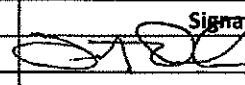


# City of Portland Travel Authorization/Expense Report

*Pre-Travel: Please enter information in blue cells only, where applicable. For Meals & Incidental Expenses, use Per Diem Calculator - totals will automatically be included here. Post-Travel: Confirm M&IE per diem using Per Diem Calculator; complete green cells, as applicable. Yellow cells include formulas and will populate based on entries in blue and green cells.*

Today's Date:	10/9/2018	Bureau/Interoffice Add.	119/1542
Name (printed):	Levester Denham	Employee PERNR#:	
Destination City/State:	Portland, OR	Employee Vendor #:	
Travel Dates - Departure:	October 29, 2018	Return:	November 3, 2018
Title of Travel/Training:	Lieutenant Assessment Center		
Purpose of trip and benefit to the City:			
Levester Denham will be serving as an external sworn assessor on our Lieutenant promotional assessment center, he is traveling from Chicago Police Department.			
Notes/Other information:			

ESTIMATED EXPENSES		ACTUAL EXPENSES				NOTES FOR BUREAU USE ONLY
FILL THIS PORTION OUT BEFORE BOOKING TRAVEL TO GAIN APPROVAL ON ESTIMATED EXPENSES (BLUE CELLS ONLY)		FILL THIS PORTION OUT AFTER TRAVEL IS COMPLETED (GREEN CELLS ONLY)				
		FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
			All payment methods	City check or other	P-card	Paid by employee
	\$					
<b>TRANSPORTATION TO DESTINATION</b> (see instructions)	\$490.27	\$0.00				
<b>LODGING</b>	\$982.36	\$0.00				
<b>MEALS &amp; INCIDENTAL EXPENSES PER DIEM</b>	\$271.50	\$0.00				\$0.00
<b>REGISTRATION FEES</b>		\$0.00				
<b>OTHER</b> (List Each Category below)						
Baggage Fees	\$50.00	\$0.00				
Travel to hotel from airport and from hotel to airport	\$80.00	\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs	<b>\$1,874.13</b>					
Total Actual Costs (All/By Payment Method)		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Actual Costs vs. Estimated - Percentage		<b>0.0%</b>	Total due employee		<b>\$0.00</b>	

Authorizations, Approvals, Reviews				
Pre-Travel			Post-Travel	
Pre-Travel	Signature	Date	Signature	Date
Employee		15 Oct 2018		
Other				
Other				
Bureau Director/Designee				
Commr. In Charge/Designee				
Fund	Cost Object	Account Number	Project Number	Amount
Invoice Number:			Date:	