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 Mayors Kansas City, MO

Date of Travel 06/19/2024 - 06/23/2024

Dept ID: (if difference from home d 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)	OC	$1,500.00
Airfare (attach copy of receipt or copies of tickets)	OC	$447.95
Lodging (attach original hotel bill)	PC	$1,145.68
Car Rental (attach original rental agreement)	OC	$192.82
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 ☐Yes ☐ No ☑	OC	28.56
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)		
Total		$ 3,315.01
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		$ 3,315.01

Post-Travel Review

Traveler's Signature: ______ Date: 8/1/2024

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