Calendar 2018 Travel Expense Report

Name: John Gayle
Title: Mayor
Department:
Period: 6/22 thru 6/25, 2018
Destination:

Purpose of Trip: GMA Convention
Authorized by:
Department Head:
Date Submitted: 6/27/2018
High Cost City:
Meal Allowance: $50.00

Per Mile Reimbursement: $0.545
Total Reimbursement Due: ~~0~~ SW
G/L Number: 10111110/5005500

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 & Advances	Amount due from (to) City
06/22/18	Hotel		244.50			540.00		0.00			784.50	784.50	0.00
06/22/18	Parking							0.00	23.73		23.73	23.73	0.00
06/23/18	Hotel		244.50					0.00			244.50	244.50	0.00
06/23/18	Parking							0.00	23.73		23.73	23.73	0.00
06/24/18	Hotel		244.50					0.00			244.50	244.50	0.00
06/24/18	Parking							0.00	23.73		23.73	23.73	0.00
06/24/18	Lunch				24.28			0.00			24.28	24.28	0.00
06/25/18	Breakfast				11.24			0.00			11.24	11.24	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	$733.50	$0.00	$35.52	$540.00	0	$0.00	$71.19	$0.00	$1,380.21	$1,380.21	$0.00

Traveler: John Gayle — Signature — Date: 6/27/18

Mayor Pro Tem: Sandra Tooley — Signature — Date: 6-28-18

City Manager: [signature] — Signature — Date: June 28, 2018