

TRAVEL ADVANCE AND EXPENSE REPORT



CITY OF PACIFIC GROVE

TRAVEL ADVANCE		Original Request	Travelers Name (Last, First, Middle Initial)		
		Additional Request			
Purpose of Trip/Activity	Title		Department		
	Transportation (means to and from)		Period Covered to		
	Approved by Department Head		BUDGETED		
	Approved by City Manager		NON-BUDGETED		
		Amount Requested		\$	

ATTACH RECEIPTS FOR LODGING, FARES, CAR RENTAL & SPECIAL ITEMS

EXPENSE REPORT	Date	Date	Date	Date	Date	Date	Date	Date		TOTALS
1. MEALS (INC. TIPS)										
2. LODGING										
3. FARES: Air, Rail, Etc.										
4. TAXI, LIMO, BUS, CAR RENTAL, ETC.										
5. MILEAGE - Private Auto At Approved Rate										
6. TELEPHONE/TELEGRAM (Official Calls Only)										
7. REGISTRATION										
8. OTHER - SPECIFY										
9. OTHER - SPECIFY										
TOTALS LINES 1 THROUGH 9										

TOTAL APPROVED EXPENSES _____ ↑

ITEMS 8 & 9 REQUIRE EXPLANATION BELOW

Give Names and Business Connections of Persons Whose Meals Were Paid By Traveler.

ITEM & COLUMN #	

TRAVELER'S RECONCILIATION		
CASH ADVANCED		
LESS APPROVED EXPENSES		
BALANCE DUE TO CITY/EMPLOYEE (CIRCLE)		
FOR FINANCE DEPT. USE ONLY		
ACCOUNT NO.	CHECK NO.	AMOUNT

I CERTIFY THAT THESE WERE AUTHORIZED CITY TRAVEL EXPENSES AND WERE ACTUALLY INCURRED BY ME	EMPLOYEE SIGNATURE	DATE	APPROVED BY DEPT HEAD
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