



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 (*)								
<b>TOTAL</b>									

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

