



City of Hartford Travel Expense Reimbursement Form

Employee Name: JOHN SMITH	Employee ID: 123456	
Department: PUBLIC WORKS	Dates of Travel: JAN 7 - JAN 9, 2013	
Purpose: I ATTENDED A CONFERENCE FOR MUNICIPAL PUBLIC WORKS DIRECTORS TO LEARN ABOUT COST EFFICIENCIES AND SHARED SERVICES.	Destinations (GSA Per Diem Rate): WASHINGTON, D.C. (\$71.00)	
EXPENSE CATEGORY	Estimated Cost	Actual Cost
TRANSPORTATION (Receipts)		
Flight (BDL to Reagan Nat'l)	\$204.00	\$204.00
Flight (Reagan Nat'l to BDL)	\$300.00	\$399.99
Cab from Reagan to hotel	\$40.00	\$35.00
Cab from hotel to Reagan	\$45.00	\$38.00
LODGING (Receipts)		
2 nights (Jan 7 and Jan 8) at Hotel Madera (Dupont Circle) - \$148/night	\$296.00	\$310.75
MEALS (PER DIEM)		
3 days @ \$71/day	\$213.00	\$213.00
INCIDENTALS (NOT TO EXCEED \$15.00 PER DIEM)		
3 days @ \$15/day	\$45.00	\$45.00
OTHER (Receipts)		
TOTAL EXPENSES	\$1,143.00	\$1,245.74
AMOUNT TO BE REIMBURSED	\$1,087.94	
Estimated Cost Approval	Actual Cost Approval	
Dept. Head Signature	Dept. Head Signature	
Employees will be reimbursed for meals provided that the per diem rate for the meeting location established by US General Services Administration (GSA), available at www.gsa.gov is not exceeded.		