

City of Freeport Travel Advance and Expense Report

To be completed by employee/official prior to travel and approved before funds are issued

Date: _____ Employee/Official Name: _____

Department: _____ Job Title: _____

Travel Dates: _____ Travel Location: _____

Travel Purpose: Training/Conference Event Cost: _____

(Please attach course flyer, advertisement or event guideline with report)

Category	Estimated Cost	Notes/Details
Hotel (City Credit Card)	\$ _____	Attach reservation confirmation
Mileage (Personal Vehicle @ IRS Rate)	\$ _____	From City Hall or worksite to destination
Per Diem (Meals)	\$ _____	Deduct meals provided by event
Parking Fees	\$ _____	Attach hotel/event parking info
Other (Explain)	\$ _____	
Total Estimated	\$ _____	

To ensure proper use of city funds, the following documentation is required:

- All expenses must be supported by itemized receipts.
- Summary credit card receipts will not be accepted.
- The receipts must correspond with training dates and times.
- All receipts must be submitted no later than ten (10) calendar days following return from travel, unless authorized by Department Head or City Manager.

Traveler (Print, Sign & Date) : _____

Dept Head/City Manager (Print, Sign & Date) : _____

Will the department be responsible for issuing and tracking vehicle and credit card/fuel card usage?

Yes No *If no, the below information is to be completed by Finance or Department Head.*

For Office Use Only:

Fuel Card: Yes No Last 2 # _____ Credit Card: Yes No Last 4 # _____

City Vehicle used? Yes No Dept: _____ Unit #: _____

Other: _____
