

Travel Requisition

EXPENSE REPORT AND RECONCILIATION TO CASH ADVANCE

This form should be completed in legible handwriting

REIMBURSABLE EXPENSE DETAIL

Date						TOTAL
Registration						
Airfare						
Lodging						
Meals & Incidentals						
Rental Car						
Taxi/Shuttle						
Fuel						
Other:						
TOTAL						

MILEAGE DETAIL - PERSONAL VEHICLE

	ODOMETER READING	
	Starting Mileage	Ending Mileage
Departure/Destination		

Standard mileage tables provided in the City's Travel guidelines may be used in lieu of odometer readings .

Total miles - personal vehicle	
Reimbursement @ .575 per mile	

TRAVEL EXPENSE SUMMARY	
Total Travel Expense	
Amount Advanced including credit Card Actual	
() Amount Due Employee	
() Amount Due City	

I hereby certify that the amounts listed above were incurred in conformance with the approved travel authorization and that no part claimed for reimbursement is of a personal nature:

Employee Signature	Date	Department Head Signature	Date
City Manager Signature	Date	Audited by	Date

City Manager approval is required if itemized expenses exceed daily per diem and incidental allowance amounts or other estimated costs.