CITY OF PETALUMA
CITY COUNCIL EXPENSE REPORT - CALENDAR YEAR 2024

PROVIDE RECEIPTS FOR ALL REIMBURSABLE EXPENSES EXCEPT MILEAGE
COMPLETE ALL HIGHLIGHTED FIELDS

Date: 7/8/2024

Name: Dept: City Council

Event/Course Attended:

Location of Event/Course: Dates Attended:

Fund.Cost Center: Project:

Travel Dates								TOTALS	Paid with CalCard?
Hotel								-	
Meals								-	
Airfare								-	
Other Transportation								-	
Parking								-	
Conference Registration								-	
								-	
								-	
								-	
								-	
								-	
Mileage Reimbursement - Use mileage log on page 2 to record miles.								-	
TOTAL TRAVEL EXPENSES								-	
TOTAL TRAVEL EXPENSES PAID BY COUNCIL MEMBER								-	
ENTER CASH ADVANCE AMOUNT HERE --> LESS CASH ADVANCED								-	
EXPENSE REIMBURSEMENT TO COUNCIL MEMBER									
EXCESS ADVANCE DUE CITY FROM COUNCIL MEMBER									

(Pay by check to City of Petaluma)

I certify that the above expenses represent actual and necessary expenses for City business.

Submitted By: Date:

Approved By: Date:

FINANCE DEPARTMENT USE

Fund.Cost Center	Object	Project	Amount	
0	56530	0	-	Advance Cleared:
0	56550	0	-	Entered:
0				

MILEAGE REIMBURSEMENT LOG

Name: 0

Department: City Council

ONLY CLAIM MILES DRIVEN ABOVE AND BEYOND YOUR REGULAR DAILY ROUND-TRIP COMMUTE

Date	Travel		Purpose	Miles	Reimbursement
	From	To			
				-	-

2024 IRS Reimbursement Rate $ 0.67 per mile

Additional Information on Travel Expenditures: