



## Travel Voucher

Date: 30-Sep-15

Account No. \_\_\_\_\_

Name: Bob Allen

Travel/Meals  
Lodging  
Seminars  
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: San Antonio

Advance \_\_\_\_\_

Purpose: TML Annual Conferenc

Hotel Name: Hilton Palacio Del Rio

Departure Time & Date: 9/22/2015

Return Time & Date: 9/24/2015

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.575/mile 1-1-2015)	299.87	-	299.87			344.85	
Air Fare						0.00	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental						0.00	
Parking Fees	42.00	42.00	42.00			126.00	
Registration Fee						0.00	
Meals		27.68	26.68			54.36	
Lodging	3.47	212.45	212.45			428.37	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
<b>TOTAL</b>	<b>\$ 45.47</b>	<b>\$ 282.13</b>	<b>\$ 281.13</b>	<b>\$ -</b>	<b>\$ -</b>		<b>-</b>

\* \$208.98 Charged to City July on 9-9-15

Expenses incurred by employee:	\$ 953.58
Less travel advance:	
Amount due (TO) or FROM the CITY:	<b>\$ 953.58</b>

\*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, 2014 - Dec 31, 2014 0.56  
Mileage rate January 1, 2014 - Dec 31, 2014 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