

**City of Hidalgo Request for Travel Expense
By City Employee or City Official**

Date: _____

Acct No. _____

Request for Travel Expenses shall be submitted five working days in advance to City Hall for processing.

Expenses Incurred by: _____ while attending the following:

- | | |
|------------------------------|---------------------|
| 1. Seminar: _____ | Date: _____ |
| 2. Conf. Consultation: _____ | City: _____ |
| 3. School: _____ | Hotel: _____ |
| 4. Convention: _____ | _____ |
| 5. Meeting: _____ | Headquarters: _____ |
| 6. Other: _____ | _____ |

City Vehicle Unit No: _____
 Personal Vehicle, 0 _____ **0.575 a mile**
 Parking Fee _____
 Taxi Fare/Shuttle _____
 Car Wash _____
Total Transportation

ASSIGNED UNIT
 _____ **\$0.00**
 _____ **\$0.00**
 _____ **\$0.00**
 _____ **\$0.00**
 _____ **\$0.00**

Hotel Accom. Single/Double for 0 _____
 Meals for _____ days @ **\$75.00**
 (\$15.00, \$25.00, \$35.00 per meal)
Total Hotel, Meals, Tips & Taxes

_____ **\$0.00**
 _____ **\$0.00**
 _____ **\$0.00**
 _____ **\$0.00**

III. Incidental Expenses

1. Registration Fee _____
2. _____
3. _____
4. _____

Total Incidentals

Total Expenses Incurred:

Cash Advance By the City of Hidalgo _____

Refund Due to City of Hidalgo _____

Amount Due to Claimant _____

_____ **\$0.00**

Submitted By _____

Date: _____

Approved By _____

Date: _____

Approved By _____

Date: _____

Notice: For auditing purposes, receipts for lodging and transportation expenses shall be submitted upon return so that the same may be attached to check voucher as supporting documentation. City will not reimburse claimant for expenses incurred by a spouse or other non-authorized person.