



TRAVEL REQUEST AND EXPENSE REPORT
INSTRUCTIONS - COMPLETE SECTIONS 1 & 2
AND RETURN TO FINANCE DEPARTMENT

1. AUTHORIZATION

Name: _____ Dept: _____
 Conf./Event: _____ City & State: _____
 Date: _____ through _____ Date: _____
 Total days (include travel time): _____
 Brief statement of benefit to the City: _____

 (MUST ATTACH ANY LITERATURE DESCRIBING THE EVENT)

I CERTIFY THAT THE TRAVEL AND EXPENSES WILL
 BE IN THE CONDUCT OF THE CITY'S BUSINESS. _____
 EMPLOYEE

2. EXPENSE ADVANCE - ATTACH REQUEST FOR WARRANTS

Registration: _____ Lodging: _____ Travel: _____ Per Diem: _____
 Date: _____ Acct. Bal.: _____ Amt. Req: _____
 Account #: _____ Dept: _____

Approvals:

_____ DEPARTMENT HEAD _____ FINANCE _____ ADMIN. SERVICES

3. ACTUAL EXPENSE REPORT

Note: Actual expense reports are due within TEN working days after return.

Date/Time Departed: _____ Date/Time Returned: _____

Dates:						Total Actual Expense	Total Cash Advance	Balance (+ / -)
Registration								
Lodging (max. \$250/night)								
Per Diem (Meals)								
TRANSPORTATION (MAX. \$400.00)								
City Vehicle No.								
Air Travel								
Mileage (POV) Rate/Mile:								
Miscellaneous Parking, Tolls, etc.								
Car Rental								
TOTAL						\$0.00	\$0.00	

NET BALANCE DUE (CITY): _____
 NET BALANCE DUE (EMPLOYEE): _____

EMPLOYEE SIGNATURE _____ APPROVED DEPT. HEAD _____ VERIFIED FINANCE DEPT. _____