

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

Traveler's Name: Mayor Jerry P. Weiers

Address: 9494 W. Maryland Ave. Glendale, AZ 85305

Purpose of Travel: US Conference of Mayor's 94th Winter Meeting

Date of Travel: 1/26/2026-1/30/2026

Dept ID: (if difference from home dept. 10001010)

*(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	\$1,793.75
Airfare (attach copy of receipt or copies of tickets)	OP	\$535.33
Lodging (attach original hotel bill)	OP	\$1,618.68
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)		
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Meals (total from Meal worksheet) Per Diem <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	PC	155.51
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PE	87.99
<b>Total</b>		<b>\$ 4,191.26</b>
Travel Advance Payment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Total Advance Payment to Traveler		
Less: Advances/Prepays/Procurement card/Petty cash Reimbursement		
(attach <b>copies</b> of all related documents including checks received)		
<b>Due To/(From) Traveler</b>		<b>\$ 4,191.26</b>

### Post-Travel Review

Traveler's Signature:  Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_