Calendar 2016 Travel Expense Report

Robert Knox Leadership

Name Sandra J. Tooley
Title City Council member
Department Mayor/Council
Period
Destination Callaway Gardens

Purpose of Trip Training.
Authorized by
Department Head
Date Submitted
High Cost City
Meal Allowance $75.00

Per Mile Reimbursement ~~$0.540~~ .595
Total Reimbursement Due ~~$228.96~~ 231.08
G/L Number 10111110 15

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

City Vehicle

Beginning mileage
Ending mileage
Net Mileage 424

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	Amount due from (to) City
4-10-2018	Lodging		153.10					~~0.00~~ 231.08					
4-11-2018	Lodging		153.10					0.00			0.00		0.00
4-12-2018	Lodging		153.10					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
								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
								0.00			0.00		0.00
Total		$0.00	~~$0.00~~ 459.30	$0.00	$0.00	$0.00	424	~~$0.00~~ 231.08	$0.00	$0.00	$0.00	$0.00	$0.00

Traveler Sandra J. Tooley (Signature) 5-2-2018 (Date)

Department Head John Knox (Signature) 5/7/18 (Date)

City Manager [illegible] (Signature) 5/7/18 (Date)