

**CITY OF BINGEN  
REQUEST FOR TRAVEL FORM**

**Instructions:**

1. Any travel resulting in an overnight(s) stay must be approved by the department supervisor and mayor in advance.
2. This form must be submitted at least 15 days prior to the date of travel to the mayor.
3. Advance payment shall only be made to vendors providing services such as registration, lodging and some transportation.
4. Supporting documentation must be presented at the time of request for travel including conference registration information.
5. In the expense Table, list type of expense (i.e. registration, lodging, meals), description of expense (i.e. Red Lion Inn, meals as needed, parking) and cost (including any taxes and/or other charges).

**Information:**

Employee \_\_\_\_\_ Department \_\_\_\_\_

Name of conference, meeting, etc. \_\_\_\_\_

Location \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Do you propose to use your personal vehicle?       Yes       No

**Expense Table**

Type of Expense	Description	Cost
<b>Estimated Amount of Travel Expenses</b>		

**I hereby certify that the travel expenses requested above will be incurred by me while on official City business.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

<b>Approved:</b>			
<b>Supervisor</b>	<b>Date Approved</b>	<b>Mayor</b>	<b>Date Approved</b>

**CITY OF BINGEN  
CONFERENCE/TRAVEL ACCOUNTING FORM**

**Instructions:**

1. This form must be completed within 5 days from the date of travel, signed by the employee and supervisor and forwarded to the City Administrator
2. Reimbursement for meals and mileage shall be based on the City's Administrative Policy and Procedure – Travel and Meal Reimbursement.
3. Includes receipts for all conference and travel expenses including meals charged to City credit card.

**Information:**

Employee \_\_\_\_\_ Department \_\_\_\_\_

Name of conference, meeting, etc. \_\_\_\_\_

Location \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Did you use your personal vehicle?     Yes             No            If yes, complete the following:

Miles one way from City to conference, meeting, etc. \_\_\_\_\_ x \_\_\_\_\_ cents/mile = \$ \_\_\_\_\_

**Expense Table**

Date	Registration	Breakfast	Lunch	Dinner	Lodging	Mileage	Misc.	Prepaid Total	Credit Card Total	Total Reimbursement
<b>Totals</b>										

I hereby certify that the above represents those expenses incurred by me while on official City business.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

<b>Approved:</b>			
<b>Supervisor</b>	<b>Date Approved</b>	<b>City Administrator</b>	<b>Date Approved</b>