DATE
M M D D Y Y

CITY AND COUNTY OF DENVER
TRAVEL REQUEST

PO#00529

TYPE OF REQUEST
ADVANCE   REIMBURSEMENT
☐   ☐

(All information must be complete; otherwise this form will be returned to the agency.)

TRAVELER'S NAME & CSA CLASSIFICATION	DEPARTMENT/AGENCY	DIVISION
Elizabeth L. Elder	CDO/Denver Public Library	

NAME OF CONFERENCE, COURSE TITLE, ETC.	LOCATION	FUND/ORG
Feria Internacional de los Libros	Guadalajara, Mexico	

TRIP INFORMATION

PURPOSE To identify and select materials in Spanish for the Denver Public Library collection

Also, to meet publishers and distributors who can help us bring the materials to Denver
from foreign publishing enterprises.

EXPECTED BENEFITS TO CITY; TO EMPLOYEE _____ This bookfair is absolutely vital to the purchase of

new Spanish language materials for the Denver Public Library. There is no other venue where

the materials can be looked at and reviewed in hard copy.

DATE	AIRLINE & FLIGHT NO.	PRIVATE CAR NO. OF MILES	FROM	TO
11-24-00	Cont		Denver	Guadalajara
11-29-00	Cont		Guadalajara	Denver

ADVANCE APPROVALS

AMOUNT OF ADVANCE REQUESTED $ _____ VP # _____ SIGNATURE OF TRAVELER _____ DATE _____

BUDGET AND MANAGEMENT: APPROVED ☐   DISAPPROVED ☐

SIGNATURE _____ DATE _____ SIGNATURE OF DEPT. HEAD _____ DATE _____

EXPENSES

ITEM OF EXPENSE	REQUESTED	ACTUAL	RECONCILIATION
AIR for 3 people		1358.82 ✓	EXPENSES INCURRED $_____
PRIVATE CAR: _____ MI. @ _____ ¢ MILE			AMOUNT ADVANCED (V.P. # _____) $ _____
ALTERNATE: AIR FARE (If Employee Drove Own Vehicle But Claims Airfare Rate)			AMOUNT DUE TRAVELER (V.P. # _____) $ _____
RENTAL CAR: (Attach Justification)			
DESTINATION POINTS: _____			AMOUNT RETURNED TO TREASURER ON RECEIPTS TRANSMITTAL VOUCHER NO. _____ $ _____ (ATTACH COPY)
MEALS 26.00 x 6 days		156.00 ✓	
LODGING (Name of Hotel) Hotel San Fran		165.65 ~~220.50~~ ✓	ADDITIONAL COMMENTS:
RATE $ ~~44.10~~ /DAY; NO. DAYS 5			
TAXI		50.00	
MISC. (Describe) tips		0 ~~18.00~~	
Airport shuttle		· 30.00 ✓	
REGISTRATION, TUITION, ETC.		40·00 ~~37.52~~ 1,800.47	
TOTAL	$ _____	$ ~~1062.04~~	

FINAL APPROVALS

I certify that this is a true and correct statement of expenses while on official
business for the City and County of Denver.

signature: Elizabeth C. Elder   12-16-00

TRAVELER   DATE

DEPARTMENT HEAD	DATE
BUDGET AND MANAGEMENT	DATE