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

Traveler's Name: Dianna Guzman

Address: Marriott Marquis Washington, DC (901 Massachusetts Ave NW, Washington, DC 20001)

Purpose of Travel: 2025 National League of Cities Conference

Date of Travel: 3/8/25-3/13/25

Dept ID: (if difference from home dept 1016

(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	$645
Airfare (attach copy of receipt or copies of tickets)	PC	$969.97
Lodging (attach original hotel bill)	OC	$2,023.35
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 ☑ Yes ☐ No	PE	$209
Telephone/Internet (attach itemized list)	PC	$29
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)	PC	$35
Total		$ 3,911.32
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		$ 3,911.32

Post-Travel Review

Traveler's Signature: Dianna Guzman Date: 4/22/2025

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