



Complete the yellow cells

Travel Request Pre-Approval

This form is required for all overnight, out-of-state travel, and travel advances

Name:	Shelby Teufel		Department	Administration
Purpose of Travel:	Engaging Local Government Leaders Conference		Destination:	Santa Rosa, CA
Departure Date:	9/30/25	To:	10/4/25	
Comments (including date needed):	Departing day early at employee expense (reimbursement); parking and per diem reflected of conference time only; airfare advanced by employee due to airline sales			
Sharing hotel room? Whom with:			Budgeted Account #	10-510-3200

	Amount to be paid by credit card	Amount to be paid to vendor	Amount to be advanced to employee				
Registration:	300						
Airfare:			350				
Lodging:	1000						
Car Rental:	350						
KCI Airport Parking:			27				
Cab/Shuttle fares/Tolls/Baggage Fees							
Other:				Describe:			
Private Vehicle Mileage			0		Miles @	0.7	per mile
Meals:			193				
	<div>Meals</div> <div>Search for City - GSA.gov website</div>				Rate	# of days	
Per Diem Rate				\$ 80	2	160	
Less than full day meal requests							
Breakfast				\$ 20		0	
Lunch				\$ 22		0	
Dinner				\$ 33	1	33	

Amount Charged on City Credit Card	1650
Amount to Vendors	0
Less Guest Reimbursement (banquet tickets, registration, etc.)	224
Travel Advance = Amount to Employee	346
TOTAL ESTIMATED EXPENSES	1996

		Date
Employee Signature	Supervisor Signature	
	Department Director Signature (if required)	
	City Administrator Signature (if required)	

**Signatures represent approval*

*exploring options to share lodging and car rental with others