Calendar 2018 Travel Expense Report

Req 1588 4-2
Pd-4-9 CK# 75543

Name	Andy Gibbs	*Purpose of Trip*	Council Annual Retreat	*Per Mile Reimbursement*	$0.545
Title	City Council District 6	*Authorized by*			
Department		*Department Head*		*Total Reimbursement Due*	76.30 80
Period		*Date Submitted*	3/20/2018	*G/L Number*	101 11 4015 005 550
Destination	Lenox, Georgia	*High Cost City Meal Allowance*	$50.00		

Method of Travel

- [x] *Private Auto* — *City Vehicle*
- [ ] Air
- [ ] *Other*

Beginning mileage	10095
Ending mileage	10235
Net Mileage	140

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
03/16/17	Mileage						70	38.15			38.15		38.15
03/17/18	Mileage						70	38.15			38.15		38.15
								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	$0.00	$0.00	$0.00	$0.00	140	$76.30	$0.00	$0.00	$76.30	$0.00	$76.30

Traveler *Andrew Gibbs* — *Signature* — 3/20/2018 *Date*

Department Head [signature] — *Signature* — 3/21/18 *Date*

City Manager [signature] — *Signature* — March 27, 2018 *Date*