## Crystal City Travel Request Form

EMPLOYEE NAME:	(please print)
PURPOSE/DESTINATION OF TRAVEL:	
(This form requires backup showing the destination, dates, times, etc. to be complete)	
DEPARTURE DATE: RETUR	RN DATE:
<b>DEPARTMENT ACCOUNT CODE:</b> 5720	
TRANSPORTATION (If driving, refer to the current	t IRS mileage rates)
From	То
Total Miles:	
LODGING  MEALS (PER DIEM)  (Lodging/Meals – refer to the Texas State Comptroller's website for the current rate)	
REGISTRATION	\$
OTHER (tolls, parking, taxi, etc.)	\$
TOTAL TRAVEL \$ CHECK AMOUNT \$	
All travel advances require proper proof of travel purpose immediately upon return (within 3 days) and include any of the following: Commercial travel receipt, hotel bill, registration receipt, certificate of attendance, taxi receipt, copy of charges on credit card statement.	
If proper documentation is not submitted as required, this authorizes the City to deduct the full amount of this travel advance from my paycheck.	
Employee Signature:	Date:
APPROVAL:	City Manager
Departmental Supervisor	City Ividilagei
A/P use only: Date rec'd.:	Vendor#