**TRAVEL AUTHORIZATION**

<table>
<thead>
<tr>
<th>1. DATE PREPARED</th>
<th>2. OFFICIAL STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3. NAME OF EMPLOYEE</th>
<th>4. PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>5. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. OFFICIAL RESIDENCE</th>
<th>12. ITEMIZATION OF ESTIMATED TRAVEL EXPENSES</th>
<th>TRAVEL ADVANCE REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DESCRIPTION</td>
<td>ESTIMATED AMOUNT</td>
</tr>
<tr>
<td></td>
<td>AIR</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>BUS</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>TRAIN</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>OTHER</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. PURPOSE OF TRAVEL (Include dates &amp; place of meeting, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8. LIST OF ACCOMPANYING TRAVELERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9. DATE</th>
<th>FROM (City, State)</th>
<th>TO (City, State)</th>
<th>10. ESTIMATED TIME</th>
<th>11. EMPLOYEE STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depart</td>
<td>Return</td>
<td></td>
<td>Travel Advances must be documented via approved Travel Expense Voucher submitted to accounts payable within 10 business days following return from travel status. Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee.</td>
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</table>

<table>
<thead>
<tr>
<th>12a. TRANSPORTATION - Common carriers</th>
<th>12b. RENTAL CAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td></td>
</tr>
<tr>
<td>X Rate______ $</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12c. PRIVATE VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td># Nights ___________</td>
</tr>
<tr>
<td>X Rate ______ X</td>
</tr>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12d. LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast $</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Lunch _______</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Dinner _______</td>
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<tr>
<td>$</td>
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</tbody>
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<table>
<thead>
<tr>
<th>12e. MEALS not included with registration</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>12f. REGISTRATION FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(attach copy of Registration Form)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>12. ITEMIZATION OF ESTIMATED TRAVEL EXPENSES</th>
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<tr>
<th>13. TOTAL $</th>
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<table>
<thead>
<tr>
<th>14. BUDGET NUMBER</th>
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<table>
<thead>
<tr>
<th>15. APPROVAL SIGNATURE</th>
<th>16. DATE</th>
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**CITY OF MUKILTEO**

4400 Chennault Beach Road, Mukilteo, WA 98275
<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>9a) MILES DRIVEN</th>
<th>9b)</th>
<th>9c)</th>
<th>10a) PER MEAL ENTITLEMENT</th>
<th>10b) SUBTOTAL</th>
<th>10c) LODGING COSTS</th>
<th>10d) TOTAL COSTS</th>
<th>11a) MILES DRIVE</th>
<th>11b) POINT TO VICINITY</th>
<th>11c) REIMBURSEMENT RATE</th>
<th>11d) MILEAGE ALLOWANCE</th>
<th>12) OTHER AMOUNT</th>
<th>GRAND TOTAL</th>
<th>AMOUNT TO PAYROLL</th>
<th>TAXES</th>
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</table>

18) I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

19) DETAIL OF OTHER EXPENSES

DEPARTMENT APPROVAL SIGNATURE: [Signature]

DATE: [Date]

EMPLOYEE SIGNATURE: [Signature]

DATE: [Date]