

TRAVEL AUTHORIZATION FORM

1 - REQUEST INFORMATION

Name: Chloe Ross

Date: 6-Sep-17

Department: Mayor

Acct/Service Unit to be Charged: _____

Travel Reason (be specific): Pacific Northwest Community of Cities Convening Conference

Check the box that applies to the travel being conducted
 No portion of the travel expenses for this trip are being paid for by a vendor or potential vendor of the City.

Benefit to the City of Boise: Continue Boise's What Works Cities engagement, learn about performance work in the western region, present on Boise's achievements in the area of data usage

All, or a portion of this trip is being paid for by non-city funds and has been reviewed and authorized by Legal AND Human Resources OR the Ethics Commission. Send this completed form and any other relevant information to BCAO@cityofboise.org for review and approval. Allow 5 business days for Legal and HR review.

Destination: Seattle, WA

Date and Time of Travel: September 29th

Duration of Travel: 1 day

Other Employees Attending This Function: No

Transportation Used: Air Personal Vehicle City Vehicle Car Rental

2 - COSTS

	Cash Advance	Cash Reimbursement	Dept. PCard	Invoice/Voucher	Explanation
Travel to Site			\$218.91		
Car Rental/Shuttle					
Lodging					
Per Diem (less meals provided)	\$39.00				One dinner and one incidental
Registration Fees					
Other (be specific)					
TOTAL:	\$ 39.00	\$ 0.00	\$ 218.91	\$ 0.00	

Cash Advance Requested: _____

3 - APPROVALS

Employee signature *Chloe Ross* Date: 6-Sept-2017

Supervisor signature *[Signature]* Date: 9/7/17 Approved Denied

Other Required signature _____ Date: _____ Approved Denied

Other Required signature _____ Date: _____ Approved Denied

Mayor's signature (if required) _____ Date: _____ Approved Denied

Date of Council Review: 9/12/17