



Trip Report Due Dates

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
January February March	April May June	July August September	October November December
Due by April 20th	Due by July 20th	Due by October 20th	Due by January 20th

- Make a separate report for each month, (three reports per quarter).
- After each quarter, send all three reports together with one payment, on or before the due date.
- If you have zero trips for an entire quarter, send an email to airportgt@longbeach.gov stating so.
- Reports and payments may be sent by mail to the Airport, or brought to the GT Office.
- Make checks payable to *City of Long Beach*, and write your TCP number on your check.
- You can pay by check or credit card in the GT Office.
- No cash payments. No phone payments.
- Blank reports can be found on the website at www.lgb.org
- Trip fees are based on vehicle seating (not passengers) as follows:

1 to 5 seats	6 to 14 seats	15 or more seats
\$1.00	\$1.50	\$5.00

Long Beach Airport
Ground Transportation Office
4100 E. Donald Douglas Drive, Floor 2
Long Beach, CA 90808

(562) 570-2629
airportgt@longbeach.gov

Monday thru Thursday - 8am to 5 pm
Friday - 8am to 4pm (closed on alternating Fridays)
Saturday and Sunday - closed