Calendar 2018 Travel Expense Report

Req 10/12 # 687
Pd -10-24 # 7775

Name: Sandra Tooley
Title: Councilwoman
Department: Mayor/Council
Period: September 25-27, 2018
Destination: Young Harris, GA

Purpose of Trip: GMA Training
Authorized by: Mark Barber
Department Head: Mayor Gayle
Date Submitted: 10/3/2018
High Cost City: No
Meal Allowance: $50.00

Per Mile Reimbursement: $0.545
Total Reimbursement Due: $ 5.33
G/L Number: 101-111101-5-00-5540

Method of Travel
- ☐ Private Auto
- ☐ Air
- ☒ Other

City Vehicle:

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 & Advances	Amount due from (to) City
09/25	Store				~~8.22~~			0.00			8.22	8.22	0.00
09/26	Dinner				33.17			0.00			33.17	33.17	0.00
09/27	Dinner				5.33			0.00			0.00 5.33		0.00 5.33
09/27	Hotel Resort		330.00					0.00			~~0.00~~ 330.00	330.00	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
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								0.00			0.00		0.00
								0.00			0.00		0.00
								0.00			0.00		0.00
Total		$0.00	~~330.00~~	$0.00	~~$0.00~~ 46.72	$0.00	0	$0.00	$0.00	$0.00	$0.00 $376.72	$0.00 ~~$330.00~~ 371.39	~~$0.00~~ $5.33

Traveler: Sandra Tooley — Signature — Date: 10/3/18

Mayor: John Gayle — Signature — Date: 10/11/18

City Manager: [illegible] — Signature — Date: Oct 11/18