



CITY OF FRISCO  
PROGRESS IN MOTION

### Travel Voucher

Date: 10-11-16

Account No.

Name: Shona Huffman

Travel/Meals  
Lodging  
Seminars  
Schools  
Advance

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Austin TX

Purpose: TML

Hotel Name: Omni Austin

Departure Time & Date: 10/4 - 4pm

Return Time & Date: 10/6 - 3pm

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.54/mile 1-1-2016)						0.00	
Air Fare						0.00	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals	6.43					0.00	
Lodging	228.25	250.39				0.00	228.25
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
<b>TOTAL</b>	\$234.68	\$250.39	\$ -	\$ -	\$ -		-

Expenses incurred by employee: \$256.82  
 Less travel advance: -  
 Amount due (TO) or FROM the CITY: \$256.82

\*Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of travel voucher.

Mileage rate January 1, 2016 - Dec 31, 2016 0.54  
 Mileage rate January 1, 2015 - Dec 31, 2015 0.575

\*\*Enter number of miles driven each day.

I certify that the expenses outlined above were incurred by me in the conducting of city business and are true and correct to the best of my knowledge.

Shona Huffman  
 Employee Signature

Director's Signature

Approved for Payment