



COUNTY OF SAN BERNARDINO DPW TRAVEL REQUEST AND TRAVEL EXPENSE REPORT

(Attach any items that support this request along with a justification memo if out-of-state or out-of-country)

Trip Request, Trip Expense Report, Day Trip Expense Report, No Request Expense Report

SAP Trip #: Employee Name: Jessica Whiton Primary Residence (City): Big Bear City, CA Department: Public Works From Date: 9/14/24 End Date: 9/20/24 Reason: Association of Zoos and Aquarium Location (City & State): Calgary, Alberta, CA

EMACS ID/SAP PersNo.: Occup. Unit: Division: Cost Center: SAP Cost Center for Job#

Sales Tax Rate: 5.000% Must enter % to calculate Per Diem Meal amounts below

SAP Activity Type: SAP "TAc" field

Note: All out-of-state travel requires CAO approval, unless within 20 miles of CA border.

COUNTY CREDIT CARD EXPENSES table with columns: Date, TRAVEL EXPENSE TYPE, Vendor or Description, CC or TC, Last Five Digits Card (CC) or Temp. Card (TC), \$ Estimated Amount, Paper Receipt Exist, FINAL \$ Actual Amount

TRIP REQUESTS ONLY - TRAVEL ADVANCE REQUEST (travelers may request an advance of per diem meals only) table with columns: Date(s), TRAVEL EXPENSE TYPE, Per Diem \$ Amount, Sales Tax Rate, Basis for Tax, 15% Tip, Total per meal to enter by date in SAP, # of days or # of meals, Estimated Meals, FINAL \$ Actual Amount

TRAVEL EXPENSES TO BE PAID BY EMPLOYEE AND REIMBURSED BY COUNTY table with columns: Date, TRAVEL EXPENSE TYPE, Vendor or Description, \$ Estimated Amount, Paper Receipt Exist, FINAL \$ Actual Amount

MILEAGE RECORD FOR TRAVEL IN PRIVATELY OWNED VEHICLE table with columns: Date, Time From, Time To, PRIVATE MILEAGE (Start Location, End Location, License Plate #, NO. OF MILES), \$ Actual Amount

Summary table with columns: ESTIMATED TOTAL, FINAL TOTAL. Rows: Total County Credit Card Expenses, Total Travel Advance, Total Employee Paid Expenses to be Reimbursed, Total Private Mileage to be Reimbursed

TOTAL COST OF TRIP \$ 4,068.28 Estimated \$ 2,372.54 Final

The undersigned declares under penalty of perjury that the expenses hereon claimed were necessary in attending to County Business in conformity with the policies established by the Board of Supervisors. Receipts must be submitted in SAP with all Actual expenses. All Trips must be settled within SAP immediately upon return.

Travel Advances: I understand travel advances cannot be issued sooner than 30 days before the start of a trip, and the minimum amount to be advanced is twenty-five dollars (\$25.00). Upon my return from travel, I agree I must submit a Travel Expense Report and all Receipts documenting expenses incurred. If I do not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, I agree the Auditor-Controller/Treasurer/Tax Collector will recover the amount advanced from my pay.

Please indicate any amounts owed to DPW upon completion of Trip

Jessica Whiton Employee/Traveler Signature (print & sign)

Date

Department Approval signature (print & sign)

Date