



CITY OF FRISCO
PROGRESS IN MOTION

Travel Voucher

Date: 7-Oct-16

Account No.

Name: Bill Woodard

Travel/meals
Lodging
Seminars
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Austin, TX

Advance

Purpose: TML 2016

Hotel Name: Omni Austin

Departure Time & Date: 10/4/2016 11am

Return Time & Date: 10/06/2016 11am

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.54/mile 1-1-2016)	222.00	-	222.00			239.76	
Air Fare						0.00	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental						0.00	
Parking Fees	28.15	28.15	-			56.30	
Registration Fee						0.00	
Meals	14.07		43.30			57.37	
Lodging	228.85	228.85				457.70	
Phone						0.00	
Literature						0.00	
Gratuities	10.00		5.00			15.00	
Other (please explain)						0.00	
						0.00	
TOTAL	\$ 281.07	\$ 257.00	\$ 48.30	\$ -	\$ -		-

Expenses incurred by employee:

\$ 826.13

Less travel advance:

Amount due (TO) or FROM the CITY:

\$ 826.13

*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.

Employee Signature

Director's Signature

Approved for Payment