


Calendar 2019 Council Travel Expense Report

Copied 2/10/19


Name: Sandra Tooley
 Title: Councilwoman
 Department: Mayor/Council
 Period: 01/25/2019-01/27/2019
 Destination: Atlanta GA

Purpose of Trip: Mayor's Day
 Authorized by: _____
 Department Head: Mayor Gayle
 Date Submitted: 2/8/2019
 High Cost City: Yes
 Meal Allowance: \$75.00

Per Mile Reimbursement: \$0.580
 Total Reimbursement Due: \$255.20
 G/L Number: 1011111015005500

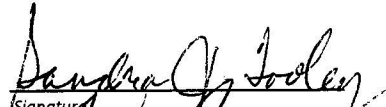
Method of Travel


- 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
01/25/19			206.00					0.00			206.00	206.00	0.00
01/26/19			206.00					0.00			206.00	206.00	0.00
01/27/18			206.00		29.40		440	255.20			490.60	235.40	255.20
								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	\$618.00	\$0.00	\$29.40	\$0.00	440	\$255.20	\$0.00	\$0.00	\$902.60	\$647.40	\$255.20

Council Member:  2/25/2019
 Signature: _____ Date: _____

Mayor:  2/28/19
 Signature: _____ Date: _____

City Manager:  March, 2019
 Signature: _____ Date: _____