

69215

**CITY OF YORBA LINDA
AUTHORIZATION TO INCUR EXPENSES**

Date	9/21/2017	Date of Trip	9/13/2017	9/15/2017
Name	Gene Hernandez .17311	Purpose: 2017 League of CA Cities Conference		
Position	Mayor Pro Tem			
Department	Administration	Destination: Sacramento, CA		
Account Number	001.4.110.2605			
Vendor Number		Advance Amount Requested	\$ -	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is This a Budgeted Item?	Travel By:	Air <input checked="" type="checkbox"/>	City Car <input type="checkbox"/>
			Rail <input type="checkbox"/>	Private Car <input type="checkbox"/>
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Are Funds Available?	Department Head Authorization		
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is this trip consistent with Administrative Policy?	City Manager Authorization		

RECORD OF EXPENSES

EXPENDITURE	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
Date -->				9/13/2017	9/14/2017	9/15/2017		
Breakfast								\$
Lunch								\$
Dinner					\$19.78			\$19.78
Lodging (Including Tax)								\$387.40
Parking								\$
Miscellaneous								\$
Registration								\$525.00
Transportation / Air								\$297.46
Transportation / Ground						\$ 18.08		\$18.08
Other								\$
TOTAL Expenses Incurred								\$ 1,247.72

LESS PREPAID EXPENDITURES

Pre-registration	League of CA Cities	Warrant # City CC	Dated: 8/1/2017	\$525.00
Hotel Deposit	Courtyard Marriott	Warrant # City CC	Dated: 9/15/2017	\$387.40
Airline/Transportation	Southwest Airlines	Warrant # City CC	Dated: 8/3/2017	\$297.46
Travel Advance	To:	Warrant #	Dated:	
Other	To:	Warrant #	Dated:	
TOTAL AMOUNT DUE CITY				
TOTAL AMOUNT DUE EMPLOYEE		Warrant #	Dated:	\$ 37.86

I certify that the foregoing expenses were incurred in the conduction of business on behalf of the City of Yorba Linda.

David Christian 9/28/17
Department Director Date

Scott G... 9/28/17
Finance Director Date

Susan Lamp 9/27/17
Requestors Signature Date

Mark De...
City Manager Date