



### Travel Voucher

Date: 17-Oct-14

Account No.

Name: Bob Allen

Travel/Meals  
Lodging  
Seminars  
Schools  
Advance

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Houston, TX

Purpose: Annual TML Conference

Hotel Name: Hyatt Regency Houston

Departure Time & Date: 10/1/2014

Return Time & Date:

10/3/2014

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.565/mile 1-1-2013)	30.00	-	31.19			34.57	
Air Fare						0.00	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental						0.00	
Parking Fees	46.00					46.00	
Registration Fee						0.00	
Meals			21.35			21.35	
Lodging	201.24	201.24				402.48	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (toll fees)	4.74					4.74	
						0.00	
<b>TOTAL</b>	<b>\$ 251.98</b>	<b>\$ 201.24</b>	<b>\$ 21.35</b>	<b>\$ -</b>	<b>\$ -</b>		<b>-</b>

Expenses incurred by employee: **\$ 509.14**  
 Less travel advance:  
 Amount due (TO) or FROM the CITY: **\$ 509.14**

\*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 July 1, 2011 - Dec 31, 2012

.555

\*\*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