

CITY OF PETALUMA TRAVEL EXPENSE REPORT

Please attach all receipts or statements for costs in excess of \$25 and explanations of other expenditures that were paid for directly by you.

Page _____ of _____

Date: _____

Name: _____

Dept: _____

Event/Course Attended: _____

Location: _____ Dates Attended: _____

Itemized Expenses	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dates								TOTALS
Hotel								
Meals & Tips								
Transportation - Air, Transit, Taxi, Rentals, Tips								
Other (List)								
Mileage Reimbursement - Use mileage log on back to record miles. Multiply total miles by current reimbursement rate.								
TOTAL EXPENSES THIS PAGE								
EXPENSES FROM OTHER PAGES								
TOTAL EXPENSES								
LESS CASH ADVANCED/CITY CREDIT CARD								
OTHER								
EXPENSE REIMB. TO EMPLOYEE								
EXCESS ADVANCE DUE CITY (Pay by check to City of Petaluma)								

I certify that the above expenses represent actual and necessary expenses for City business.

Submitted By: _____

Date: _____

Approved By: _____

Cost Center to be Charged: _____

POLICE DEPT. USE

FINANCE DEPARTMENT USE

Post Control #: _____

Fund	Exp	Div	Acct	Amount

Advance Cleared: _____

Post Plan #: _____

Entered: _____

