Calendar 2016 Travel Expense Report Reg 1329

Name: John Gayle
Title: Mayor
Department:
Period: Jan 19 thru Jan 22, 2018
Destination: Atlanta

Purpose of Trip: Mayors Day
Authorized by:
Department Head:
Date Submitted: 1/29/2018
High Cost City:
Meal Allowance: $35.00

Per Mile Reimbursement: $0.540
Total Reimbursement Due: 8.71
G/L Number: 101/1110150055000 TRAVL, Mayor

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
01/19/18	Room		174.00 ✓					0.00			174.00	174.00 ✓	0.00
01/19/18	Registration					580.00 ✓		0.00			580.00	580.00 ✓	0.00
01/19/18	transportation			8.71 ✓				0.00			8.71 ✓		8.71
01/20/18	Room		174.00 ✓					0.00			174.00	174.00 ✓	0.00
01/21/18	room		174.00 ✓					0.00			174.00	174.00 ✓	0.00
01/22/18	parking							0.00	75.00 ✓		75.00	75.00 ✓	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	1177.00	0.00
Total		**$0.00**	**$522.00**	**$8.71**	**$0.00**	**$580.00**	**0**	**$0.00**	**$75.00**	**$0.00**	**$1,185.71**	#########	**$8.71**

Traveler: John Gayle — Signature — Date: 1/29/17

Department Head: Sandra Godley — Signature — Date: 2-8-18

City Manager: [signature] — Signature — Date: 8-16-2018