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

Traveler's Name: Lauren Tolmachoff

Address: 5850 W. Glendale Ave.

Purpose of Travel: National League of Cities City Summit

Date of Travel: 11/12/2024 - 11/17/2024

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)	OP	-
Airfare (attach copy of receipt or copies of tickets)	PC	572.96
Lodging (attach original hotel bill)	PC	1,299.60
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)	PC	
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Meals (total from Meal worksheet) — Per Diem ☑ Yes ☐ No		$243
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PC	-
Total		$ 2,115.56
Travel Advance Payment ☐ Yes ☐ NO Total Advance Payment to Traveler		
Less: Advances/Prepaids/Procurement card/Petty cash Reimbursement		
(attach **copies** of all related documents including checks received)		
Due To/(From) Traveler		$ 2,115.56

Post-Travel Review

Traveler's Signature: ______________________ Date: __________

Reviewer's Signature: ______________________ Date: __________ Employee ID: __________