CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one):	☐ REQUES		DVANCE or PER DIE	:M		M FOR REIMBURSEME			
NAME		DEPARTMENT			DATE OF ADVANCE REQUEST / CLAIM				
Tony Kranz		City Council			3/25/2022				
POSITION		PURPOSE OF TRIP			AUTHORIZED BY- DATE				
Council Member		Yosemite Pol	icy Makers Con	ference	*				
METHOD OF TRANSPORTATION AIR		DEPART	ED FROM						
NAME (Delta, Amtrak, etc.)	NAME	NAME OF CITY DATE TIME NAME OF CITY		ME OF CITY	DATE	TIME			
Southwest Airlines	San Diego		3/12/2022		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.	
					1				
	DATES								
EXPENDITURES	3/17/2022	3/18/2022	3/19/2022	3/20/2022				TOTAL	
BREAKFAST		\$12.13		\$16.40				\$28.53	
LUNCH			3-2-1					-	
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	8		×.				\$48.00	
TOTAL	\$1,086.60	\$327.95	\$315.82	\$16.40				\$1,746.77	
EXPLANATION OF ITEMS: Misc = gas on 3/17/22									
	REQUEST FO			PER DIEM	AMOUNT				
The undersigned, under penalty of perjury,			Please submit ACTUAL EXPE		avance o	t event	\$1,746.77		
state that the above claim is correct:			CASH ADVANCE OR PER DIEM			EIVED		ψ1,1 10.1 T	
ATHA	0					than credit card)			
Employee Signature			PAID VIA CITY LAST 4 DIGITS			3706			
L. I			Highlight all exp					\$815.82	
Approved by Dept Director Date 3/30/22			TOTAL DUE	L DUE ☐ TO CITY ☑ TO TRAVELER		\$930.95			
							Amount per account		
			10110300-455			930.95			
Approved by City Manager (required for out-of-state travel	Date '				 ,				
parameters. Car of State (1970)			Commonly Use			nbers			
			455 456 4	TRAVEL & M	ILEAGE				
Finance Review	ravel Coordinate	or	456.1	TRAINING					

CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one):	T FOR TRAVEL	ADVANCE or PER DIE	М	CLAIM FOR REIMBURSEMENT					
NAME		DEPARTME	NT	,	DATE OF ADVANCE REQUEST / CLAIM				
Joy Lyndes		City Council			3/25/2022				
POSITION		PURPOSE C	F TRIP		AUTHORIZED BY- DATE				
Council Member		Yosemite Po	licymakers						
METHOD OF TRANSPORTATION AIR		DEPAR	TED FROM		ARRIVED AT				
NAME (Delta, Amtrak, etc.)	NAME (OF CITY	DATE	TIME	NAME	OF CITY	DATE	TIME	
Alaska Air	San Diego		3/17/2022			Fresno/Yosemite		3:14 PM	
Alaska Air	Fresno/Yoser	nite	3/20/2022	3:55 PM	San Diego		3/20/2022	5:06 PM	
	DATES								
EXPENDITURES	3/17/2022	3/18/2022	3/19/2022	3/20/2022				TOTAL	
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						10	\$1,413.90	
EXPLANATION OF ITEMS: Misc = gas							,		
					ADVANCE or PER DIEM				
The undersigned, under penalty of perjury,			Please submit 2 weeks in advance of event ACTUAL EXPENDITURES			ent	AMOUNT \$1,413.90		
state that the above claim is correct:			CASH ADVANCE OR PER DIEM RECEIVED					ψ1,110.00	
LI LL	1. 0		PAID IN ADVAN			r credit card)			
Employee Signature	W		PAID VIA CITY LAST 4 DIGITS				=		
		-	Highlight all exp			7		\$1,179.89	
Approved by Dept Director	Date		TOTAL DUE	□ то стт	Y 🗸	TO TRAVELER		\$234.01	
DO.			ACCOUNT NUMBER - PROJECT STRING			Amount per account			
Abaralad by City Manager	Def-		10110300-455					234.01	
Approved by City Manager! (required for out-of-state travel o	Date only)			·					
	••		Commonly Used			s ·········	Harararar		
inance Review Tr	ravel Coordinato	r		TRAVEL & MI TRAINING	LEAGE				

CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one):	☐ REQUES	ST FOR TRAVEL A	DVANCE or PER DIE	1	✓ CLAIM FO	OR REIMBURSEME	ENT	
AME		DEPARTMENT			DATE OF ADVANCE REQUEST / CLAIM			
Joy Lyndes		City Council						
POSITION		PURPOSE OF TRIP			AUTHORIZED BY- DATE			
Council Member		League of CA	A Cities Conferen	ice				
METHOD OF TRANSPORTATION CAR		DEPAR	TED FROM		ARRIVED AT			
NAME (Delta, Amtrak, etc.)	NAME OF CITY		DATE TIME		NAME OF CITY		DATE	TIME
	Encinitas, CA Long Beach, CA		9/9/2022	-	Long Beach, CA Encinitas, CA		9/9/2022 9/9/2022	
			9/9/2022					
	DATES							
EXPENDITURES	9/9/2022							TOTAL
BREAKFAST	\$17.00	,						\$17.00
LUNCH	included							
DINNER								
PER DIEM (M & IE)			3					
LODGING								
MAJOR TRANSPORTATION								
CAR RENTAL				,			,	
MILEAGE	\$50.68	\$50.68						\$101.36
PARKING								
TAXI, SHUTTLE, ETC.		1						
TELEPHONE				(4)				
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								
	REQUEST FOR Please submit		ADVANCE or		AMOUNT			
The undersigned, under penalty of perjury, state that the above claim is correct: Approved by Depti Director Approved by City Manager Pate			ACTUAL EXPE		advance of ev	ent	\$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 TO CITY TO TRAVELER			O TRAVELER	\$733.36	
			ACCOUNT NUMBER - PROJECT STRING				Amount per account	
			10110300-455				733.36	
Approved by City Manager (required for out-of-state travel	Date only)							
			Commonly Used	Account / C	Dbject Number	s		
9			455 TRAVEL & MILEAGE					
Finance Review	Travel Coordinate	OF .	456.1 TRAINING					