

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

<b>THIS IS A (check one):</b> <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 1/23/2020				
POSITION Council Member	PURPOSE OF TRIP CCE Summit	AUTHORIZED BY- DATE				
METHOD OF TRANSPORTATION    AIR    ▼	<b>DEPARTED FROM</b>					
	<b>ARRIVED AT</b>					
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest	San Diego	1/23/2020	6:20 AM	Sacramento	1/23/2020	8:10 AM
Southwest	Sacramento	1/24/2020	3:25 PM	San Diego	1/24/2020	4:55 PM
<b>DATES</b>						
<b>EXPENDITURES</b>	1/23/2020					<b>TOTAL</b>
BREAKFAST						
LUNCH						
DINNER						
PER DIEM (M & IE)						
LODGING	\$172.55					\$172.55
MAJOR TRANSPORTATION	\$127.96					\$127.96
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC						
TELEPHONE						
REGISTRATION FEE						
MISC. (explain below)						
<b>TOTAL</b>	\$300.51					<b>\$300.51</b>

**EXPLANATION OF ITEMS:**  
*Council Member Mosca ended up not attending this summit because of illness.*

<b>REQUEST FOR</b> <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	<b>AMOUNT</b>
Please submit 2 weeks in advance of event	
ACTUAL EXPENDITURES	\$300.51
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	<b>\$300.51</b>
<b>TOTAL DUE</b> <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER	
<b>ACCOUNT NUMBER - PROJECT STRING</b>	Amount per account
10110300 455	
<b>Commonly Used Account / Object Numbers</b>	
455    TRAVEL & MILEAGE	
456.1    TRAINING	

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

*Joseph D. Mosca*  
 Employee Signature

Approved by Dept Director    Date

*J. Mosca*

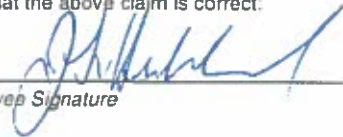
Approved by City Manager    Date  
 (required for out-of-state travel only)


Finance Review    Travel Coordinator

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

<b>THIS IS A (check one):</b> <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 2/18/2020				
POSITION City Council Member	PURPOSE OF TRIP HCD Meeting Sacramento	AUTHORIZED BY- DATE				
METHOD OF TRANSPORTATION    AIR    ▼	<b>DEPARTED FROM</b>					
	<b>ARRIVED AT</b>					
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest	San Diego	2/18/2020	6:20 AM	Sacramento	2/18/2020	8:10 AM
Southwest	Sacramento	2/18/2020	3:25 PM	San Diego	2/18/2020	4:55 PM
		<b>DATES</b>				
<b>EXPENDITURES</b>	2/18/2020					<b>TOTAL</b>
BREAKFAST						
LUNCH						
DINNER						
PER DIEM (M & IE)						
LODGING						
MAJOR TRANSPORTATION	\$349.96					\$349.96
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE						
MISC. (explain below)						
<b>TOTAL</b>	<b>\$349.96</b>					<b>\$349.96</b>
<b>EXPLANATION OF ITEMS:</b>						

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

  
Employee Signature

Approved by Dept. Director    Date  
    3/4/20  
Approved by City Manager    Date  
(required for out-of-state travel only)

Finance Review    Travel Coordinator

<b>REQUEST FOR</b> <input type="checkbox"/> ADVANCE or <input type="checkbox"/> PER DIEM	<b>AMOUNT</b>
Please submit 2 weeks in advance of event	
ACTUAL EXPENDITURES	\$349.96
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 #:    8706	
Highlight all expenses paid by credit card	\$349.96
<b>TOTAL DUE</b> <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER	
<b>ACCOUNT NUMBER - PROJECT STRING</b>	<b>Amount per account</b>
10120310 455	
<b>Commonly Used Account / Object Numbers</b>	
455	TRAVEL & MILEAGE
456.1	TRAINING

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

<b>THIS IS A (check one):</b> <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 2/18/2020				
POSITION Deputy Mayor	PURPOSE OF TRIP HCD Meeting Sacramento	AUTHORIZED BY- DATE				
METHOD OF TRANSPORTATION <small>AIR</small> ▼	DEPARTED FROM	ARRIVED AT				
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest	San Diego	2/18/2020	6:20 AM	Sacramento	2/18/2020	8:10 AM
Southwest	Sacramento	2/18/2020	3:25 PM	San Diego	2/18/2020	4:55 PM
DATES						
EXPENDITURES	2/18/2020					TOTAL
BREAKFAST						
LUNCH						
DINNER						
PER DIEM (M & IE)						
LODGING						
MAJOR TRANSPORTATION	\$349.96					\$349.96
CAR RENTAL						
MILEAGE						
PARKING						
TAXI, SHUTTLE, ETC.						
TELEPHONE						
REGISTRATION FEE						
MISC. (explain below)						
<b>TOTAL</b>	<b>\$349.96</b>					<b>\$349.96</b>
EXPLANATION OF ITEMS:						

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

Kellie Hinze  
Employee Signature

Approved by Dept Director [Signature] Date 3/3/20  
Approved by City Manager [Signature] Date 3/3/20  
(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	\$349.96
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 #: <u>8706</u>	
Highlight all expenses paid by credit card	\$349.96
TOTAL DUE <input type="checkbox"/> TO CITY <input type="checkbox"/> TO TRAVELER	
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10120310 455	
Commonly Used Account / Object Numbers	
455	TRAVEL & MILEAGE
456.1	TRAINING

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

<b>THIS IS A (check one):</b>		<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 3/2/2020	
POSITION City Council Member	PURPOSE OF TRIP HCD Meeting Sacramento	AUTHORIZED BY- DATE	
METHOD OF TRANSPORTATION <small>AIR</small> ▼	DEPARTED FROM		ARRIVED AT
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME
Southwest	San Diego	3/2/2020	8:10 AM
Alaska	Sacramento	3/2/2020	3:50 PM
	NAME OF CITY	DATE	TIME
	Sacramento	3/2/2020	9:55 AM
	Alaska	3/2/2020	5:23 PM
<b>DATES</b>			
<b>EXPENDITURES</b>	<b>3/2/2020</b>		<b>TOTAL</b>
BREAKFAST			
LUNCH			
DINNER			
PER DIEM (M & IE)			
LODGING			
MAJOR TRANSPORTATION	\$266.38		\$266.38
CAR RENTAL			
MILEAGE			
PARKING	\$19.00		\$19.00
TAXI, SHUTTLE, ETC.			
TELEPHONE			
REGISTRATION FEE			
MISC. (explain below)			
<b>TOTAL</b>	<b>\$285.38</b>		<b>\$285.38</b>
<b>EXPLANATION OF ITEMS:</b>			

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

*Jody Hubbard*  
Employee Signature

Approved by Dept Director \_\_\_\_\_ Date \_\_\_\_\_

*Jody Hubbard*  
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		\$285.38
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 #: 8706 and 2143		
Highlight all expenses paid by credit card		\$266.38
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$19.00
ACCOUNT NUMBER - PROJECT STRING	Amount per account	
10110300 455		19.00
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 Kellie Hinze		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM 3/2/2020		
POSITION Deputy Mayor		PURPOSE OF TRIP HCD Meeting Sacramento		AUTHORIZED BY- DATE		
METHOD OF TRANSPORTATION <small>AIR</small> ▼	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Southwest	San Diego	3/2/2020	8:10 AM	Sacramento	3/2/2020	9:55 AM
Alaska	Sacramento	3/2/2020	3:50 PM	Alaska	3/2/2020	5:23 PM

EXPENDITURES	DATES						TOTAL
	3/2/2020						
BREAKFAST							
LUNCH							
DINNER							
PER DIEM (M & IE)							
LODGING							
MAJOR TRANSPORTATION	\$266.38	\$193.50	\$180.40				\$640.28
CAR RENTAL							
MILEAGE							
PARKING							
TAXI, SHUTTLE, ETC.							
TELEPHONE							
REGISTRATION FEE							
MISC. (explain below)							
<b>TOTAL</b>	<b>\$266.38</b>	<b>\$193.50</b>	<b>\$180.40</b>				<b>\$640.28</b>

**EXPLANATION OF ITEMS:**  
The return Alaska flight was changed to March 8 and then changed back to March 2 for \$193.50 and then cancelled. The flight was booked again for a new charge of \$180.40. The City has a credit and a voucher worth \$160.40.

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

Kellie Hinze  
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**     ADVANCE or  PER DIEM

Please submit 2 weeks in advance of event

	AMOUNT
ACTUAL EXPENDITURES	\$640.28
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, 2143, 6861	
Highlight all expenses paid by credit card	\$640.28
<b>TOTAL DUE</b> <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):**     REQUEST FOR TRAVEL ADVANCE or PER DIEM     CLAIM FOR REIMBURSEMENT

NAME Kellie Shay Hinza	DEPARTMENT City Council	DATE OF ADVANCE REQUEST / CLAIM 3/9/2020				
POSITION Deputy Mayor	PURPOSE OF TRIP Yosemite Policymakers Conference	AUTHORIZED BY- DATE City Manager				
METHOD OF TRANSPORTATION <small>CAR</small> ▼	DEPARTED FROM	ARRIVED AT				
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
Personal Car	Encinitas	3/4/2020		Yosemite Valley	3/4/2020	
Personal Car	Yosemite Valley	3/8/2020		Encinitas	3/8/2020	

EXPENDITURES	DATES					TOTAL
	3/5/2020	3/6/2020	3/7/2020	3/8/2020		
BREAKFAST	NA		NA	NA		
LUNCH			NA			
DINNER			NA	NA		
PER DIEM (M & IE)			NA			
LODGING	\$308.52	\$308.52	\$308.52	NA		\$925.56
MAJOR TRANSPORTATION	NA	NA	NA	NA		
CAR RENTAL	NA	NA	NA	NA		
MILEAGE	\$198.95	NA	NA	\$198.95		\$397.90
PARKING	NA	NA	NA	NA		
TAXI, SHUTTLE, ETC.	NA	NA	NA	NA		
TELEPHONE	NA	NA	NA	NA		
REGISTRATION FEE	\$450.00	NA	NA	NA		\$450.00
MISC. (explain below)	NA	NA	NA	NA		
<b>TOTAL</b>	<b>\$957.47</b>	<b>\$308.52</b>	<b>\$308.52</b>	<b>\$198.95</b>		<b>\$1,773.46</b>

EXPLANATION OF ITEMS:  
LGC Policymakers Conference in Yosemite at the Yosemite Valley Lodge March 5 - March 8, 2020.

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

Kellie Hinza  
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		\$1,773.46
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		\$758.52
TOTAL DUE	<input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$1,014.94
ACCOUNT NUMBER - PROJECT STRING	Amount per account	
10110300 455		1,014.94
Commonly Used Account / Object Numbers		
455	TRAVEL & MILEAGE	
456.1	TRAINING	