



City of North Pole Travel Authorization Form

Name: _____ Dept: _____ Title: _____

Purpose of Trip: _____ Certificate will be obtained Yes No

Travel To: _____, _____ from: _____ to _____
City State Date Date

Is this a grant related expense? YES NO List Grant Number: _____

Is the employee requesting travel cost advancement? YES NO

ESTIMATED COST SUMMARY

(include all information that may be necessary to approve your request)

Registration fee: \$ _____ Registration must be attached to travel authorization

Hotel-Lodging: \$ _____

Airfare: \$ _____

Per Diem: \$ _____

Taxi Fare: \$ _____

Car Rental: \$ _____

Parking Fee: \$ _____

Mileage Fee: \$ _____

Misc: \$ _____

TOTAL \$ _____

EMPLOYEE ACKNOWLEDGEMENT: I have read, understand and will abide by the provision of: 1) City of North Pole Travel Policy 16-01; 2) NPMC 2.36.220 Travel and Host Reimbursement (B) requiring that within 30 days of my return, I submit documentation substantiating this travel or be subject to a deduction of the advanced amount from my pay; and 3) NPMC 2.36.230 (D) requiring reimbursement to the City for fifty percent of the cost of training, specifically; registration and class fees, per diem, travel and lodging expenses if the employee leaves City employment with twelve month from the date of completion of the course/training. An exception will be for the termination of at-will employees, reduction in workforce, retirement, waiver by the City Council as requested by the department head, deaths in the family, or family medical reasons. "Family" is defined to include parents, spouses, children, or siblings. I understand that the provided meals expected to be consumed have reduced the per diem amount and I will make necessary adjustments on the expense report at the completion of travel.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____