

**Pre-approval or final approval of City Council and  
City Manager travel related expenses**

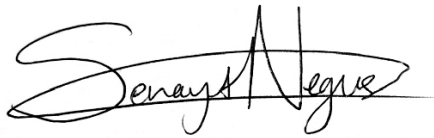
November 7, 2024

**ICMA Annual Conference, Sep 21-25, 2024, Pittsburgh, PA  
Travel Completed**

Approved	Pre-Approval and Expenses
	Kyle Moore – Expense Reimbursement Documentation: Travel Accounting Form \$1,664.94 expenses for approval

**NLC Conference, Nov 13-16, 2024, Tampa Bay, FL**

Approved	Pre-Approval and Expenses
	Senayet Negusse – Expense Reimbursement Documentation: Travel Accounting Form \$446.96 expenses for approval



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Chair  
Senayet Negusse



## City of SeaTac Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: \_\_\_\_\_ Department: \_\_\_\_\_

Conference: \_\_\_\_\_ Dates: \_\_\_\_\_

**Expense Table**

Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			Provide explanation if: Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
		P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration					
Lodging					
Lodging					
Meals					
Transportation					
Transportation					
Mileage					
Car Rental					
Parking					
TNC Charges					
Tolls/Ferry					
Baggage Fees					
Misc. Costs					
<b>Totals</b>					<b>Grand Total</b>