

**STATEMENT OF TRAVEL**

**PART I.**

**BUDGET CODE:** \_\_\_\_\_

No.

**NAME:** \_\_\_\_\_  
**TRAVELING TO:** \_\_\_\_\_ **DATE(S):** \_\_\_\_\_  
**PURPOSE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_  
**Amount of Advance:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_

**"FINAL SETTLEMENT DATE"**  
**(5 days after travel)**  
 \_\_\_\_\_

**PART II: ACTUAL EXPENSES INCURRED**

TUITION AND REGISTRATION FEES	\$	
LODGING (room and tax only)		
COMMERCIAL TRANSPORTATION COSTS		
TRANSPORTATION COSTS - TAXI, ETC.		
MILEAGE - PERSONAL AUTOMOBILE: _____ (MILES)		
MEALS, TIPS & OTHER INCIDENTAL EXPENSES <i>gsa.gov</i>		
PROMOTIONAL AND ENTERTAINMENT COST: <i>(Restricted to City Manager, Coliseum, Convention &amp; Visitor &amp; Economic Development)</i>		
OTHER: _____		
_____		
_____		
<b>TOTAL EXPENSES</b>	<b>\$</b>	
<b>SUBTRACT: AMOUNT OF ADVANCE</b>		
<b>AMOUNT PAID BY CREDIT CARD</b>		
<b>PREPAID BY SEPARATE INVOICE</b>		
<b>BALANCE - check one</b>		
<b>DUE CITY [ ] DUE EMPLOYEE [ ]</b>	<b>\$</b>	

*I hereby certify that the above amounts are true and correct.*

\_\_\_\_\_  
 SIGNATURE DATE