

CITY OF SOUTH SAN FRANCISCO

CITY COUNCIL REQUEST FOR TRAVEL



Date Submitted*: _____

**Please provide the City Manager's Office with notice as well as event information (description, schedule and/or agenda if applicable, etc.) at least one month prior to departure date.*

NAME	
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DEPARTURE DATE		RETURN DATE	
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NAME OF CONFERENCE / TRAINING			
PURPOSE			
DESTINATION		METHOD OF TRAVEL	

Councilmember Signature

Date: _____

ESTIMATED EXPENSES

For my travel, I will be purchasing my expenses with...

☐ CITY CALCARD ☐ PERSONAL CARD ☐ BOTH

EXPECTED TOTAL EXPENSES (INCL. REGISTRATION, TRAVEL, LODGING, FOOD, ETC)	
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Complete the rest of the form upon return to the City.

TOTAL EXPENSES INCURRED DURING TRAVEL	
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Upon my return to the City, I will provide the City Manager's Office with required receipts and/or supporting documents.

Approved By: _____
City Manager

Date: _____