

City of Pacific Grove Advance Travel Report

Advance Travel Report		Original Request	Traveler's Name (Last, First, Middle Initial)	
		Additional Request		
Purpose of Trip			Title	Department
			Transportation (to and from site)	Travel Period
			Approval Signature ⁽¹⁾	Budgeted
				Not Budgeted
			Approved by City Manager ⁽²⁾	Amount Requested

INSTRUCTIONS

PRIOR TO TRAVEL

- 1 Complete the TRAVEL ADVANCE section before the trip/activity.
- 2 When calculating the Amount Requested, include all estimated trip costs. This could include airfare, mileage, per diem, hotel, transportation, and any parking costs.
- 3 Forward the entire form to the appropriate individual that is authorized to approve travel.
- 4 The attached reconciliation worksheet may be used to assist with the calculations.
- 5 City Manager approval only required on out of state employee travel and as a second signature on Council travel

AFTER TRIP ACTIVITY

- 5 Complete the EXPENSE REPORT section, reporting actual expenses that have been incurred, along with support. No receipts are required for meal per diem.
- 6 Submit the Expense Report to the individual that is authorized to approve the payment or final reconciliation.
- 7 The person approving the payment will forward the report to the Administrative Services Department
- 8 If balance is due to the City, include the amount due with completed Expense Report.
- 9 If balance is due employee, the completed Expense Report will serve as reimbursement request.

Finance Department Only		
Account number	Check	Amt.

Notes:

- (1) Approval authority must be consistent with the City's Meeting and Travel Expense Reimbursement Policy, Policy 000-2
- (2) Council Travel is required to be approved by the Mayor and City Manager, with the Mayor Pro Tempore to sign in the Mayor's absence.

City of Pacific Grove Travel Expense Report

Final Report		Reconciliation only	Traveler's Name (Last, First, Middle Initial)		
		Amt due to City/Employee			
Purpose of Trip		Title		Department	

	Date	Date	Date	Date	Date	Date	Date	Totals
1 Meals								\$
2 Lodging								
3 Fares: Air, Rail, Etc.								
4 Taxi, bus, car rental								
5 Mileage								
<i>(Private auto at approved rate)</i>								
6 Telephone								
<i>(Official calls only)</i>								
7 Registration								
8 Other - Specify								
9 Other - Specify								
Total Amount	\$	\$	\$	\$	\$	\$	\$	\$

Explanation for Items 9 and 10

Traveler's Reconciliation
Cash advanced to traveler
Actual expenses
Balance due to City/Employee

Signature of traveler ⁽¹⁾ _____

Signature confirming reconciliation and/or approval of payment _____

(1) This signature confirms that all travel is consistent with the City Travel Policy and any per diem amounts were not used for the purchase of alcohol.