

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	Date of Travel: <u>7/16/2024 - 7/19/2024</u>
	Women in Municipal Government	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	375.00
Airfare (attach copy of receipt or copies of tickets)	PC	592.59
Lodging (attach original hotel bill)	PC	932.25
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)	PC	170.76
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Meals (total from Meal worksheet) Per Diem ☒ Yes ☐ No		\$111
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PC	-
Total		\$ 2,181.60
Travel Advance Payment ☐ Yes ☐ NO Total Advance Payment to Traveler		
Less: Advances/Prepays/Procurement card/Petty cash Reimbursement		
(attach <u>copies</u> of all related documents including checks received)		
Due To/(From) Traveler		\$ 2,181.60

Post-Travel Review

Traveler's Signature: _____ Date: _____

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