

**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 type="checkbox"/> CLAIM FOR REIMBURSEMENT							
NAME Tony Kranz	DEPARTMENT City Council	DATE OF ADVANCE REQUEST / CLAIM 2/1/2023					
POSITION Mayor	PURPOSE OF TRIP 2023 SoCal Mayors & Council Member Aca	AUTHORIZED BY- DATE					
METHOD OF TRANSPORTATION <input type="checkbox"/> OTHER ▼	DEPARTED FROM	ARRIVED AT					
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME	
	Encinitas, CA	2/1/2023		Universal City, CA	2/1/2023		
EXPENDITURES	DATES						TOTAL
	2/1/2023	2/2/2023	2/3/2023				
BREAKFAST		Provided	Provided				
LUNCH	Provided	Provided					
DINNER							
PER DIEM (M & IE)	\$56.00	\$39.00	\$23.00			\$118.00	
LODGING	\$231.23	\$231.23				\$462.46	
MAJOR TRANSPORTATION	\$29.00					\$29.00	
CAR RENTAL							
MILEAGE							
PARKING							
TAXI, SHUTTLE, ETC.	\$103.55					\$103.55	
TELEPHONE							
REGISTRATION FEE	\$625.00					\$625.00	
MISC. (explain below)							
TOTAL	\$1,044.78	\$270.23	\$23.00			\$1,338.01	
EXPLANATION OF ITEMS:							

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



Employee Signature

 3/1/2023

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	\$1,338.01
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>935</u>	
Highlight all expenses paid by credit card	\$625.00
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$713.01
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	1,338.01
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 type="checkbox"/> CLAIM FOR REIMBURSEMENT		
NAME Bruce Ehlers		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM 2/1/2023		
POSITION Council Member		PURPOSE OF TRIP 2023 SoCal Mayors & Council Member Aca		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	2/1/2023		Universal City, CA	2/1/2023	
DATES						
EXPENDITURES	2/1/2023	2/2/2023	2/3/2023			TOTAL
BREAKFAST		Provided	Provided			
LUNCH	Provided	Provided				
DINNER						
PER DIEM (M & IE)	\$55.50	\$39.00	\$23.00			\$117.50
LODGING	\$231.23	\$231.23				\$462.46
MAJOR TRANSPORTATION						
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE	\$625.00					\$625.00
MISC. (explain below)						
TOTAL	\$911.73	\$270.23	\$23.00			\$1,204.96
EXPLANATION OF ITEMS:						

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

Bruce Ehlers 3/14/2023
Employee Signature

[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	\$1,204.96
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	\$625.00
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$579.96
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	1,204.96
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 type="checkbox"/> CLAIM FOR REIMBURSEMENT		
NAME Tony Kranz		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM		
POSITION Mayor		PURPOSE OF TRIP 2023 CivicWell PolicyMakers Conference		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
	San Diego	3/16/2023		San Jose, CA	3/16/2023	
	San Jose, CA	3/19/2023		San Diego	3/19/2023	
EXPENDITURES	DATES					TOTAL
	3/16/2023	3/17/2023	3/18/2023	3/19/2023		
BREAKFAST						
LUNCH	\$23.00			\$23.00		\$46.00
DINNER		\$39.00				\$39.00
PER DIEM (M & IE)						
LODGING						
MAJOR TRANSPORTATION	\$156.48			\$156.49		\$312.97
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE	\$1,500.00					\$1,500.00
MISC. (explain below)						
TOTAL	\$1,679.48	\$39.00		\$179.49		\$1,897.97
EXPLANATION OF ITEMS: Registration fee includes lodging.						

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		\$1,897.97
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 #: 935		
Highlight all expenses paid by credit card		\$1,500.00
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$397.97
ACCOUNT NUMBER - PROJECT STRING		Amount per account
10110300-455		397.97
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 type="checkbox"/> CLAIM FOR REIMBURSEMENT		
NAME Kellie Shay Hinze		DEPARTMENT City Council			DATE OF ADVANCE REQUEST / CLAIM		
POSITION Council Member		PURPOSE OF TRIP 2023 CivicWell Policymakers Conference			AUTHORIZED BY- DATE		
METHOD OF TRANSPORTATION	<input checked="" type="checkbox"/> CAR	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)		NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
		Encinitas	3/16/2023		Pacific Grove	3/19/2023	
		Pacific Grove	3/19/2023		Encinitas	3/19/2023	
		DATES					
EXPENDITURES	3/16/2023	3/17/2023	3/18/2023	3/19/2023			TOTAL
BREAKFAST							
LUNCH	\$23.00			\$23.00			\$46.00
DINNER		\$39.00					\$39.00
PER DIEM (M & IE)							
LODGING							
MAJOR TRANSPORTATION							
CAR RENTAL							
MILEAGE	\$279.69			\$279.69			\$559.38
PARKING							
TAXI, SHUTTLE, ETC.							
TELEPHONE							
REGISTRATION FEE	\$1,600.00	-\$100.00					\$1,500.00
MISC. (explain below)							
TOTAL	\$1,963.55	-\$61.00		\$354.86			2,144.38
EXPLANATION OF ITEMS: Credit was issued of \$100.00 for registration fee - Lodging is included in price of registration fee							

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

Kellie Hinze
Employee Signature

Approved by Dept Director _____ Date _____
[Signature] 5/31/23
Approved by City Manager _____ Date _____
(required for out-of-state travel only)

Finance Review _____ Travel Coordinator _____

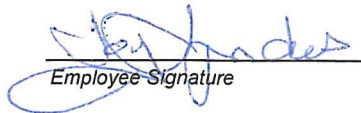
REQUEST FOR	<input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	AMOUNT
Please submit 2 weeks in advance of event		
ACTUAL EXPENDITURES		\$2,144.38
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD		
LAST 4 DIGITS OF CARD #:	935	
Highlight all expenses paid by credit card		\$1,500.00
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$644.38
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): REQUEST FOR TRAVEL ADVANCE or PER DIEM CLAIM FOR REIMBURSEMENT

NAME Joy Lyndes		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM		
POSITION Deputy Mayor		PURPOSE OF TRIP 2023 CivicWell PolicyMakers Conference		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
Southwest	San Diego	3/16/2023	12 noon	San Jose, CA	3/16/2023	1:25 PM
Returned by car	Pacific Grove, CA	3/19/23		Encinitas, CA	3/19/23	
DATES						
EXPENDITURES	3/16/2023	3/17/2023	3/18/2023	3/19/2023		TOTAL
BREAKFAST						
LUNCH	\$23.00			\$23.00		\$46.00
DINNER		\$39.00				\$39.00
PER DIEM (M & IE)						
LODGING						
MAJOR TRANSPORTATION	\$73.98					\$73.98
CAR RENTAL	\$143.22					\$143.22
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE	\$1,500.00					\$1,500.00
MISC. (explain below)				\$50.71		\$50.71
TOTAL	\$1,740.20	\$39.00		\$73.71		\$1,852.91
EXPLANATION OF ITEMS: Registration fee includes lodging. Misc expense = Gas (\$50.71)						

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


Employee Signature

Approved by Dept Director Date

 5/31/23
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	\$1,852.91
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	\$1,500.00
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$352.91
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	352.91
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 Tony Kranz		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM	
POSITION Mayor		PURPOSE OF TRIP Silicon Valley Bike Summit 2023		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
Southwest airlines	San Diego, CA	8/24/2023	7:00 a.m.	San Jose, CA	8/24/2023 8:20 a.m.
Southwest airlines	San Jose, CA	8/24/2023	8:00 p.m.	San Diego, CA	8/24/2023 9:25 p.m.
DATES					
EXPENDITURES	8/24/2023				TOTAL
BREAKFAST	\$10.51				\$10.51
LUNCH	Provided				
DINNER	\$49.34				\$49.34
PER DIEM (M & IE)					
LODGING					
MAJOR TRANSPORTATION	\$252.96				\$252.96
CAR RENTAL					
MILEAGE					
PARKING	\$60.00				\$60.00
TAXI, SHUTTLE, ETC.	\$88.54				\$88.54
TELEPHONE					
REGISTRATION FEE	\$53.49				\$53.49
MISC. (explain below)					
TOTAL	\$514.84				\$514.84
EXPLANATION OF ITEMS:					
1. Dinner for Mayor and staff was on one-check (total = 49.34) 2. Uber receipts from San Jose airport to Bike Summit and from Bike Summit to San Jose airport (\$39.92 + 48.62 = \$88.54)					

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

A.T. Kranz
Employee Signature

[Signature] 8/29/2023
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		\$514.84
CASH ADVANCE OR PER DIEM RECEIVED		
PAID IN ADVANCE OF EVENT (other than credit card)		
PAID VIA CITY CREDIT CARD	252.96	
LAST 4 DIGITS OF CARD #: 935	53.49	
Highlight all expenses paid by credit card		\$306.45
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$208.39
ACCOUNT NUMBER - PROJECT STRING		Amount per account
10110300-455		208.39
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 Allison Blackwell		DEPARTMENT City Council			DATE OF ADVANCE REQUEST / CLAIM	
POSITION Council Member		PURPOSE OF TRIP League of CA Cities 2023 Annual Conferen			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
Southwest Airline	San Diego	9/21/2023	6:30 a.m.	Sacramento	9/21/2023	8:05 a.m.
Southwest Airline	Sacramento	9/22/2023	2:00 p.m.	San Deigo	9/22/2023	3:30 p.m.
DATES						
EXPENDITURES	9/21/2023	9/22/2023				TOTAL
BREAKFAST						
LUNCH						
DINNER						
PER DIEM (M & IE)	\$51.75	\$38.00				\$89.75
LODGING	\$195.71					\$195.71
MAJOR TRANSPORTATION	\$227.97					\$227.97
CAR RENTAL						
MILEAGE						
PARKING	\$76.00					\$76.00
TAXI, SHUTTLE, ETC.	\$61.11	\$78.84				\$139.95
TELEPHONE						
REGISTRATION FEE	\$350.00					\$350.00
MISC. (explain below)						
TOTAL	\$962.54	\$116.84				\$1,079.38

EXPLANATION OF ITEMS:
Lyft charges on 9/21/23 = \$31.13 airport to hotel, \$12.99 hotel to Conference, \$16.99 Conference to hotel = \$61.11. Lyft charges 9/22/23 = \$19.88 hotel to conference, \$16.96 conference to hotel, and Zelle payment for \$42.00 from hotel to airport (total on 9/22/23 = 78.84

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

Allison Blackwell
Employee Signature

[Signature] 9/18/23
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	\$1,079.38
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>935</u>	
Highlight all expenses paid by credit card	\$577.97
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$501.41
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	729.38
10110300-456.1	350.00
Commonly Used Account / Object Numbers	
455 TRAVEL & MILEAGE	
456.1 TRAINING	