CITY OF CRYSTAL LAKE

TRAVEL & TRAINING AUTHORIZATION/EXPENSE REPORT FORM

Submission of this form to the Department Director is **required** prior to and after incurring travel and training expenses. Authorization of travel and training costs in advance allows the applicant and the Department Director to agree on expected costs before accommodations are booked and ensures that adequate budget funds are available. Approval of expense reports post-event indicate that expenses have been reviewed and have been found to comply with City policies.

I. TRAVEL/TRAINING EVENT INFORMATION

Applicant Name:		Destination (City, State):		
Date of Request:		Departure Date/Time:		
		Return Date/Time:		

Business Purpose:

II. TRAVEL/TRAINING EXPENSES (attach supporting documentation)

Day	Estimate	Actual							
		1	2	3	4	5	6	7	Total
Conference Registration Fee[1]									$0.00
Airfare									$0.00
Baggage Fees									$0.00
Hotel/Lodging Fees[2]									$0.00
Meals & Incidentals[3]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Bus/Train Fare									$0.00
Taxi/Ridesharing Services									$0.00
Automobile Rental									$0.00
Gasoline/Fuel									$0.00
Personal Vehicle Expenses[4]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Toll Charges									$0.00
Parking Fees									$0.00
Miscellaneous Expenses [5]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

[1] Describe meal(s) included in the Conference Registration Fee. Meals included in the Conference Registration Fee are not eligible for reimbursement.

[2] Describe meal(s) included in the Hotel/Lodging Fee. Meals included in the Hotel/Lodging Fee are not eligible for reimbursement.

[3] Complete the following to calculate **Meal & Incidental** expenses. Do not include meals that are already included in Conference Registration and/or Hotel/Lodging Fees or meals provided by event sponsors.

Day	Estimate	Actual							
		1	2	3	4	5	6	7	Total
Breakfast									$0.00
Lunch									$0.00
Dinner									$0.00
Incidentals									$0.00
Meals & Incidentals Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

[4] Complete the following to calculate **Personal Vehicle** expenses. Employees using their own vehicle for City business (i.e. meetings, conferences, etc.), shall be eligible for reimbursement of travel expenses based on the IRS standard mileage rate.

Day	Estimate	Actual							
		1	2	3	4	5	6	7	Total
Number of Miles									0.00
IRS Standard Mileage Rate									
Personal Vehicle Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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(5) Describe **Miscellaneous** expenses.

Day	Estimate	Actual							
		1	2	3	4	5	6	7	Total
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
Miscellaneous Expenses Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

III. TRAVEL & TRAINING EXPENSE AUTHORIZATION (to be completed prior to making arrangements)

I certify that expense(s) itemized herein are appropriate and necessary for conducting official business on behalf of the City of Crystal Lake. It is within budgetary authority to approve the foregoing expense(s).

Applicant Signature:		Date:	
Department Director:		Date:	
Finance Director:		Date:	
City Manager:		Date:	

IV. TRAVEL & TRAINING EXPENSE APPROVAL (to be completed post-event)

I certify that expense(s) itemized herein are accurate, allowable and appropriate.

Applicant Signature:		Date:	
Department Director:		Date:	
Finance Director:		Date:	
City Manager:		Date:	

V. FUNDING REQUIREMENT

Budget Account Number:	Amount
Total	$0.00

Payment Method:	Amount
Direct to Vendor	
City Credit Card	
Cash Advance	
Due to (from) Applicant	
Total	$0.00