Calendar 2016 Travel Expense Report

Sent to Corey Hull 10/11/18 JB

Name	John Gayle	*Purpose of Trip*	MPO Annual Convention	*Per Mile Reimbursement*	$0.540
Title	Mayor	*Authorized by*			
Department	San Antonio, Tx.	*Department Head*		*Total Reimbursement Due*	$761.10
Period	September 25-27, 2018	*Date Submitted*	10/11/2018	*G/L Number*	
Destination		*High Cost City*			
		Meal Allowance	$35.00		

Method of Travel

- ☐ *Private Auto* — *City Vehicle*
- ☑ Air
- ☐ *Other*

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
09/25/18	Travel	1,548.20						0.00			1,548.20	1,548.20	0.00
09/25/18	Baggage Check							0.00	170.00		170.00		170.00
09/25/18	Uber transportation			16.56				0.00			16.56		16.56
09/27/18	Hotel		558.06					0.00			558.06		558.06
09/27/18	Uber transportation			16.48				0.00			16.48		16.48
								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		##########	$558.06	$33.04	$0.00	$0.00	0	$0.00	$170.00	$0.00	$2,309.30	#########	$761.10

Traveler — *Signature* — *Date* 11/11/18

Department Head — *Signature* — *Date*

City Manager — *Signature* — *Date*