

CITY OF BUFFALO

Ethics Board

Travel Report - 3rd Party Reimbursement

(not paid for by City)

<u>SUMMARY OF TRAVEL EXPENSES AND REIMBURSEMENT REQUEST</u>		
Transportation		
Mileage	Miles @	Per Day
Per Diem	Days @	Per Day
Lodging		
Name of hotel/motel. _____		
Meals (No per diem)		
Breakfasts @ _____		
Lunches @ _____		
Dinners @ _____		
Entertainment, if any. (ex: Golf, fishing, etc.) Cost : \$ _____		
Taxi, Rental Car, Limo : _____		
Registration Fees (Attach program agenda) : _____		
Parking / Tolls : _____		
Other : (Explain) _____		
Attach Supporting Documentation		TOTAL : \$ _____

PLEASE FILL OUT IN FULL AND SUBMIT TO :
BUFFALO BOARD OF ETHICS
CITY CLERK'S OFFICE
1308 CITY HALL
BUFFALO, NEW YORK 14202

TRAVEL REPORT :

PLEASE SEE ATTACHED

_____ Department Head	_____ Date
_____ Board of Ethics	_____ Date
_____ Meeting Date	