



CITY OF GREENFIELD

City Council Travel Report

Valley Mayors and City Managers Group Meeting April 14, 2010, 12:00 p.m. City of Soledad

On Thursday, April 14, 2011, I attended the monthly Valley Mayors and City Managers Group Meeting in Soledad. The purpose of the meeting was to share issues faced and possible solutions. The hope was that such discussions would help matters shared by all cities. Topics for discussion included solid waste, taxation, transit, budgeting and other issues relevant to the city operations.

The meeting was very productive and allowed for useful exchange. The next meeting is scheduled for May 16, 2010 in Gonzales.

Attachments

City of Greenfield Reimbursement Travel Expense Report (Current)
Claim for Travel Reimbursement (Draft)
City Council Travel Expense Report (Draft)

SUBMITTED BY:

Marie Greenfield, Mayor

NAME: Marie Greenfield

TODAY'S DATE: April 17, 2011

CITY OF GREENFIELD

REIMBURSEMENT TRAVEL EXPENSE REPORT

Current

COURSE / MEETING ATTENDED: Valley Mayors and City Managers Group

ACCOUNT#: 100-100-65242

TRANSPORTATION			LODGING			PARKING
FROM	TO	AMOUNT	HOTEL	DAYS	AMOUNT	AMOUNT
TOTAL			TOTAL			TOTAL
[]			[]			[]

MEALS					OTHER PURCHASES	
DATE	BKFT	LNC	DNR	AMOUNT	DESCRIBE	AMOUNT
4/16/2011		X		\$12.00		\$12.00
TOTAL					TOTAL	
[\$12.00]					[\$12.00]	

REQUEST FOR REIMBURSEMENT

ACCOUNT #	DATE	DESCRIPTION	AMOUNT
100-100-65242	4/16/2011	Tip	\$2.00
100-100-65242	4/16/2011	Parking Garage	\$3.00
TOTAL			\$17.00

SIGNED: _____ APPROVED BY: _____

TOTAL

City of Greenfield
City Council
CLAIM FOR TRAVEL REIMBURSEMENT

Date: April 15, 2011

Name: Marie Greenfield

Event: Valley Mayors and City Managers Group Meeting

Location: City of Soledad

Dates: From: April 14, 2011 To: _____

Description	Amount	Notes
1. Registration Fee		
2. Lodging		
3. Meals	\$12.00	Receipt is attached
4. Airfare		
5. Ground Transportation		
6. Tips	\$2.00	
7. Other	\$3.00	Parking garage receipt is attached.
Other		
Other		
TOTAL	\$17.00	

Further Information: I used a city vehicle for transportation.

This is to certify that the above data, based upon receipts submitted is accurate. Further, I am claiming reimbursement for expenses associated with a trip in which City business was conducted and personal funds were used to advance payment

Signature of Traveler

April 15, 2011
Date

CITY OF GREENFIELD

CITY COUNCIL TRAVEL EXPENSE REPORT

DATE PREPARED: April 1, 2011

NAME	Marie Greenfield		
DATE OF DEPARTURE	April 14, 2011	RETURN	NO. DAYS
LOCATION	City of Soledad	ORGANIZATION	Valley Mayors and City Managers
PURPOSE/JUSTIFICATION: Monthly Meeting			

PRE-TRAVEL VENDOR PAYMENTS AND ADVANCES

Description		Vendor	Date Required	Warrant Amount
Registration				
Lodging	# nights			
Per Diem @ \$	/day			-
Mileage:	miles			-
Airfare/Rail				
Advance @ \$	/day			-
Other: Lunch		City of Soledad	April 13, 2011	12.00
Other:				
TOTAL				12.00

Final Accounting:
Reconciliation of Pre-Travel Payments
and Advances to Actual

Comments or Instructions:
Tip: \$ 2.00
Parking Garage: \$3.00

Description	Warrant Amount
Registration	
Lodging	
Per Diem	
Actual Mileage ____ @ ____ Per	
Airfare/Rail	
Other:	
Other: Lunch	12.00
Actual Expenses (Receipts attached)	5.00
TOTAL	17.00
TOTAL WARRANT AMOUNTS	12.00
AMOUNT DUE TRAVELER	\$5.00
AMOUNT DUE CITY	

I certify that the above amounts listed above are correct and were associated with a trip in which City business was conducted.

TRAVELER

DATE April 17, 2011