

City of Glendale - Elected & Appointed Officials Travel Report & Reimbursement Form

Traveler's Name: Jose (Lupe) Conchas, Council Member
 Address: 9494 W Maryland Ave, Glendale, AZ 85305
 Purpose of Travel: National League of Cities (NLC) Summit Date of Travel: 11/19/25 - 11/23/25
Salt Lake City, Utah Dept ID: (if difference from home dept.) _____

*(Method of Payment - PC=Employee's City issued procurement card/ OP=Other employee's City issued procurement card
 PP=Prepaid by City check/TA=Travel Advance/CR=Petty cash reimbursement/PE=Paid by employee personally)*

	Method of Payment	Actual Expense
Conference/Seminar Registration (attach copy of registration)	PC, OC	985.00
Airfare (attach copy of receipt or copies of tickets)	Flight Credit	-
Lodging (attach original hotel bill)	PC, OC	1,229.44
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)	PE	56.04
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Meals (total from Meal worksheet) Per Diem <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PE	\$223
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PC	75.00
Total		\$ 2,568.48
Travel Advance Payment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO Total Advance Payment to Traveler		
Less: Advances/Prepays/Procurement card/Petty cash Reimbursement (attach copies of all related documents including checks received)		2,289.44
Due To/(From) Traveler		\$ 279.04

Post-Travel Review

Traveler's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____ Employee ID: _____