

**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 Tony Kranz		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM 3/25/2022		
POSITION Council Member		PURPOSE OF TRIP Yosemite Policy Makers Conference		AUTHORIZED BY- DATE		
METHOD OF TRANSPORTATION	DEPARTED FROM			ARRIVED AT		
AIR ▼						
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest Airlines	San Diego	3/12/2022	8:50am	San Jose	3/12/2022	10:10:00 a.m.
Southwest Airlines	San Jose	3/21/2022	7:25 a.m	San Diego	3/21/2022	8:45 a.m.
EXPENDITURES	DATES					TOTAL
	3/17/2022	3/18/2022	3/19/2022	3/20/2022		
BREAKFAST		\$12.13		\$16.40		\$28.53
LUNCH						
DINNER	\$14.82					\$14.82
PER DIEM (M & IE)						
LODGING	\$315.82	\$315.82	\$315.82			\$947.46
MAJOR TRANSPORTATION	\$207.96					\$207.96
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE	\$500.00					\$500.00
MISC. (explain below)	\$48.00					\$48.00
TOTAL	\$1,086.60	\$327.95	\$315.82	\$16.40		\$1,746.77
EXPLANATION OF ITEMS: Misc = gas on 3/17/22						

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

AJ Kranz
Employee Signature

Approved by Dept Director _____ Date

James A... 3/30/22
Approved by City Manager _____ Date
(required for out-of-state travel only)

Finance Review

Travel Coordinator

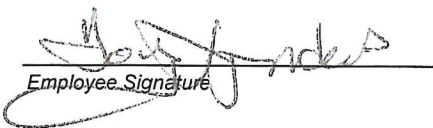
REQUEST FOR	<input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
Please submit 2 weeks in advance of event		
ACTUAL EXPENDITURES		\$1,746.77
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD		
LAST 4 DIGITS OF CARD #: 8706		
Highlight all expenses paid by credit card		\$815.82
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$930.95
ACCOUNT NUMBER - PROJECT STRING		Amount per account
10110300-455		930.95
Commonly Used Account / Object Numbers		
455	TRAVEL & MILEAGE	
456.1	TRAINING	

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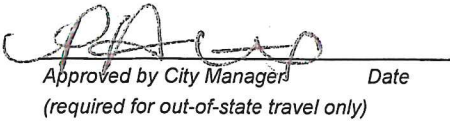
THIS IS A (check one): REQUEST FOR TRAVEL ADVANCE or PER DIEM CLAIM FOR REIMBURSEMENT

NAME Joy Lyndes		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM 3/25/2022			
POSITION Council Member		PURPOSE OF TRIP Yosemite Policymakers		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	
Alaska Air	San Diego	3/17/2022	2:00 PM	Fresno/Yosemite	3/17/2022	3:14 PM	
Alaska Air	Fresno/Yosemite	3/20/2022	3:55 PM	San Diego	3/20/2022	5:06 PM	
EXPENDITURES	DATES						TOTAL
	3/17/2022	3/18/2022	3/19/2022	3/20/2022			
BREAKFAST							
LUNCH							
DINNER							
PER DIEM (M & IE)							
LODGING	\$442.29					\$442.29	
MAJOR TRANSPORTATION	\$187.60					\$187.60	
CAR RENTAL	\$194.48					\$194.48	
MILEAGE							
PARKING							
TAXI, SHUTTLE, ETC.							
TELEPHONE							
REGISTRATION FEE	\$550.00					\$550.00	
MISC. (explain below)	\$39.53					\$39.53	
TOTAL	\$1,413.90					\$1,413.90	
EXPLANATION OF ITEMS: Misc = gas							

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 _____
(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	\$1,413.90
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 #: 935	
Highlight all expenses paid by credit card	\$1,179.89
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$234.01
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	234.01
Commonly Used Account / Object Numbers	
455 TRAVEL & MILEAGE	
456.1 TRAINING	


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THIS IS A (check one): REQUEST FOR TRAVEL ADVANCE or PER DIEM CLAIM FOR REIMBURSEMENT

NAME Joy Lyndes		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM			
POSITION Council Member		PURPOSE OF TRIP League of CA Cities 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	
	Encinitas, CA	9/9/2022		Long Beach, CA	9/9/2022		
	Long Beach, CA	9/9/2022		Encinitas, CA	9/9/2022		
EXPENDITURES		DATES					TOTAL
	9/9/2022						
BREAKFAST	\$17.00					\$17.00	
LUNCH	included						
DINNER							
PER DIEM (M & IE)							
LODGING							
MAJOR TRANSPORTATION							
CAR RENTAL							
MILEAGE	\$50.68	\$50.68				\$101.36	
PARKING							
TAXI, SHUTTLE, ETC.							
TELEPHONE							
REGISTRATION FEE	\$600.00					\$600.00	
MISC. (explain below)	\$15.00					\$15.00	
TOTAL	\$682.68	\$50.68				\$733.36	
EXPLANATION OF ITEMS: Misc = Parking							

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

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Approved by Dept Director Date 9/13/22

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	\$733.36
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 #: _____	
Highlight all expenses paid by credit card	
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$733.36
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	733.36
Commonly Used Account / Object Numbers	
455	TRAVEL & MILEAGE
456.1	TRAINING