Calendar 2018 Travel Expense Report

Reg 1342

Name	Vivian Miller-Cody	*Purpose of Trip*	Training - GMA	*Per Mile Reimbursement*	$0.545
Title	Councilwoman	*Authorized by*			
Department	Valdosta City Council	*Department Head*		*Total Reimbursement Due*	248.52
Period		*Date Submitted*		*G/L Number*	10/11 1101 500 5500 TRAVL,DIST 1
Destination	Atlanta, Georgia	*High Cost City*	Yes		
		Meal Allowance	$75.00		

Method of Travel

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

Beginning mileage	8707
Ending mileage	9163
Net Mileage	456

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
01/19/18	Registration					720.00		0.00			720.00	720.00	0.00
	Dinner				108.90			0.00		18.00	126.90	126.90	0.00
01/22/18								0.00	35.68		35.68	35.68	0.00
01/22/18	Parking							0.00	101.25		101.25	101.25	0.00
01/22/18	Hotel		572.00					0.00			572.00	572.00	0.00
01/22/18	Mileage						456	248.52			248.52		248.52
								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
	Spouse traveled with her							0.00			0.00		0.00
								0.00			0.00		0.00
Total		$0.00	$572.00	$0.00	$108.90	$720.00	456	$248.52	$136.93	$18.00	$1,804.35	$1,555.83	$248.52

Traveler Vivian Miller-Cody

Signature *Date*

Department Head

Signature *Date*

City Manager

Signature *Date* Feb. 7, 2018