CITY OF ENCINITAS AND SDWD TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM

THIS IS A (check one):	ST FOR TRAVEL A	DVANCE or PER DIE	EM	✓ CLAIM FOR REIMBURSEMENT				
NAME		DEPARTMENT			DATE OF ADVANCE REQUEST / CLAIM			
Joy Lyndes		City Council			10/5/2021			
POSITION		PURPOSE OF TRIP			AUTHORIZED BY- DATE			
Council Member		League of CA Cities Annual Conference			Budget			
METHOD OF TRANSPORTATION AIR	DEPARTED FROM				ARRIVED AT			
NAME (Delta, Amtrak, etc.)	NAME OF CITY		DATE	TIME	NAME OF CIT	Y DATE	TIME	
Southwest Airlines	San Diego			1 9:35 a.m.	Sacramento		1 11:10 a.m.	
Southwest Airlines			9/24/2021	6:40 p.m.	Long Beach		8:05 p.m.	
				-				
	DATES							
EXPENDITURES	9/22/2021	9/23/2021	9/24/2021				TOTAL	
BREAKFAST			Included					
LUNCH	Included	Included	Included					
DINNER								
PER DIEM (M & IE)	\$28.00	\$42.00					\$70.00	
LODGING	\$232.60	\$232.60					\$465.20	
MAJOR TRANSPORTATION	\$212.96	\$43.00					\$255.96	
CAR RENTAL								
MILEAGE								
PARKING								
TAXI, SHUTTLE, ETC.	\$62.79		\$78.03				\$140.82	
TELEPHONE								
REGISTRATION FEE	\$550.00						\$550.00	
MISC. (explain below)								
TOTAL	\$1,086.35	\$317.60	\$78.03				\$1,481.98	
EXPLANATION OF ITEMS:			REQUEST FO	R 🗆	ADVANCE or PER D	DIEM		
			Please submit 2 weeks in advance of event			AMC	AMOUNT	
The undersigned, under penalty of perjury, state that the above claim is correct:			ACTUAL EXPENDITURES CASH ADVANCE OR PER DIEM RECEIVED				\$1,481.98	
state that the above stain is so	11601.	×	PAID IN ADVANCE OF EVENT (other than credit card)			card)		
Tous Mous			PAID VIA CITY CREDIT CARD			2013)		
Employee Signature			LAST 4 DIGITS OF CARD #: 8706 Highlight all expenses paid by credit card				2205.00	
Same as City	Manager	/	nigilligill all 654	Jenses paid b	ny credit card		\$805.96	
Approved by Dept Director	TOTAL DUE TO CITY TO TRAVELER			LER	\$676.02			
Mundte	12.1	ACCOUNT NUMBER - PROJECT STRING			Amount per a	Amount per account		
Approved by City Manager	Date	1	10110300-455				676.02	
(required for out-of-state travel								
					Object Numbers			
	ravel Coordinato) or	455 456.1	TRAVEL & N	"ILEAGE			