



California Public-Safety Radio Association, Inc.
Travel Request and Expense Report

Part I: Travel Request

Travel authorization is requested for:

Name _____

Dates of Travel _____ Date of Request _____

Purpose of travel (include destination, length of stay and mode of transportation)

Approved by CPRA Executive Committee _____ Signature _____ Date _____

Travel advance authorized in the amount of \$ _____ Check # _____

Part II: Advance Estimate and Expense Report

Attach receipts for transportation, registration, lodging, and any expense requested for reimbursement.

Time and date of departure _____ Return _____

Advance Estimate	Day of Week (Insert date)	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total
	Air / Rail fare								
	Registration								
	Lodging								
	Breakfast								
	Lunch								
	Dinner								
	Extra Meals (*)								
	Phone								
	Parking								
	Taxi, bus, etc.								
	Other (*)								
TOTAL									

Transportation: Personal vehicle Air Rail

Personal vehicle: Equivalent air fare claimed _____

Personal vehicle: Mileage claimed _____ miles _____

Total vehicle expense _____

Less Advances 1 _____

2 _____

(*) show detail of expense & justification on second page

Amount due Claimant _____

Amount due CPRA _____

I certify that the foregoing is a true and correct account of expenditures made while on official business of the California Public-Safety Radio Association, Inc.

_____ Claimant _____ Date

CPRA - 06/99

