

TRAVEL AUTHORIZATION FORM

1 - REQUEST INFORMATION

Name: Rebecca Hupp

Date: 3-Sep-19

Department: Airport

Acct/Service Unit to be Charged: _____

Travel Reason (be specific): AAAE PFAS Workshop

Benefit to the City of Boise: _____

Destination: Arlington, VA

Date and Time of Travel: November 13 - 15, 2019

Duration of Travel: _____

Other Employees Attending This Function: _____

Transportation Used: Air Personal Vehicle City Vehicle Car Rental

2 - COSTS

	Cash Advance	Cash Reimbursement	Dept. PCard	Invoice/Voucher	Explanation
Travel to Site			\$500.00		
Car Rental/Shuttle		\$50.00			
Lodging			\$400.00		
Per Diem (less meals provided)		\$228.00			
Registration Fees			\$495.00		
Other (be specific)					
TOTAL:	\$ 0.00	\$ 278.00	\$1,395.00	\$ 0.00	1673.00

Cash Advance Requested: _____

3 - APPROVALS

Employee signature Rebecca Hupp Date: _____

Supervisor signature  Date: 9/10/19 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: 9/17/19

Please return completed travel approval form to employee

Traveler: Please attach a copy of completed approval form to expense reimbursement request form for this trip

Copy 1: Request for Cash Advance
Copy 2: Expense Reimbursement Form
Copy 3: Employee