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 Summer Conference

Date of Travel: 5/28/2025 - 5/31/2025

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	425.00
Airfare (attach copy of receipt or copies of tickets)	PC	427.16
Lodging (attach original hotel bill)	PC	493.14
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)	PC	59.63
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Meals (total from Meal worksheet) — Per Diem ☑ Yes ☐ No		$102
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PC	-
Total		$ 1,506.93
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		$ 1,506.93

Post-Travel Review

Traveler's Signature: ______________________ Date: __________

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