

## TOWN OF SAHUARITA - TRAVEL AUTHORIZATION & EXPENSES

*Include copies of event information with request*

Name:		Date	
Department:			
Travel Destination:			
Mode of Travel:	<input type="checkbox"/> Air	<input type="checkbox"/> Town/Pool Car	
	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Other(Explain) _____	
Purpose of Travel:			

### TRAVEL DATES & TIMES

Departure :	Date		Return:	Date	
	Time			Time	

EXPENSE LISTING/ TRAVEL ADVANCE REQUEST	Enter the estimated / requested \$ amount			Post Travel: Enter Actual \$ Amounts Spent		
	Expense Type	pCard	Other pmt types	Travel ADVANCE Requested	All Expenditures	Self pay/ per diem Amount
Registration						
Air Fare						
Lodging (include tax)						
<b>Travel Advance (ex: advanced per diem)</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
Meals (per diem) - post travel						
Fuel (save receipts)						
Car Rental (save receipts)						
Other (Explain)						
Post Travel Personal Vehicle mileage:		Miles at	\$0.445	per mile		\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

<b>Estimated Travel Total =</b>	<b>\$0.00</b>	<b>Dept. Head Approval:</b>		<b>Date</b>	
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<b>Travel Advance =</b>	<b>\$0.00</b>	<b>Rec'd by:</b>		<b>Date</b>	
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I hereby certify that I have received the travel advance for this trip and that I, my heirs/or assigns will return any money left over.  
I will also complete and return this expense report to Finance within five working days after my return to work.

<b>Post Travel Reimbursement Claim:</b>	<b>Total Reimbursable Amount</b>	\$0.00
Negative amount means employee owes the Town	<b>Less Advance</b>	\$0.00
<b>Adjustment explanation: Ex: no advance</b> <span style="border: 1px solid black; display: inline-block; width: 200px; height: 15px; vertical-align: middle;"></span>	<b>Adjustments</b>	
Positive amount is due employee	<b>Net Balance</b>	<b>\$0.00</b>

Per Diem Worksheet			Per diem Requested
Meal type	Amount	# of Meals (exclude event provided meals)	
Breakfast		(# of days)	\$0
Lunch			\$0
Dinner			\$0
Incidentals			\$0
	\$0		<b>Total \$0</b>

Associated Cities:*	Standard	Flagstaff	Kayenta	Phoenix	Sedona	Tucson
Breakfast per diem	\$13	\$16	\$16	\$13	\$18	\$14
Lunch per diem	\$14	\$17	\$17	\$15	\$19	\$16
Dinner per diem	\$23	\$28	\$28	\$23	\$34	\$26
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
Maximum daily per diem	<b>\$55</b>	<b>\$66</b>	<b>\$66</b>	<b>\$56</b>	<b>\$76</b>	<b>\$61</b>

\*To find other cities use this web site: <http://www.gsa.gov/> and use the M&IE Rate column