Calendar 2018 Travel Expense Report

Req 7/18 # 163 Pd 8/3 76744

Name: Joseph Vickers
Title: Councilman
Department: Executive
Period: 06/22/18 - 06/26/18
Destination: Savannah, GA

Purpose of Trip: GMA Conference
Authorized by:
Department Head: John Gayle
Date Submitted: 07/24/18
High Cost City:
Meal Allowance: $50.00

Per Mile Reimbursement: $0.545
Total Reimbursement Due: $ 254.39 SW
G/L Number: 101-11-1101-500-5400

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

City Vehicle:

Beginning mileage: 78,567
Ending mileage: 78,920
Net Mileage: 353

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
06/22/18	per diem - Meals		207.00		12.50			0.00	12.00*	3.00	~~0.00~~ 234.50	219.00	~~0.00~~ 15.50
06/23/18	per-diem - Meals		207.00		12.50			0.00	12.00*	3.00	~~0.00~~ 234.50	219.00	~~0.00~~ 15.50
06/24/18	per diem - Meals		207.00		12.50			0.00	12.00*	3.00	~~0.00~~ 234.50	219.00	~~0.00~~ 15.50
06/25/18	per diem - Meals		207.00		12.50		353	~~0.00~~ 192.39	12.00*	3.00	~~0.00~~ 426.89	219.00	~~0.00~~ 207.89
Total		$0.00	~~$0.00~~ 828.00	$0.00	~~$0.00~~ 50.00	$0.00	~~0~~ 353	~~$0.00~~ 192.39	~~$0.00~~ 48.00	~~$0.00~~ 12.00	~~$0.00~~ 1,130.39	~~$0.00~~ 876.00	~~$0.00~~ 254.39

* = Parking

Traveler: Joseph Vickers — Signature — Date: 7-23-18

Mayor: John Gayle — Signature — Date: 7/25/18

City Manager: [illegible] — Signature — Date: 7/26/18