

2019

# LAFAYETTE CONSOLIDATED GOVERNMENT EXPENSE REPORT

**Instructions:** Prepare one report for each employee. Forward original through your Division Head to Departmental Director or assigned representative for approval who in turn shall (1) forward approved report to Accounting for review and processing or (2) forward disapproved report to sender for further clarification and/or modification. Submit refund or remaining monies due LCG with this form. Keep a copy for your records.

Receipts for **ALL** expenses claimed, except meals, must be submitted with this return. No other reimbursement will be allowed without receipts. Include only reasonable, necessary expenses incurred while on official LCG business. Refer to PPM 020-4 for further requirements. Indicate detailed breakdown of expenses by day and fill in all requested information. Include expenses for entire trip whether charged to LCG or paid by advance monies.

EMPLOYEE NAME Nanette CookEMPLOYEE NUMBER 11604PURPOSE OF TRAVEL ☐ Seminar ☐ Meeting ☐ Training Academy ☒ Conference ☐ Other \_\_\_\_\_TRAVELED TO: Portland OR \_\_\_\_\_ METHOD OF TRAVEL ☒ Plane ☐ LCG Vehicle ☐ Personal Car

CITY

STATE

DEPARTED: 06/17/2019 8:45 am \_\_\_\_\_ RETURNED: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_JUSTIFICATION OF EXPENSE: To attend the 56th IMCL Conference on A Healthy City for All.

COURSE TITLE: \_\_\_\_\_

**DETAILED EXPENSES - TOTAL TRIP COST:**

DATE	LODGING	BREAK-FAST	NOON MEAL	EVENING MEAL	TRAVEL (Gas, Airfare) DESCRIBE AMOUNT		REGISTRATION FEES	OTHER DESCRIBE AMOUNT		TOTALS
02/28/2019							\$ 645.00			\$645.00
04/09/2019					Airfare (one-way)	\$ 367.00				\$367.00
06/16/2019	\$ 222.53									\$222.53
06/17/2019	\$ 222.53		\$ 19.44					Tour	\$ 5.00	\$246.97
06/18/2019	\$ 222.53	\$ 22.20								\$244.73
06/19/2019	\$ 222.53	\$ 22.20	\$ 19.44	\$ 40.89						\$305.06
06/20/2019	\$ 222.53	\$ 22.20	\$ 19.44							\$264.17
06/21/2019		\$ 22.20	\$ 19.44							\$41.64

\$2,337.10

Less: Advance Monies Received Check(s) No. 268093 Amount \$ 1,401.54Less: Amount Billed Direct To LCG (Visa, Airfare, Registration) Amount \$ 1,017.00Reimbursement Due Employee ☐ LCG ☒ Amount \$ -81.44**COMMENTS/EXPLANATION:**

Due to severe weather, flight delays took place and Mrs. Cook did not fly out of Lafayette until 6/17/19. The 6/16/19 dinner and 6/17/19 breakfast were not needed.  
The tour attended on 6/17/19, was paid in advance on 5/1/19.

Account Number                      Registration 1011100-70800-0007 Travel**Employee Certification:**

I hereby certify that the above identified expenses are accurate and were incurred in connection with official Lafayette Consolidated Government business.

Signed by: Nanette Cook 7-2-19  
Employee DateApproved by: [Signature] 7-3-19  
Department Director DateApproved by: \_\_\_\_\_  
Supervisor DateCertified by: \_\_\_\_\_  
Budgeting DateReviewed and  
Approved by:

Accounting Manager or designee Date

NANETTE COOK  
SPECIAL ACCOUNT

05-03

3621

84-7041/2652

July 10, 2019  
Date

Pay to the  
Order of

LCG

\$ 81.44

Eighty one and 44/100

Dollars



Photo  
Safe  
Deposit  
Details on back

IBERIABANK

CLUB CHECKING

For

Nanette Cook

MP



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## Conference Navigator

56th Conference in Portland

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## User login

Username: \*

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## Get Updates!

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## Program

56th IMCL Conference on

## A Healthy City for All

Sentinel Hotel, Portland, OR, June 17-21, 2019

### Program Outline



Note: Program subject to change

### Monday, June 17

1.00 - 6.00 Registration  
Design Competition/Exhibits  
2.00 - 5.30 **Mobile Workshops & Tours**  
6.00 - 7.30 **Welcome Reception**

### Tuesday, June 18

9.00 - 9.30 Welcome  
9.30 - 1.00 Plenary Sessions:  
Planning a Healthy City for All  
Public Health & Planning Collaborate  
Transforming Suburbs into Walkable Neighborhoods  
Healthy Urban Fabric  
1.00 - 2.00 **Conference Luncheon**



Are you looking for a speaker?



Suzanne Lennard is available to speak, or as a Consultant on Making Cities Healthy and Livable, Child-friendly Communities, Public Places, etc.

[Read more...](#)

*"The most important continuous conference dialogue on making the world's cities and towns more livable for all of their inhabitants."*

Dr. Sven von Ungern-Sternberg, Governor, State of South Baden, Germany

[Read more...](#)

## Documentation Sets

8 new sets available:

- #58 Health and the Built Environment
- #59 Strategies for Healthy, Child-Friendly Communities
- #60 Children and the Urban Environment
- #61 Healthy Transportation, Planning and Livable Streets
- #62 Children and Nature
- #63 Nature and the Sustainable City