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.

Date: ________________________________

Name: ________________________________

Dept: ________________________________

Event/Course Attended: ________________________________

Location: ________________________________

Dates Attended: ________________________________

<table>
<thead>
<tr>
<th>Itemized Expenses</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTALS</th>
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<tbody>
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<td>Hotel</td>
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<td>Meals &amp; Tips</td>
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<td>Transportation -</td>
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<td>Air, Transit, Taxi, Rentals, Tips</td>
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<td>Other (List)</td>
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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

Post Control #: __________________

FINANCE DEPARTMENT USE

Post Plan #: __________________

Fund  Exp  Div  Acct  Amount

Advance Cleared:

Entered:

/excel/forms/travel - 11/99
**MILEAGE REIMBURSEMENT LOG**

Name: ____________________________  Department: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel From</th>
<th>To</th>
<th>Purpose</th>
<th>Total Miles</th>
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</table>

Total Miles

Multiply By Current Reimbursement Rate: ____________________________  
(See Department Secretary or call Finance)

Mileage Reimbursement Amount: $ ____________________________  
(Transfer Amount to Front)

For Use in Explanation of Other Expenditures:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

/excel/forms/travel - 11/99