



Travel Authorization & Expense Reporting Form

Instructions: **Prior to any** travel, complete **Part I** of this form to have travel and anticipated expenses approved. Submit a copy of this approved form with each payment expense submitted. **Upon returning** from travel, complete **Part II** of this form to confirm total expenses including any approved adjustments. Submit form to Accounts Payable within **15 days** of the travel end date. **Always use the most up-to-date Travel Form located on the City's Intranet**

Part I - Travel Authorization	<u>Employee Signature</u>	<u>Immediate Supervisor Signature</u>
	X	X

Name: Cheylynda Barnard	Purpose of Trip: League of California Cities 2024 Annual Conference
Job Title: Mayor Pro Tem	Destination: Long Beach, CA Long Beach Convention Cent Out of State? <input type="checkbox"/>

Division: City Council Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.

GL Org Set(s) 1010-10-01-10014	% Split 100%	Split Total Equals 100%	Departure Date & Time: 10/16/24 10:00 AM	Example: 1/2/18 7:30 AM
			Return Date & Time: 10/18/24 12:30 PM	Example: 1/2/18 5:30 PM

Expense Type	Account #	Description of Expenses	Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	Cal Cities Registration Fee - Early Bird	\$650.00	<input checked="" type="checkbox"/>
Lodging :	(620510)	Inn at 50	\$596.52	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: 33.6 X Rate: \$0.67	\$22.51	<input type="checkbox"/>
Airfare:	(620510)			<input type="checkbox"/>
*Per Diem:	(620510)	Long Beach, CA	\$86	<input type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted
Total Travel Days (Enter # of Days) >>>			3	

**To receive per diem, travel must include an overnight stay.
Per diem on first and last day are to be calculated at 75% of daily per diem rate.*

Total Per Diem: \$215.00

Misc. Other:	(620510)		<input type="checkbox"/>
Business Meals:	(620510)		<input type="checkbox"/>

Division Manager Approval	Date	Total Anticipated Expenses:	\$1,484.03
X	X 7/11/2024		
Department Head Approval	Date		
X	X	X	X

Part II - Expense Reporting (Please check the appropriate box below and provide details)

- No adjustments are necessary. Anticipated expenses match actual expenses incurred.
- Advance payments exceeded the actual expenses incurred. Attached is my receipt as evidence of reimbursement to the City. (Explain below, use negative numbers)
- Actual expenses exceeded the anticipated original request. Additional funds are required as listed below.

Expense Details	Expenditure Code	Amount	CAL-Card?
Uber Receipts 10.17.24	1010-10-01-10014	36.29	<input type="checkbox"/>
			<input type="checkbox"/>
Post-Trip I certify that this document is a true and accurate record of travel expenses for official City business.	Employee Signature: X	GL Org Set 1010-10-01-10014	\$1,520.32
	Date: 10/30/24 Ext.	Split Totals:	

Division Manager Approval	Date	Final Total Expenses:	\$1,520.32
X	X 10/31/2024		
Department Head Approval	Date		
X	X 10/31/2024	X	X



Per Diem Worksheet

Travel Destination:	Long Beach, CA
	(City, State)
	3
	(# of Days)
Total Travel Days:	\$86.00
	(Daily M&IE Rate)
Per Diem Rate:	

Breakdown

<u>Travel Days</u>	<u>Rate</u>
First Day <input type="checkbox"/> Check if you began travel after 12:00PM (Noon)	\$64.50
Travel Days	\$86.00
Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$64.50
Total Per Diem	\$215.00

Thanks for tipping, Cheylynda

Here's your updated Wednesday evening ride receipt.

Total **\$17.93**

Trip fare \$6.93

Subtotal **\$6.93**

Booking Fee \$5.11

CA Driver Benefits \$0.79

Access for All Fee \$0.10

Tip \$5.00

Payments



Visa ****3242

10/16/24 7:31 PM

\$17.93

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Gihan

UberXL 0.60 miles | 5 min

■ 7:10 PM | 50 Atlantic Ave, Long Beach, CA 90802, US

■ 7:15 PM | 101 Pine Ave, Long Beach, CA 90802-4415, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Cheylynda

Here's your updated Wednesday evening ride receipt.

Total **\$18.36**

Trip fare \$6.93

Subtotal	\$6.93
Booking Fee	\$5.11
Wait Time	\$0.43
Access for All Fee	\$0.10
CA Driver Benefits	\$0.79
Tip	\$5.00

Payments



Visa ****3242
10/16/24 9:25 PM

\$18.36

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ESTEBAN

UberXL 0.60 miles | 5 min

■ 9:06 PM | 101 Pine Ave, Long Beach, CA 90802-4415, US
|
■ 9:11 PM | 50 Atlantic Ave, Long Beach, CA 90802, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thank you for your purchase!



Order SC-C-971342-IBZMJ

Date of purchase: 7/11/2024
Payment: Credit Card **** 1014
Bill To: Killion, Patrick
Gift Card: -
PO #:

Bill To Address

Patrick Killion
14177 Frederick St
Moreno Valley, CA 92553-9014

INV-19718-W8G9C6

a) Early Bird Full Conference - Member City Officials & City Staff - Barnard, Cheylynda

	Price per unit
	\$650.00
	Quantity
	1
	Discount
	\$0.00
	Taxes
	\$0.00
	Charges
	\$650.00
Total Charges	\$650.00
Sales Tax	\$0.00
Order Total	\$650.00
Gift Card	\$0.00
Previous Payments	\$0.00
Payment	\$650.00
Balance Due	\$0.00

Patrick Killion


From: Info@innat50.com
Sent: Monday, June 24, 2024 3:10 PM
To: City Clerk; Info@innat50.com
Subject: Booking confirmation for INN AT 50 LONG BEACH CONVENTION CENTER Jun 24, 2024

Some people who received this message don't often get email from info@innat50.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

Confirmation Letter

Confirmation No # 0342ACN667

 INN AT 50 LONG BEACH CONVENTION CENTER 50 Atlantic Ave, Long Beach CA US – 90802	Phone	5624358369
	Email	Info@innat50.com
	Website	http://www.innat50.com

Guest Details

Guest Name	Cheylynda Barnard	Contact	+19514133008
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Stay Details

Check In Date	Oct 16, 2024	Number Of Nights	2
Check Out Date	Oct 18, 2024	Check In Time	Oct 16, 2024
Guests	1		

Room Type Details

Room Type	1 QUEEN BED NON SMOKING	Max Occupancy	2
Description			

Reservation Details

Date Range	Charge Type	Nights	Rate Type	Estimated Rate	Estimated Tax	Estimated Per Night Total	Estimated Total
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Oct 16, 2024 - Oct 17, 2024	ROOM RENT 2	BEST AVAILABLE RATE	\$513.00	\$83.52	\$298.26	\$596.52
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Reservation Summary

Type	Amount
RR	\$596.52
other	\$0.00
Total	\$596.52
Min Amount To Collect	\$0.00

Cancellation Policy

You may cancel free of charge until 2 days before arrival. You will be charged the total price of the reservation if you cancel in the 2 days before arrival.

General Policy

Your reservation has been confirmed for the above-listed dates and is guaranteed for arrival by your CREDIT CARD. You may cancel free of charge until 2 days before arrival. You will be charged the total price of the reservation if you cancel in the 2 days before arrival. In case of a no-show, By making a reservation with an accommodation provider, you accept and agree to the relevant cancellation and no-show policy of that accommodation provider, and to any additional (delivery) terms and conditions of the accommodation provider that may apply to your reservation or during your stay, including for services rendered and/or products offered by the accommodation provider (the delivery terms and conditions of an accommodation provider can be obtained with the relevant accommodation provider). The general cancellation and no-show policy of each accommodation provider is made available on our website on the accommodation information pages, during the reservation procedure and in the confirmation email. Late payment, wrong bank, debit or credit card details, invalid credit/debit cards or insufficient funds are for your own risk and account and you shall not be entitled to any refund of any (non-refundable) prepaid amount unless the accommodation agrees or allows otherwise under its (pre)payment and cancellation policy. If you wish to review, adjust or cancel your reservation, please revert to the confirmation email and follow the instructions therein. Please note that you may be charged for your cancellation in accordance with the accommodation provider's cancellation, (pre)payment and no-show policy or not be