Calendar 2018 Travel Expense Report

Sent to Sandra 10/3/18

Name: John Gayle
Title: Mayor
Department:
Period: Sept. 13-14, 2018
Destination: Athens, Ga.

Purpose of Trip: GMA Board Meeting
Authorized by:
Department Head:
Date Submitted:
High Cost City:
Meal Allowance: $35.00

Per Mile Reimbursement: $0.540
Total Reimbursement Due:
G/L Number:

Method of Travel

- [x] Private Auto
- [ ] Air
- [ ] Other

City Vehicle:

Beginning mileage:
Ending mileage:
Net Mileage: 0

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	Amount due from (to) City
09/13/18	Hotel		170.60					0.00			170.60	170.60	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
								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	$170.60	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$170.60	$170.60	$0.00

Traveler: John Gayle — Signature — Date: 10/2/18

Department Head: Sandra Dooley — Signature — Date: 10/2/18

City Manager: [illegible] — Signature — Date: 10/2/18