

Calendar 2018 Travel Expense Report

Req 78 7/13/18
 Pd 7-20 = 766 J/
 Per Mile Reimbursement \$0.545
 Total Reimbursement Due 201.65
 G/L Number 101-11-1101-500-5500
 Dist 2

Name: Sandra Towley
 Title: City Council member
 Department: M/C
 Period: 6-22 - 6-26-2018
 Destination: Savannah, GA

Purpose of Trip: GMU Training
 Authorized by: _____
 Department Head: _____
 Date Submitted: _____
 High Cost City: _____
 Meal Allowance: \$50.00

- Method of Travel
- Private Auto
 - Air
 - Other

City Vehicle: _____

Beginning mileage: _____
 Ending mileage: _____
 Net Mileage: 380 mil

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
<u>6-22-18</u>	<u>Mileage</u>						<u>370</u>	<u>0.545</u>			<u>201.65</u>		<u>201.65</u>
<u>6/22/18</u>			<u>202.00</u>									<u>202.00</u>	<u>0.00</u>
<u>6/23/18</u>			<u>202.00</u>									<u>202.00</u>	<u>0.00</u>
<u>6/24/18</u>			<u>202.00</u>									<u>202.00</u>	<u>0.00</u>
<u>6/25/18</u>			<u>196.00</u>									<u>196.00</u>	<u>0.00</u>
<u>6/26/18</u>													<u>0.00</u>
									<u>30.00 (Parking)</u>			<u>30.00</u>	<u>0.00</u>
Total		<u>\$0.00</u>	<u>802.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u> <u>201.65</u>

Traveler: Sandra Towley Signature Date: 6-29-18
 Department Head: John Payne Signature Date: 7/5/18
 City Manager: [Signature] Signature Date: July 7, 2018