



# City of Beloit

## Travel Request & Expense Report

### Travel Request - Part I

Employee(s) \_\_\_\_\_ Department \_\_\_\_\_

Request Date \_\_\_\_\_ Travel Date(s) \_\_\_\_\_

Travel Event \_\_\_\_\_

Method of Travel

- City Vehicle  
 Private Vehicle  
 Other

Approval:

Dept. Head \_\_\_\_\_

City Admin. \_\_\_\_\_

Date: \_\_\_\_\_

### Expense Report - Part II

Lodging:

\_\_\_\_\_ days @ \_\_\_\_\_ per day

Reservations - Credit Card No. \_\_\_\_\_

Transportation :

\_\_\_\_\_ miles @ \_\_\_\_\_ per mile

Fees: (Registration, Dues, etc. - attach copy)

- Mail with registration \$ \_\_\_\_\_  
 Due upon arrival \$ \_\_\_\_\_

Meals:                      Number of Meals      Amount

Breakfast \_\_\_\_\_ @ \$ \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$ \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Miscellaneous Expenses:

Tolls \$ \_\_\_\_\_       Phone \$ \_\_\_\_\_

Taxi \$ \_\_\_\_\_       Other \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Total Employee Reimbursement Due: \$ \_\_\_\_\_ (all receipts must be attached for reimbursement)

***Any expense in excess of the City's travel policies regarding Per Diem shall be paid by the employee.***

*I hereby certify that this a true and accurate statement of actual expense incurred in accordance with the travel authorization. I understand the city will only pay reasonable and necessary expenses and will not pay for alcoholic beverages or extravagant charges unrelated to the purpose of the travel.*

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head \_\_\_\_\_ City Admin. \_\_\_\_\_