



Travel Voucher

Date: 17-Aug-17

Account No.

Name: Mayor Jeff Cheney

Travel/Meals
Lodging
Seminars
Schools

GL	FUND	DEPT/DIV
69500		1016
69550		
12180		

Destination: Charlotte, NC

Advance

Purpose: Development

Hotel Name: Westin

Departure Time & Date: 8/12/2017

Return Time & Date: 13-Aug

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.485/mile2007)	29.00	29.00				28.13	
Air Fare						0.00	826.89
Airport Parking	24.00	24.00				48.00	
Limousine						0.00	
Taxi, bus, etc.		16.33				16.33	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals						0.00	
Lodging	263.92					263.92	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
Per Diem 59 x.75	44.25	44.25				88.50	
TOTAL	\$ 332.17	\$ 84.58	\$ -	\$ -	\$ -		826.89

Expenses incurred by employee: **\$ 444.88**
 Less travel advance:
 Amount due (TO) or FROM the CITY: **\$ 444.88**

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

**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.

Employee Signature

Director's Signature

Approved for Payment