

**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 Hinze		DEPARTMENT City Council		DATE OF ADVANCE REQUEST / CLAIM		
POSITION Council Member		PURPOSE OF TRIP 2024 California Bicycle Summit		AUTHORIZED BY- DATE		
METHOD OF TRANSPORTATION CAR ▼	DEPARTED FROM			ARRIVED AT		
NAME (Delta, Amtrak, etc.)	NAME OF CITY	DATE	TIME	NAME OF CITY	DATE	TIME
	Encinitas	4/18/2024		San Diego	4/18/2024	
	Encinitas	4/19/2024		San Diego	4/19/2024	

EXPENDITURES	DATES						TOTAL
	4/18/2024	4/19/2024					
BREAKFAST							
LUNCH							
DINNER							
PER DIEM (M & IE)							
LODGING							
MAJOR TRANSPORTATION							
CAR RENTAL							
MILEAGE							
PARKING		\$13.00				\$13.00	
TAXI, SHUTTLE, ETC.							
TELEPHONE							
REGISTRATION FEE	\$468.78					\$468.78	
MISC. (explain below)							
TOTAL	\$468.78	\$13.00				\$481.78	

EXPLANATION OF ITEMS:

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

Kellie Hinze
Employee Signature

[Signature] 5/28/24
Approved by Dept Director Date

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	\$481.78
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 #: 935	
Highlight all expenses paid by credit card	\$468.78
TOTAL DUE <input type="checkbox"/> TO CITY <input checked="" type="checkbox"/> TO TRAVELER	\$13.00
ACCOUNT NUMBER - PROJECT STRING	Amount per account
10110300-455	13.00
10110300-456.1	468.78
<i>Commonly Used Account / Object Numbers</i>	
455	TRAVEL & MILEAGE
456.1	TRAINING

