

Calendar 2018 Travel Expense Report

Req 3/27 1546 PJ 4-9 CLK# 75536

Name Tim Carroll
Title Councilman
Department
Period Jan 19 - 21, 2018
Destination Atlanta

Method of Travel
 Private Auto
 Air
 Other

Purpose of Trip GMA Mayors' Day
Authorized by
Department Head
Date Submitted 3/16/2018
High Cost City Yes
Meal Allowance \$75.00

Per Mile Reimbursement \$0.545
Total Reimbursement Due *673.85*
G/L Number *101 1110/500 5500*

Beginning mileage
Ending mileage
Net Mileage *0 450*

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals	Conferences and Seminars	Miles	Mileage Reimbursement	Miscellaneous	Tips	Total Expenses	Pcard Charges & Advances	Amount due from (to) City
01/19/18	Mileage							123.71			123.71		123.71
01/19/18	Parking Fee							0.00	25.00		25.00		25.00
01/19/18	Hotel		162.24					0.00			162.24		162.24
01/19/18	Dinner				35.00			0.00		10.00	45.00		45.00
01/20/18	Room		162.24					0.00			162.24		162.24
01/21/18	Parking Fees							0.00	25.00		25.00		25.00
01/21/18	Lunch				6.95			0.00			6.95		6.95
01/21/18	Mileage							123.71			123.71		123.71
01/21/18	Registration					580.00		0.00			580.00	580.00	0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
Total		\$0.00	\$324.48	\$0.00	\$41.95	\$580.00	0	\$247.42	\$50.00	\$10.00	\$1,253.85	\$580.00	\$673.85

Traveler Tim Carroll 3/16/2018
Signature Date

Department Head John Bayl 3/13/18
Signature Date

City Manager [Signature] Mar 13 2018
Signature Date