THIS IS A (check one):	REQUI	EST FOR TRAVEL	ADVANCE or PER DIE	EM	CLAIM FOR REIMBURSEMENT				
NAME		DEPARTMEN	NT T		DATE OF ADVANCE REQUEST / CLAIM				
Tony Kranz		City Council	a.		2/1/2023				
POSITION		PURPOSE O	F TRIP		AUTHORIZED BY- I	DATE	. 1		
Mayor		2023 SoCal N	Mayors & Council	l Member Aca	2				
METHOD OF TRANSPORTATION OTHER		DEPARTED FROM ARRIV				ARRIVED AT	/ED AT		
NAME (Delta, Amtrak, etc.)	NAME (OF CITY	DATE	TIME	NAME OF CIT	Y 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)	\$56.00	\$39.00	\$23.00	(10)			\$118.00		
LODGING	\$231.23	\$231.23					\$462.46		
MAJOR TRANSPORTATION	\$29.00						\$29.00		
CAR RENTAL							7		
MILEAGE									
PARKING									
TAXI, SHUTTLE, ETC.	\$103.55				-		\$103.55		
TELEPHONE				l.					
REGISTRATION FEE	\$625.00						\$625.00		
MISC. (explain below)									
TOTAL	\$1,044.78	\$270.23	\$23.00				\$1,338.01		
EXPLANATION OF ITEMS:			REQUEST FOR	P [ADVANCE or PER	DIEM			
				-	dvance of event	1	AMOUNT		
The undersigned, under penalty			ACTUAL EXPE	NDITURES			\$1,338.01		
state that the above claim is co	rrect:				DIEM RECEIVED				
AV Kran			PAID IN ADVAN		NT (other than credit	card)	***************************************		
Employee Signature		i i	LAST 4 DIGITS						
Cuf Cuful 3/1/2023			Highlight all exp	enses paid by	y credit card		\$625.00		
Approved by Dept Director Date			TOTAL DUE ☐ TO CITY ☑ TO TRAVELE			VELER	\$713.01		
			ACCOUNT NUMBER - PROJECT STRING			Amount per a			
A	D-4-		10110300-455				1,338.01		
Approved by City Manager (required for out-of-state travel	Date only)								
(····,y/		Commonly Used						
		,		TRAVEL & M	ILEAGE				
Finance Review T	ravel Coordinate	or	456.1	TRAINING					

THIS IS A (check one):	REQU	EST FOR TRAVEL	ADVANCE or PER DIE	EM	CLAIM FOR REIMBURSEMENT				
NAME		DEPARTME	NT		DATE OF ADVANCE F	REQUEST / CLAIM			
Bruce Ehlers City C					2/1/2023				
POSITION		PURPOSE C	F TRIP		AUTHORIZED BY- DATE				
Council Member		2023 SoCal I	Mayors & Council	Member Ac	a		ą		
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		2/1/2023	7 17712	Universal City, CA	2/1/2023	TIVIC		
		I		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	#C25.00			····					
	\$625.00			***************************************			\$625.00		
MISC. (explain below) TOTAL	\$014.72	\$270.22	622.00				*****		
EXPLANATION OF ITEMS:	\$911.73	\$270.23	\$23.00				\$1,204.96		
EN ENWYTON OF THEMO.									
			REQUEST FOR		ADVANCE OF PERDIE	м			
				weeks in a	dvance of event	1	AMOUNT		
The undersigned, under penalt state that the above claim is co			ACTUAL EXPEN		IEM DEGENIED		\$1,204.96		
	, ,	l l	CASH ADVANCE		IEM RECEIVED NT (other than credit card	4)			
Bru IVI	~ 3/14/2	フヘフン ト	PAID VIA CITY C			.,			
Employee Signature			LAST 4 DIGITS (**************************************				
AA O	Highlight all expe	enses paid by	y credit card		\$625.00				
Approved by Dept Director Date			TOTAL DUE TO CITY TO TRAVELER			ER	\$579.96		
			ACCOUNT NUM	BER - PROJ	IECT STRING	Amount per ac			
Angroyed by City Managing	Dota .		10110300-455				1,204.96		
Approved by City Manager required for out-of-state travel	Date onlv)								
	• •	İ	Commonly Used	Account / Ol	bject Numbers				
- Davidson			455 TRAVEL & MILEAGE						
nance Review T	ravel Coordinato	r - [456.1 T	RAINING					

THIS IS A (check one):	☐ REQUEST	FOR TRAVEL AD	VANCE or PER DIEM		☐ CLAIM FOR REIMBURSEMENT			
NAME		DEPARTMEN	NT		DATE OF ADVANCE REQUEST / CLAIM			
Tony Kranz		City Counciil						
POSITION		PURPOSE O	F TRIP		AUTHORIZED BY- DATE			
Мауог		2023 CivicWe	ell PolicyMakers	Conference				
METHOD OF TRANSPORTATION AIR		DEPAR	TED 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	
				DATES	1			
EXPENDITURES	3/16/2023	3/17/2023	3/18/2023	3/19/2023				TOTAL
BREAKFAST			2					
LUNCH	\$23.00			\$23.00				\$46.00
DINNER		\$39.00						\$39.00
PER DIEM (M & IE)				70				
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)							2	* 11000100
TOTAL	\$1,679.48	\$39.00		\$179.49			,	\$1,897.97
EXPLANATION OF ITEMS: Registration fee includes lodgir	ng.							
							- ₁	
			REQUEST FOR Please submit		ANCE or		AMOUNT	
The undersigned, under penalt	y of perjury,		ACTUAL EXPE		avance or eve		AWIOC	\$1,897.97
state that the above claim is co	orrect:		CASH ADVANC					
Al Kron			PAID IN ADVAN			credit card)		
Employee Signature			LAST 4 DIGITS					
			Highlight all exp				\$1,500.00	
Approved by Dept Director Date			TOTAL DUE ☐ TO CITY ☐ TO TRAVELER			RAVELER		\$397.97
	\.		ACCOUNT NU	MBER - PROJ	ECT STRING		Amount per ac	
Approved by City Manager	Joseph Joseph)	10110300-455					397.97
Approved by City Manager (required for out-of-state travel	Date only)			·				
	•••		Commonly Use				v	
Finance Poview	Franci Consider to	-		TRAVEL & MI	ILEAGE			
Finance Review 7	ravel Coordinato)r	456.1	TRAINING				

THIS IS A (check one):	REQU	EST FOR TRAVEL	ADVANCE or PER DI	[EM	CLAIM FOR REIMBURSEMENT			
NAME		DEPARTME	NT		DATE OF ADVANCE REQUEST / CLAIM			
Kellie Shay Hinze		City Council						
POSITION		PURPOSE C	F TRIP		AUTHORIZED BY- DATE			
Council Member		2023 CivicW	CivicWell Policymakers Conference					
METHOD OF TRANSPORTATION CAR		DEPAR	TED FROM			ARR	IVED 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	I	· · · · · · · · · · · · · · · · · · ·		
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				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
TAXI, SHUTTLE, ETC.		***************************************						
TELEPHONE		***************************************						
REGISTRATION FEE	\$1,600.00	-\$100.00						\$1,500.00
MISC. (explain below)							Ì	
TOTAL	\$1,963.55	-\$61.00		\$354.86	****			2,144.38
EXPLANATION OF ITEMS: Credit was issued of \$100.00 fo	or registration f		s included in pric	-	on fee	PER DIEM		
		1	Please submit	-	-		AMOUNT	
The undersigned, under penalt			ACTUAL EXPE				\$2,/44.38	
state that the above claim is co	rrect:		CASH ADVANC PAID IN ADVAC			·	1	
- Leill N	-17 C	9	PAID VIA CITY			credit data)		
Employee Signature	200		LAST 4 DIGITS	-	935			
			Highlight all exp	enses paid by	credit card		<u> </u>	\$1,500.00
Approved by Dept Director Date			TOTAL DUE TO CITY TO TRAVELE			TO TRAVELER	R \$644.38	
()A+		13	ACCOUNT NUI	MBER - PROJ	ECT STRING		Amount per ac	count
Approved by City Manager	Date Date	, 'v.' , i	***************************************			<u> </u>		
(required for out-of-state travel	V	2000					<u> </u>	
			Commonly Used 455	d Account / OI TRAVEL & MI				
inance Review T	ravel Coordinato	r	456.1	TRAINING	ati are minum indicate dell'alterna	the Control of the Co	e Province primary and the state of the Stat	

THIS IS A (check one):	REQUE		ADVANCE or PER DI	IEM		R REIMBURSEME		
NAME		DEPARTMEN	NT		DATE OF AD	VANCE REQ	UEST / CLAIM	
Joy Lyndes		City Counciil						
POSITION		PURPOSE O	F TRIP		AUTHORIZE	D BY- DATE		
Deputy Mayor		2023 CivicWe	ell PolicyMakers	Conference				
METHOD OF TRANSPORTATION AIR ▼		DEPART	ED FROM			ARRI	VED AT	
NAME (Delta, Amtrak, etc.)	NAME (OF CITY	DATE	TIME	IME NAME OF		DATE	TIME
Southwest	San Diego	JF OII i	3/16/2023	-	San Jose, CA	OF CITY	3/16/2023	1:25 PM
Returned by car		Grove, CA	3 19 23		Encinit		3/19/23	
		1	-			7	1. 1	
				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		-				9		
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 lodgin	ig. Misc expen	se = Gas (\$50	0.71)		9			
			REQUEST FOR	<u> </u>	ADVANCE or	□ DED DIEM	Ī	
			Please submit	_			AMOUNT	
The undersigned, under penalty		ľ	ACTUAL EXPE				\$1,852.91	
state that the above claim is co	rrect:		CASH ADVANC					
They hades	>	ľ	PAID IN ADVANCE OF EVENT (other than credit car PAID VIA CITY CREDIT CARD			credit card)		
Employee Signature			LAST 4 DIGITS	OF CARD #:	935			
		-	Highlight all exp	penses paid by	/ credit card			\$1,500.00
Approved by Dept Director	Date		TOTAL DUE _ TO CITY TO TRAVELER			TO TRAVELER	\$352.91	
LA		23	ACCOUNT NUI	MBER - PROJ	JECT STRING		Amount per ac	count
A Charles	1 0 0	12 1	10110300-455				352	.91
Approved by City Manager (required for out-of-state travel)	Date only)	,						
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	on.,,		Commonly Use	d Account / Ol	bject Numbers			
			455 TRAVEL & MILEAGE					
Finance Review T	ravel Coordinato	r	456.1	TRAINING				

THIS IS A (check one):	REQUEST FOR	TRAVEL ADVANCE or PER DI	EM	✓ CLAIM FOR REIMBURSEMENT				
NAME	DEPA	ARTMENT	.NT		DATE OF ADVANCE REQUEST / CLAIM			
Tony Kranz	City C	Council						
POSITION	PURF	POSE OF TRIP		AUTHORIZE	D BY- DATE			
Mayor	Silico	n Valley Bike Summit 20	023					
METHOD OF TRANSPORTATION AIR ▼		DEPARTED FROM			ARRIN	VED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CIT	Y 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, C	A	8/24/2023	9:25 p.m.	
	l .		DATEC					
			DATES				TOTAL	
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	1					\$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 San Jose airport (\$39.92 + 48.6)		al = 49.34) 2. Uber rece	ipts from Sar	Jose airport to	Bike Summit	and from Bike	Summit to	
San Jose airport (\$39.92 + 40.0		REQUEST FOR		ADVANCE or	□ DED DIEM	Ī		
		Please submit				AMOUNT		
The undersigned, under penalty	y of perjury,	ACTUAL EXPE				\$514.84		
state that the above claim is co	rrect:	CASH ADVANC	CE OR PER D	DIEM RECEIVE	D			
AT KOOM			PAID IN ADVANCE OF EVENT (other			,		
Embloyee Signature		PAID VIA CITY LAST 4 DIGITS			252,9 53,4			
1 4 - 8/29/2013					25,7	-	\$306.45	
July Cold			□ 7 0 (-m.	TO TO 41/51 50		\$208.39	
Approved by Dept Director		TOTAL DUE TO CITY ACCOUNT NUMBER - PROJECT STRING			TO TRAVELER Amount per acco			
		10110300-455	MDLIX - FIXO	JEOT STRING		Allouit per a	208.39	
Approved by City Manager	Date							
(required for out-of-state travel	only)							
		Commonly Use						
Finance Review T	ravel Coordinator		TRAVEL & N	IILEAGE				
mance neview 1	iavei Coolullatoi	730.1	MAIIVING					

THIS IS A (check one):	☐ REQUEST	FOR TRAVEL AD	VANCE or PER DIEM		☑ CLAIM FOR REIMBURSEMENT			
NAME DEPARTM			TV		DATE OF ADVANCE REQUEST / CLAIM			
Allison Blackwell		City Council						
POSITION		PURPOSE O	F TRIP		AUTHORIZE	D BY- DATE		
Council Member		League of CA	A Cities 2023 An	nual Conferen				
METHOD OF TRANSPORTATION AIR		DEPART	TED FROM			ARRI	VED AT	
NAME (Delta, Amtrak, etc.)	NAME (OF CITY	DATE	TIME	NAME	NAME OF CITY		TIME
Southwest Airline	San Diego	51 0111	9/21/2023		Sacramento	01 0111	9/21/2023	
Southwest Airline	Sacramento		9/22/2023		San Deigo		9/22/2023	
								-
				DATES				
EXPENDITURES	9/21/2023	9/22/2023		DATES				TOTAL
BREAKFAST								
LUNCH								
DINNER								
PER DIEM (M & IE)	\$51.75	\$38.00						\$89.75
LODGING	\$195.71							\$195.71
MAJOR TRANSPORTATION	\$227.97				v			\$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 = \$31.7 \$19.88 hotel to conference, \$1	13 airport to ho 6.96 conference	tel, \$12.99 ho ce to hotel, and	otel to Conferent d Zelle payment	ce, \$16.99 Cor for \$42.00 fro	nference to ho m hotel to airp	tel = \$61.11. ort (total on 9	Lyft charges 9/ 1/22/23 = 78.84	/22/23 =
			REQUEST FOR		ANCE or P			
The undersigned, under penalty	of porium		Please submit		dvance of eve	ent	AMOUNT	
state that the above claim is co			ACTUAL EXPE		EM DECEIVE	:D	\$1,079.38	
All an Block	M		PAID IN ADVA					
WULLIN BLACION			PAID VIA CITY		D			
Employee Signature	*		LAST 4 DIGITS		935 credit card			£577.07
DAM - 4/8/23			Highlight all expenses paid by credit card			DAVELED.		\$577.97
Approved by Dept Director Date			TOTAL DUE ☐ TO CITY ☐ TO TRAVE			KAVELEK		\$501.41
) V			ACCOUNT NUMBER - PROJECT STRING				Amount per a	729.38
Approved by City Manager	Date		10110300-455 10110300-456.1				350.00	
(required for out-of-state travel								230.00
	S20		Commonly Use		and the second			
			455	TRAVEL & MI	LEAGE			×
Finance Review T	ravel Coordinato	r	456.1	TRAINING				