# Calendar 2018 Travel Expense Report

Req 1338

Name: Andrew A Gibbs
Title: City Council District 6
Department:
Period:
Destination: Atlanta Georgia

Purpose of Trip: Bird Supper
Authorized by:
Department Head:
Date Submitted:
High Cost City: Yes
Meal Allowance: $75.00

Per Mile Reimbursement: $0.545
Total Reimbursement Due: 200.34 SP
G/L Number: 10111101600550O
TRAVL. DIST 6

Method of Travel
- [x] Private Auto
- [ ] Air
- [ ] Other

City Vehicle:

Beginning mileage: 86145
Ending mileage: 86597
Net Mileage: 452

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/31/18 | Parking | | | | | | | 0.00 | 12.00 ✓ | | 12.00 | | 12.00 ✓ |
| 01/31/18 | Gas | | | 58.00 | | | 452 | 246.34 | | | 246.34 | 58.00 ✓ | 188.34 ✓ |
| 01/31/18 | Lunch | | | | 16.14 | | | 0.00 | | | 16.14 | 16.14 ✓ | 0.00 |
| | | | | | | | | 0.00 | | | 0.00 | | 0.00 |
| | | | | | | | | 0.00 | | | 0.00 | | 0.00 |
| | | | | | | | | 0.00 | | | 0.00 | | 0.00 |
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| | | | | | | | | 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 | $16.14 | $0.00 | 452 | $246.34 | $12.00 | $0.00 | $274.48 | $74.14 | $200.34 ✓ |

Traveler — Signature — 2-1-18 Date

~~Department~~ Head — Signature — 2/9/18 Date

Mayor

City Manager — Signature — 2/15/18 Date