THIS IS A (check one):	REQUE	ST FOR TRAVEL	ADVANCE or PER DIE	М	☑ CLAIM FOR REIMBURSEMENT				
NAME DEPARTM			ENT		DATE OF ADVANCE REQUEST / CLAIM				
Joe Mosca		City Counci			1/23/2020				
POSITION		PURPOSE	PURPOSE OF TRIP			AUTHORIZED BY- DATE			
Council Member		CCE Summ	it						
METHOD OF TRANSPORTATION AIR	i	DEPAR	RTED FROM	ARRIVED AT					
MANAS (Delha Assault and	NAME	OF OITY	DATE				TIANT		
NAME (Delta, Amtrak, etc.) Southwest	San Diego	OF CITY	DATE 1/23/2020	TIME 6:20 AM	NAME 1 Sacramento	OF CITY	DATE 1/23/2020	TIME 8:10 AM	
Southwest	Sacramento		1/24/2020		1 San Diego		1/24/2020	4:55 PM	
			223	DATES					
				DATES				TOTAL	
EXPENDITURES	1/23/2020		1 1				+ +	TOTAL	
BREAKFAST			4 = 4						
LUNCH			1 - 1						
DINNER			1 1						
PER DIEM (M & IE)									
LODGING	\$172.55							\$172.5	
MAJOR TRANSPORTATION	\$127.96							\$127.96	
CAR RENTAL									
MILEAGE									
PARKING							-		
TAXI, SHUTTLE, ETC									
TELEPHONE									
REGISTRATION FEE									
MISC. (explain below)						177	1		
TOTAL	\$300.51		<u> </u>					\$300.51	
EXPLANATION OF ITEMS:	loska zna	led up 1	nct attend				use of illy	ness.	
			Please submit 2	_		PER DIEM	AMOUNT		
The undersigned, under penalt			ACTUAL EXPEN				\$300.51		
state that the above claim is co	rract		CASH ADVANCE						
osash	ر لیسی		PAID IN ADVANCE OF EVENT (oth PAID VIA CITY CREDIT CARD			credit card)			
Employee Bignature			LAST 4 DIGITS						
			Highlight all expe					\$300.51	
Approved by Dept Director	Date		TOTAL DUE	□ το crt	Υ	TRAVELER			
775			ACCOUNT NUMBER - PROJECT STRING				Amount per account		
V ~			10110300 455						
Approved by City Manage (required for out-of-state travel	Date		= *=						
radmian ini ont-ni-21910 ilgaal	Oray I		Commonly Used	Account / Oi	bject Numbers	;			
			455 T	RAVEL & MI					
inance Review T	ravel Coordinato	ľ	456.1 T.	RAINING					

THIS IS A (check one):	LJ REQUE		ADVANCE or PER DIEM		CLAIM FOR REIMBURSEMENT				
				DATE OF ADVANCE REQUEST / CLAIM					
Jody Hubbard		City Counci		2/18/2020					
POSITION		PURPOSE	OF TRIP	AUTHORIZED B	Y- DATE				
			g Sacramento						
METHOD OF TRANSPORTATION AIR	♥ DEF		RTED FROM	ARRIVED AT					
NAME (Delta, Amtrak, etc.) Southwest Southwest	NAME ( San Diego Sacramento	OF CITY	DATE 2/18/2020 2/18/2020		NAME OF ( Sacramento San Diego	CITY	DATE 2/18/2020 2/18/2020	TIME 8:10 Al 4:55 PM	
	1								
				DATES		- 0,	1		
EXPENDITURES	2/18/2020							TOTAL	
BREAKFAST									
LUNCH									
DINNER									
PER DIEM (M & IE)									
LODGING									
MAJOR TRANSPORTATION	\$349.96							\$349.9	
CAR RENTAL								<b>4040.3</b> (	
MILEAGE									
PARKING									
TAXI, SHUTTLE, ETC.									
TELEPHONE							-		
REGISTRATION FEE									
MISC. (explain below)	\$349.96						i e	0040.00	
EXPLANATION OF ITEMS:	3343.50							\$349.96	
			REQUEST FOR			R DIEM			
The undersigned, under penalty	of negury		Please submit 2 v ACTUAL EXPEND		ivance of event		AMOUNT		
tate that the above claim is co			CASH ADVANCE		EM RECEIVED		\$349.96		
Employee Signature					IT (other than credit card)				
			PAID VIA CITY CR LAST 4 DIGITS OF						
		Highlight all expens	8706 credit card			\$349.96			
				Tro error		(E) ED			
pproved by City Manager Date		TOTAL DUE TO CITY TO TRAVELER			VELEK	Amount			
		ACCOUNT NUMBER - PROJECT STRING 10120310 455				Amount per account			
required for out-of-state travel									
			Commonly Used A						
nance Review Tr	avel Coordinator		455 TRAVEL & MILEAGE 456.1 TRAINING						

THIS IS A (check one):	☐ REQUE		L ADVANCE or PER DIEM	✓ CLAIM FOR REIMBURSEMENT					
NAME DEPARTME				DATE OF ADVANCE REQUEST / CLAIM					
Kellie Hinze		City Counc	il 	2/18/2020					
POSITION		PURPOSE	OF TRIP	AUTHORIZE	D BY- DAT	Ë			
		HCD Meeti	ng Sacramento						
METHOD OF TRANSPORTATION AIR		DEPA	RTED FROM	ARRIVED AT					
NAME (Delta, Amtrak, etc.) Southwest Southwest	NAME OF CITY San Diego Sacramento		DATE 2/18/2020 2/18/2020		NAME OF CITY Sacramento San Diego		DATE 2/18/2020 2/18/2020	TIME 8:10 AM 4:55 PM	
				DATES					
EXPENDITURES	2/18/2020			DATE				TOTAL	
BREAKFAST									
LUNCH			7 7						
DINNER									
PER DIEM (M & IE)									
LODGING									
MAJOR TRANSPORTATION	\$349.96							6040.0	
CAR RENTAL	QU43.30							\$349.90	
MILEAGE									
PARKING									
TAXI, SHUTTLE, ETC.							-,-		
TELEPHONE							-		
REGISTRATION FEE							-		
MISC. (explain below)	£240.00			-		<u> </u>			
EXPLANATION OF ITEMS:	\$349.96	<u> </u>						\$349.96	
			REQUEST FOR			PER DIEM			
he undersigned, under penalty	of perjury,		Please submit 2 v	dvance of event		AMOUNT \$349.96			
tate that the above claim is con	rect:		CASH ADVANCE			3043.30			
Keci SKIZe Employee Signature			PAID IN ADVANCE PAID VIA CITY OF		credit card)				
			LAST 4 DIGITS OF	B706					
A A ==			Highlight all expen	ses paid by				\$349.96	
pprojed by Dept Director	Daten	5. /	TOTAL DUE	□ TO CITY	□ 10	TRAVELER			
Way To Moth 2/2/			ACCOUNT NUMBER - PROJECT STRING				Amount per acco	ount	
XXXIIIX() EX XV	UXY J	0/3/	10120310 455						
ppro led by City Manager equired for out-of-state travel o	Date /	1-10							
			Commonly Used A	ccount / Obj	ect Numbers	<u>.</u>			
	avel Coordinator		455 TRAVEL & MILEAGE						
ance Review Tra		456.1 TRAINING							

NAME	☐ KEQUE	DEPARTME	NT		DATE OF ADVANCE REQUEST / CLAIM				
	Jody Hubbard		• • •		3/2/2020				
POSITION		City Council	OF TRIP	10	AUTHORIZED BY- DATE				
City Council Member		1	Sacramento						
METHOD OF	METHOD OF								
TRANSPORTATION AIR		DEPART	TED FROM		AF				
NAME (Delta, Amtrak, etc.) Southwest Alaska	NAME OF CITY San Diego Sacramento		DATE 3/2/2020 3/2/2020	TIME 8:10 AM 3:50 PM	NAME OF CITY Sacramento Alaska	DATE 3/2/2020 3/2/2020	TIME 9:55 AM 5:23 PM		
	<u> </u>			DATES	I STATE				
EXPENDITURES	3/2/2020						TOTAL		
BREAKFAST							4-		
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)									
TOTAL	\$285.38	1					\$285.38		
EXPLANATION OF ITEMS:									
The undersigned, under penalty of perjury, state that the above claim is correct:			REQUEST FOR Please submit 2 v ACTUAL EXPEND CASH ADVANCE PAID IN ADVANCI PAID VIA CITY CF	veeks in ac ITURES OR PER DI OF EVEN	EM RECEIVED	AMOU	NT \$285.38		
Employee Sgnature			LAST 4 DIGITS OF Highlight all expen				\$266.3 <u>8</u>		
Approved by Dept Director	Date	ŀ	TOTAL DUE	TO CITY	✓ TO TRAVELER	1	\$19.00		
Approved by City Manager required for out-of-state travel of	Date only)		ACCOUNT NUMB 10110300 455	ER - PROJ	ECT STRING	Amount per acc	ount 19.00		
	avel Coordinato			ccount / Ob AVEL & MIL AINING		Y			

THIS IS A (check one):	∐ REQUE	ST FOR TRAVEL	ADVANCE or PER DIE	M E	CLAIM FOR REIMBURSEMENT				
					DATE OF ADVANCE REQUEST / CLAIM				
Kellie Hinze		City Council			3/2/2020				
POSITION		PURPOSE			AUTHORIZ	ED BY- DATE	=		
Deputy Mayor	HCD Meetin	g Sacramento							
METHOD OF TRANSPORTATION AIR		DEPARTED FROM		ARRIVED AT					
NAME (Delta, Amtrak, etc.) Southwest Alaska	NAME San Diego Sacramento	OF CITY	DATE 3/2/2020 3/2/2020	TIME 8:10 AM 3:50 PM	Sacramento	OF CITY	DATE 3/2/2020 3/2/2020	TIME 9:55 AM 5:23 PM	
			1	DATES		367			
EXPENDITURES	3/2/2020							TOTAL	
BREAKFAST	O/E/E0E0								
LUNCH									
DINNER									
						1			
PER DIEM (M & IE)									
LODGING			R						
MAJOR TRANSPORTATION	\$266.38	\$193.50	\$180.40					\$640,28	
CAR RENTAL									
MILEAGE									
PARKING									
TAXI, SHUTTLE, ETC.									
TELEPHONE						1.6			
REGISTRATION FEE									
MISC. (explain below)					Ī		M M		
TOTAL	\$266 38	\$193,50	\$180.40					\$640.28	
EXPLANATION OF ITEMS: The return Alaska flight was ch again for a new charge of \$180					193.50 and t	hen cancelled	d. The flight was t	pooked	
			REQUEST FOR			PER DIEM		1	
The undersigned, under penalty	of neriuna		Please submit 2 ACTUAL EXPEN		dvance of ev	ent	AMOU	NT \$640.28	
state that the above claim is co			CASH ADVANCE		IEM RECEIV	ED		3040.20	
0	_		PAID IN ADVANC			n credit card)			
Employee Signature			PAID VIA CITY C LAST 4 DIGITS C		-	0064			
zmployee Signature			Highlight all expe			0001	1	\$640.28	
Approved by Dept Director	Date		TOTAL DUE	י דס כודי	r 🗆 🗆	O TRAVELER			
			ACCOUNT NUMI	BER - PROJ	ECT STRING	3	Amount per acc	ount	
Approved by City Mahager	Date								
required for out-of-state travel									
V	-		Commonly Used			s			
nanca Payley	aval Caradinata	_		RAVEL & MIL	LEAGE				
nance Review Tr	avel Coordinato	r	456.1 TF	RAINING		200	<u> </u>		

			ADVANCE or PER DI	EM	CLAIM FOR REIMBURSEMENT				
NAME		DEPARTME	NI		DATE OF ADVANCE REQUEST / CLAIM				
Kellie Shay Hinze		City Council			3/9/2020				
POSITION		PURPOSE (	OF TRIP		AUTHORIZED BY- DATE				
Deputy Mayor	Yosemite Po	licymakers Con	ference	City Manager					
METHOD OF TRANSPORTATION CAR		DEPAR	TED FROM	0.	ARRIVED AT				
NAME (Delta, Amtrak, etc.) Personal Car Personal Car	NAME Encinitas Yosemite Va	OF CITY	DATE 3/4/2020 3/8/2020		NAME OF CITY Yosemite Valley Encinitas	DATE 3/4/2020 3/8/2020	TIME		
				DATES					
EXPENDITURES	3/5/2020	3/6/2020	3/7/2020	3/8/2020			TOTAL		
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	ľ				
MILEAGE	\$198.95	NA	NA	\$198.95			\$397.90		
PARKING	INA	NA	NA	NA					
TAXI, SHUTTLE, ETC.	NA	NA		NA					
TELEPHONE	NA	NA	NA	NA					
REGISTRATION FEE	\$450.00	NA	NA	NA			\$450.00		
MISC. (explain below)	NA	NA	NA	NA					
TOTAL	\$957.47	\$308.52	\$308.52	\$198.95			\$1,773.46		
EXPLANATION OF ITEMS: LGC Policymakers Conference	in Yosemite a	t the Yosemite	Valley Lodge M						
The undersigned, under penalt state that the above claim is co	rrect:		Please submit ACTUAL EXPE CASH ADVANC	2 weeks in ac NDITURES E OR PER DI ICE OF EVEN CREDIT CAR	dvance of event  EM RECEIVED  IT (other than credit card)	AMOU	NT \$1,773.46		
zmp.oyee eighalare			Highlight all exp	_	credit card		\$758.52		
Approved by Dept Director Date			TOTAL DUE TO CITY TO TRAVELER			\$1.014.94			
Approved by City Manager	Date		ACCOUNT NUM 10110300 455	IBER - PROJ	ECT STRING	Amount per acc	ount 1,014.94		
required for 60 -of-state travel	only)	ŀ	Commonly User	Account / Oh	niect Numbers				
			Commonly Used Account / Object Numbers 455 TRAVEL & MILEAGE						
nance Review T	ravel Coordinato	r	456.1 TRAINING						