retreat | | AUTHORIZED BY- DATE | |
| METHOD OF TRANSPORTATION: CAR | | DEPARTED FROM | | ARRIVED AT | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE |
| Personal car | Encinitas | 3/6/2019 | 1:30 p.m. | Lakeside | 3/6/2019 2:30 p.m. |
| Personal car | Lakeside | 3/7/2019 | 5:00 p.m. | Encinitas | 3/7/2019 6:00 p.m. |

| EXPENDITURES | DATES | | TOTAL |
|-----------------------|-----------------|----------------|-----------------|
| | 3/6/2019 | 3/7/2019 | |
| BREAKFAST | NA | \$36.00 | \$36.00 |
| LUNCH | NA | \$38.00 | \$38.00 |
| DINNER | \$50.00 | | \$50.00 |
| PER DIEM (M & IE) | NA | NA | |
| LODGING | \$113.40 | NA | \$113.40 |
| MAJOR TRANSPORTATION | NA | NA | |
| CAR RENTAL | NA | NA | |
| MILEAGE | NA | NA | |
| PARKING | NA | NA | |
| TAXI, SHUTTLE, ETC. | NA | NA | |
| TELEPHONE | NA | NA | |
| REGISTRATION FEE | NA | NA | |
| MISC. (explain below) | NA | NA | |
| TOTAL | \$163.40 | \$74.00 | \$237.40 |

EXPLANATION OF ITEMS:

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

Joseph Mosca
Employee Signature

Approved by Dep Director _____ Date 9/4/19
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 | \$237.40 |
| 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 #: 8706 | |
| Highlight all expenses paid by credit card | \$237.40 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER | |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| Commonly Used Account / Object Numbers | |
| 455 TRAVEL & MILEAGE | |
| 456.1 TRAINING | |

PO

CONTRACT INVOICE ONLY

AUDITED BY: *[Signature]*

**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 Kellie Shay Hinze | DEPARTMENT City Council | DATE OF ADVANCE REQUEST / CLAIM 3/8/2019 | | | | |
| POSITION Council Member | PURPOSE OF TRIP SANDAG Board of Directors Retreat | AUTHORIZED BY- DATE | | | | |
| METHOD OF TRANSPORTATION CAR ▼ | DEPARTED FROM | ARRIVED AT | | | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Personal car | Encinitas | 3/6/2019 | 1:30 p.m. | Lakeside | 3/6/2019 | 2:30 p.m. |
| Personal car | Lakeside | 3/8/2019 | 10:00 a.m. | Encinitas | 3/8/2019 | 11:00 a.m. |
| DATES | | | | | | |
| EXPENDITURES | 3/6/2019 | 3/7/2019 | 3/8/2019 | | | TOTAL |
| BREAKFAST | NA | | | | | |
| LUNCH | NA | \$38.00 | NA | | | \$38.00 |
| DINNER | \$50.00 | \$60.00 | NA | | | \$110.00 |
| PER DIEM (M & IE) | NA | NA | NA | | | |
| LODGING | \$113.40 | \$113.40 | NA | | | \$226.80 |
| MAJOR TRANSPORTATION | NA | NA | NA | | | |
| CAR RENTAL | NA | NA | NA | | | |
| MILEAGE | NA | NA | NA | | | |
| PARKING | NA | NA | NA | | | |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | | | |
| TELEPHONE | NA | NA | NA | | | |
| REGISTRATION FEE | NA | NA | NA | | | |
| MISC. (explain below) | NA | NA | NA | | | |
| TOTAL | \$163.40 | \$211.40 | | | | \$374.80 |
| EXPLANATION OF ITEMS: | | | | | | |

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

Kellie Hinze
Employee Signature

Approved by Dept Director _____ Date _____

[Signature] 2/24/17
Approved by City Manager _____ Date _____
(required for out-of-state travel only)

Finance Review _____ Travel Coordinator _____

REQUEST FOR ADVANCE or PER DIEM

Please submit 2 weeks in advance of event AMOUNT

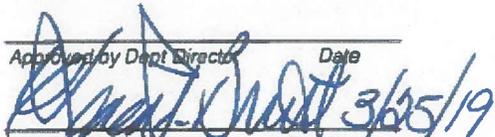
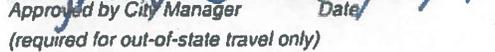
| | |
|---------------------------------------------------------------------------------|--------------------|
| ACTUAL EXPENDITURES | \$374.80 |
| CASH ADVANCE OR PER DIEM RECEIVED | |
| PAID IN ADVANCE OF EVENT (other than credit card) | |
| PAID VIA CITY CREDIT CARD | |
| LAST 4 DIGITS OF CARD #: <u>8706</u> | |
| Highlight all expenses paid by credit card | \$374.80 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER | |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 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): <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM | | <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | | | | |
| NAME Jody Hubbard | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 3/18/2019 | | |
| POSITION Deputy Mayor | | PURPOSE OF TRIP Yosemite Policymakers Conference | | AUTHORIZED BY- DATE City Manager | | |
| METHOD OF TRANSPORTATION CAR | DEPARTED FROM | | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Personal Car | Encinitas | 3/14/2019 | 8:00 a.m. | Yosemite Valley | 3/14/2019 | 5:00 p.m. |
| Personal Car | Yosemite Valley | 3/17/2019 | 11:00 a.m. | Encinitas | 3/17/2019 | 7:00 p.m. |
| DATES | | | | | | |
| EXPENDITURES | 3/14/2019 | 3/15/2019 | 3/16/2019 | 3/17/2019 | | TOTAL |
| BREAKFAST | | | NA | NA | | |
| LUNCH | | | NA | | | |
| DINNER | | | NA | NA | | |
| PER DIEM (M & IE) | \$57.00 | \$76.00 | NA | \$19.00 | | \$152.00 |
| LODGING | \$273.36 | \$273.36 | \$273.36 | NA | | \$820.08 |
| MAJOR TRANSPORTATION | NA | NA | NA | NA | | |
| CAR RENTAL | NA | NA | NA | NA | | |
| MILEAGE | \$235.48 | NA | NA | \$235.48 | | \$470.96 |
| PARKING | \$35.00 | NA | NA | NA | | \$35.00 |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | NA | | |
| TELEPHONE | NA | NA | NA | NA | | |
| REGISTRATION FEE | \$400.00 | NA | NA | NA | | \$400.00 |
| MISC. (explain below) | NA | NA | NA | NA | | |
| TOTAL | \$1,000.84 | \$349.36 | \$273.36 | \$254.48 | | \$1,878.04 |
| EXPLANATION OF ITEMS: LGC Policymakers Conference in Yosemite at the Yosemite Valley Lodge March 14 - March 17, 2019. This is a regular budgeted conference. | | | | | | |

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


Employee Signature

Approved by Dept Director  Date 3/25/19
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 | \$1,878.04 |
| 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 #: 8706 | |
| Highlight all expenses paid by credit card | \$400.00 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$1,478.04 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 456.1 | 1,478.04 |
| 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 Kellie Shay Hinze | DEPARTMENT City Council | DATE OF ADVANCE REQUEST / CLAIM 3/18/2019 |
|----------------------------------|-----------------------------------|-----------------------------------------------------|

| | | |
|----------------------------------------|------------------------------------------------------------|--------------------------------------------|
| POSITION City Council Member | PURPOSE OF TRIP Yosemite Policymakers Conference | AUTHORIZED BY- DATE City Manager |
|----------------------------------------|------------------------------------------------------------|--------------------------------------------|

| | | | | | | |
|-------------------------------------|----------------------|-------------|-------------|---------------------|-------------|-------------|
| METHOD OF TRANSPORTATION CAR | DEPARTED FROM | | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Personal Car | Venice | 3/14/2019 | 9:00 a.m. | Yosemite Valley | 3/14/2019 | 4:00 p.m. |
| Personal Car | Yosemite Valley | 3/17/2019 | 11:30 a.m. | Venice | 3/17/2019 | 6:00 p.m. |

| EXPENDITURES | DATES | | | | | TOTAL |
|-----------------------|--------------------|-----------------|-----------------|-----------------|--|-------------------|
| | 3/14/2019 | 3/15/2019 | 3/16/2019 | 3/17/2019 | | |
| BREAKFAST | NA | NA | NA | NA | | |
| LUNCH | NA | NA | NA | NA | | |
| DINNER | | NA | NA | NA | | |
| PER DIEM (M & IE) | \$34.00 | NA | NA | NA | | \$34.00 |
| LODGING | 296.72 \$287.18 | \$287.18 | \$287.18 | NA | | \$861.54 |
| MAJOR TRANSPORTATION | NA | NA | NA | NA | | |
| CAR RENTAL | NA | NA | NA | NA | | |
| MILEAGE | \$181.54 | NA | NA | \$181.54 | | \$363.08 |
| PARKING | \$35.00 | NA | NA | NA | | \$35.00 |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | NA | | |
| TELEPHONE | NA | NA | NA | NA | | |
| REGISTRATION FEE | \$400.00 | NA | NA | NA | | \$400.00 |
| MISC. (explain below) | NA | NA | NA | NA | | |
| TOTAL | \$937.72 | \$287.18 | \$287.18 | \$181.54 | | \$1,693.62 |

EXPLANATION OF ITEMS:
LGC Policymakers Conference in Yosemite at the Yosemite Valley Lodge March 14 - March 17, 2019. This is a regular budgeted conference.

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

Kellie Hinze
Employee Signature

[Signature] 3/19/19
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 | \$1,693.62 |
| 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 #: 8706 | |
| Highlight all expenses paid by credit card | \$721.72 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$971.90 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 456.1 | 971.90 |
| 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 7/2/2019 | |
| POSITION Mayor | | PURPOSE OF TRIP US Conference of Mayors & Climate Mayor | | AUTHORIZED BY- DATE | |

| | | | | | | | |
|-----------------------------------|--------------|---------------|------------|--------------|------------|-----------|--|
| METHOD OF TRANSPORTATION AIR ▼ | | DEPARTED FROM | | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME | |
| United | Los Angeles | 6/19/2019 | 5:03 p.m. | Honolulu | 6/19/2019 | 7:39 p.m. | |
| United | Honolulu | 7/1/2019 | 10:00 a.m. | Los Angeles | 7/1/2019 | 6:33 p.m. | |

| EXPENDITURES | DATES | | | | | | | TOTAL |
|-----------------------|-----------|-----------|------------|-----------|-----------|----------|-------------------|-------|
| | 6/19/2019 | 6/27/2019 | 6/28/2019 | 6/29/2019 | 6/30/2019 | 7/1/2019 | | |
| BREAKFAST | NA | NA | NA | NA | NA | NA | | |
| LUNCH | NA | NA | NA | NA | NA | NA | | |
| DINNER | NA | NA | NA | NA | NA | NA | | |
| PER DIEM (M & IE) | NA | NA | NA | NA | NA | NA | | |
| LODGING | NA | NA | \$320.75 | \$320.75 | \$320.75 | NA | \$962.25 | |
| MAJOR TRANSPORTATION | NA | NA | NA | NA | NA | NA | | |
| CAR RENTAL | NA | NA | NA | NA | NA | NA | | |
| MILEAGE | NA | NA | NA | NA | NA | NA | | |
| PARKING | NA | NA | NA | NA | NA | NA | | |
| TAXI, SHUTTLE, ETC. | NA | NA | NA | NA | NA | NA | | |
| TELEPHONE | NA | NA | NA | NA | NA | NA | | |
| REGISTRATION FEE | NA | NA | \$2,200.00 | NA | NA | NA | \$2,200.00 | |
| MISC. (explain below) | NA | NA | NA | NA | NA | NA | | |
| TOTAL | | | \$2,520.75 | \$320.75 | \$320.75 | | \$3,162.25 | |

EXPLANATION OF ITEMS:
The Mayor paid for all transportation, car rental, parking, meals and her own airfare which was \$587.20.

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


Employee Signature

Approved by Dept Director Date
 7/16/19
Approved by City Manager Date
(required for out-of-state travel only)

Finance Review Travel Coordinator

REQUEST FOR ADVANCE or PER DIEM

Please submit 2 weeks in advance of event

| | |
|---------------------------------------------------|------------|
| ACTUAL EXPENDITURES | AMOUNT |
| CASH ADVANCE OR PER DIEM RECEIVED | \$3,162.25 |
| PAID IN ADVANCE OF EVENT (other than credit card) | |
| PAID VIA CITY CREDIT CARD | |
| LAST 4 DIGITS OF CARD #: 8706 | |
| Highlight all expenses paid by credit card | \$3,162.25 |

TOTAL DUE TO CITY TO TRAVELER

ACCOUNT NUMBER - PROJECT STRING Amount per account

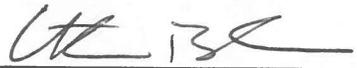
Commonly Used Account / Object Numbers

455 TRAVEL & MILEAGE
456.1 TRAINING

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

| | | | | | |
|------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|------------|-------------------------------------------------------------|----------------------|
| THIS IS A (check one): | | <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM | | <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | |
| NAME Catherine Blakespear | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 9/26/2019 | |
| POSITION Mayor | | PURPOSE OF TRIP Local Government Commission Board Retr | | AUTHORIZED BY- DATE | |
| METHOD OF TRANSPORTATION <input type="text" value="AIR"/> | DEPARTED FROM | | | ARRIVED AT | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE TIME |
| Soutwest | San Diego | 9/19/2019 | 10:50 a.m. | Sacramento | 6/19/2019 12:25 p.m. |
| Soutwest | Sacramento | 9/20/2019 | 5:40 p.m. | San Diego | 9/20/2019 7:05 p.m. |
| EXPENDITURES | | DATES | | | |
| | 9/19/2019 | 9/20/2019 | | | TOTAL |
| BREAKFAST | NA | NA | | | |
| LUNCH | NA | NA | | | |
| DINNER | NA | NA | | | |
| PER DIEM (M & IE) | NA | NA | | | |
| LODGING | \$190.73 | NA | | | \$190.73 |
| MAJOR TRANSPORTATION * | \$37.98 | NA | | | \$37.98 |
| CAR RENTAL | NA | NA | | | |
| MILEAGE | NA | NA | | | |
| PARKING | NA | \$64.00 | | | \$64.00 |
| TAXI, SHUTTLE, ETC. | \$19.97 | NA | | | \$19.97 |
| TELEPHONE | NA | NA | | | |
| REGISTRATION FEE | NA | NA | | | |
| MISC. (explain below) | NA | NA | | | |
| TOTAL | \$248.68 | \$64.00 | | | \$312.68 |
| EXPLANATION OF ITEMS: | | | | | |
| *The Mayor used a \$100.00 voucher to offset the flight expense of \$137.98. | | | | | |

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



Employee Signature

Approved by Dept Director _____ Date _____


Approved by City Manager _____ Date 9/27/19
(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 | | \$312.68 |
| 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 #: 8706 | | |
| Highlight all expenses paid by credit card | | \$190.73 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | | \$121.95 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account | |
| 10110300 455 | | 121.95 |
| 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): <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | | | | | | |
| NAME Joe Mosca | DEPARTMENT City Council | DATE OF ADVANCE REQUEST / CLAIM 10/21/2019 | | | | |
| POSITION Council Member | PURPOSE OF TRIP LCC Annual Conference | AUTHORIZED BY- DATE | | | | |
| METHOD OF TRANSPORTATION <input type="text" value="CAR"/> | DEPARTED FROM | ARRIVED AT | | | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Personal car | Encinitas | 10/16/2019 | 9:30 a.m. | Long Beach | 10/16/2019 | 11:30 a.m. |
| Personal car | Long Beach | 10/18/2019 | 2:30 p.m. | Encinitas | 10/18/2019 | 4:30 p.m. |
| DATES | | | | | | |
| EXPENDITURES | 10/16/2019 | 10/17/2019 | 10/18/2019 | | | TOTAL |
| BREAKFAST | NA | NA | NA | | | |
| LUNCH | NA | NA | NA | | | |
| DINNER | | | NA | | | |
| PER DIEM (M & IE) | \$28.00 | \$28.00 | NA | | | \$56.00 |
| LODGING | \$240.95 | \$240.95 | NA | | | \$481.90 |
| MAJOR TRANSPORTATION | | | | | | |
| CAR RENTAL | | | | | | |
| MILEAGE | \$51.21 | NA | \$51.21 | | | \$102.42 |
| PARKING | \$19.00 | \$19.00 | NA | | | \$38.00 |
| TAXI, SHUTTLE, ETC. | | | | | | |
| TELEPHONE | | | | | | |
| REGISTRATION FEE | \$550.00 | NA | NA | | | \$550.00 |
| MISC. (explain below) | | | | | | |
| TOTAL | \$889.16 | \$287.95 | \$51.21 | | | \$1,228.32 |
| EXPLANATION OF ITEMS: | | | | | | |

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

Joe Mosca
Employee Signature

Approved by Dept. Director Date

[Signature]
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 | \$1,228.32 |
| 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 #: 8706 | |
| Highlight all expenses paid by credit card | \$550.00 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$678.32 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 455 | 678.32 |
| 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 Kellie Hinze | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 10/21/2019 | | |
| POSITION Council Member | | PURPOSE OF TRIP LCC Annual Conference | | AUTHORIZED BY- DATE | | |
| METHOD OF TRANSPORTATION CAR | DEPARTED FROM | | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Personal Car | Encinitas | 10/16/2019 | 8:00 AM | Long Beach | 10/16/2019 | 10:00 AM |
| Personal Car | Long Beach | 10/18/2019 | 2:30 PM | Encinitas | 10/18/2019 | 4:30 PM |

| EXPENDITURES | DATES | | | | TOTAL |
|-----------------------|-----------------|-----------------|----------------|--|-------------------|
| | 10/16/2019 | 10/17/2019 | 10/18/2019 | | |
| BREAKFAST | NA | NA | NA | | |
| LUNCH | NA | NA | NA | | |
| DINNER | | | NA | | |
| PER DIEM (M & IE) | \$28.00 | \$28.00 | NA | | \$56.00 |
| LODGING | \$252.47 | \$252.47 | NA | | \$504.94 |
| MAJOR TRANSPORTATION | | | | | |
| CAR RENTAL | | | | | |
| MILEAGE | \$51.21 | NA | \$51.21 | | \$102.42 |
| PARKING | \$19.00 | \$19.00 | NA | | \$38.00 |
| TAXI, SHUTTLE, ETC. | | | | | |
| TELEPHONE | | | | | |
| REGISTRATION FEE | \$550.00 | NA | NA | | \$550.00 |
| MISC. (explain below) | | | | | |
| TOTAL | \$900.68 | \$299.47 | \$51.21 | | \$1,251.36 |

EXPLANATION OF ITEMS:

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

Kellie Hinze
Employee Signature

Approved by Dep. Director: *[Signature]* Date: *10/30/19*
Approved by City Manager: *[Signature]* Date: *10/30/19*
(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 | \$1,251.36 |
| 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 #: <u>8706</u> | |
| Highlight all expenses paid by credit card | \$550.00 |
| TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$701.36 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account |
| 10110300 455 | 701.36 |
| 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): | | <input type="checkbox"/> REQUEST FOR TRAVEL ADVANCE or PER DIEM | | <input checked="" type="checkbox"/> CLAIM FOR REIMBURSEMENT | | |
| NAME Kellie Hinze | | DEPARTMENT City Council | | DATE OF ADVANCE REQUEST / CLAIM 11/11/2019 | | |
| POSITION Council Member | | PURPOSE OF TRIP CalCCA Annual Meeting | | AUTHORIZED BY- DATE | | |
| METHOD OF TRANSPORTATION CAR | | DEPARTED FROM | | ARRIVED AT | | |
| NAME (Delta, Amtrak, etc.) | NAME OF CITY | DATE | TIME | NAME OF CITY | DATE | TIME |
| Joe Mosca's Car | Encinitas | 11/6/2019 | 7:00 a.m. | Redondo Beach | 11/6/2019 | 9:00 a.m. |
| Joe Mosca's Car | Redondo Beach | 11/7/2019 | 4:30 p.m. | Encinitas | 11/7/2019 | 6:30 p.m. |
| EXPENDITURES | | DATES | | | | TOTAL |
| | 11/6/2019 | 11/7/2019 | | | | |
| BREAKFAST | NA | NA | | | | |
| LUNCH | NA | NA | | | | |
| DINNER | NA | NA | | | | |
| PER DIEM (M & IE) | NA | NA | | | | |
| LODGING | \$236.58 | NA | | | | \$236.58 |
| MAJOR TRANSPORTATION | NA | NA | | | | |
| CAR RENTAL | NA | NA | | | | |
| MILEAGE | NA | NA | | | | |
| PARKING | NA | NA | | | | |
| TAXI, SHUTTLE, ETC. | NA | NA | | | | |
| TELEPHONE | NA | NA | | | | |
| REGISTRATION FEE | \$196.15 | NA | | | | \$196.15 |
| MISC. (explain below) | | | | | | |
| TOTAL | \$432.73 | | | | | \$432.73 |
| EXPLANATION OF ITEMS: | | | | | | |

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

Kellie Hinze
Employee Signature

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 | | \$432.73 |
| 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 #: 8706 | | |
| Highlight all expenses paid by credit card | | \$196.15 |
| TOTAL DUE | <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER | \$236.58 |
| ACCOUNT NUMBER - PROJECT STRING | Amount per account | |
| 10110300 455 | | 236.58 |
| Commonly Used Account / Object Numbers | | |
| 455 | TRAVEL & MILEAGE | |
| 456.1 | TRAINING | |