



Travel Voucher

Date: 28-Mar-17

Account No.

Name: Maher Maso

Travel/Meals
Lodging
Seminars
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Washington, DC

Advance

Purpose: National League of Cities

Hotel Name: Washington Marriott Wardman Park

Departure Time & Date: 3/11/2017

Return Time & Date: 3/14/2017

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			229.20	200.00	200.00	629.20	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.			53.29			53.29	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	590.00
Meals						0.00	
Lodging	365.26	365.26	365.26			1095.78	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
						0.00	
TOTAL	\$ 365.26	\$ 365.26	\$ 647.75	\$ 200.00	\$ 200.00		590.00

Expenses incurred by employee:

\$ 1,778.27

Less travel advance:

Amount due (TO) or FROM the CITY:

\$ 1,778.27

*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.

Ma/MS 3-30-17
Employee Signature

Director's Signature

Approved for Payment