

COV Travel Expense Report

Req 5-8 # 1827 Pd 5-18 # 7598

Name: Sandra Tooley, Title: Councilwoman, Department: Mayor and Council, Destination: Atlanta, GA, Purpose of Trip: Training, Per Mile Reimbursement: \$0.545, Total Reimbursement Due: 241.43 SW, G/L Number: 101 11 110 15005500

- Method of Travel: [x] Private Auto, [] Air, [] Other. City Vehicle, Beginning mileage, Ending mileage, Net Mileage.

Table with columns: Column#, Description of Expense, Airfare, Lodging, Ground Transportation (Gas, Rental Car, Taxi), Meals, Conferences and Seminars, Miles, Mileage Reimbursement, Miscellaneous, Tips, Total Expenses, Paid Charges, Amount due from (to) City. Includes rows for Registration, Hotel, Parking and a Total summary row.

Traveler: Sandra J. Tooley, Department Head: [Signature], City Manager: [Signature], with associated dates: 1/29/18 and Feb 2, 2018.