City of North Pole
Travel Expense Claim Form

Name: _____ **Dept:** _____ **Title:** _____
Last **First** **MI**

Purpose of Trip: _____ **Was Certificate obtained?** ☐ **Yes** ☐ **No**

Travelers Check List – Below is a list of required documentation to complete your travel report (*Travel Expense Reports are due within 10 working days of your return*.)

☐ Boarding Passes (if available) ☐ Itemized Hotel Receipt ☐ Taxi Receipts/Shuttle Receipts Parking

☐ Parking Receipts ☐ Rental Car Contracts/Receipts ☐ Receipts for other expenses claimed

Confirmation of Flight Times: (Mark one)

☐ My flights did **not change** from the itinerary or boarding pass
☐ My flights **changed** from the itinerary or boarding pass. List flight changes below for proper calculation of your per diem.

Is this a grant related expense? ☐ YES ☐ NO List Grant Number:_____
Did the traveler request travel cost advancement? ☐ YES ☐ NO

EXPENSE SUMMARY

1. Transportation $_____
2. Registration $_____
3. #_____days x current Per Diem $_____
4. Adjustment for meals (reduced on TA but not consumed) $_____
   City of North Pole, Ordinance 16-21, requires that your per diem be reduced for meals consumed by the following chart: Breakfast $10 Lunch $15 Dinner $26. If per diem was initially reduced for meals and you did NOT consume the meals, make an adjustment above. (i.e., the conference provided lunch but I did not consume the meal – add $15 to line 4)
5. Hotel $_____
6. Vehicle Rental/Taxi $_____
7. Other _____ $_____

   Other _____ $_____

   Other _____ $_____

Total expenses paid by employee $_____

Less advance received $_____

Total Amount due employee or (owed) City of North Pole $_____ 0.00

Submit all amounts due to the City of North Pole to the Administration office with all receipts of payment attached to the this reports per Ordinance 16-21 of the North Pole Municipal Code.

Under penalty of perjury, I certify that these are the true and actual expenses of the aforementioned trip that I have personally paid for, and that I have complied with the North Pole Municipal Code 2.36.220 Travel and Host Reimbursements, as noted in Expense summer. All Required receipts are attached.

Employee Name (Print) Employee Signature Date

Name of Department Head or Mayor Signature Date