



Travel Voucher

Date: 20-Nov-15

Account No. _____

Name: Maher Maso

Travel/Meals
Lodging
Seminars
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: New York City

Advance

Purpose: NYU Graduate Program Mentorship

Hotel Name: Hyatt Union Square

Departure Time & Date: 11/9/2015

Return Time & Date: 11/11/2015

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.575/mile 1-1-2015)		-				0.00	
Air Fare	123.09		78.10			201.19	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.	40.87		40.82			81.69	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals						0.00	
Lodging						0.00	915.82
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
TOTAL	\$ 163.96	\$ -	\$ 118.92	\$ -	\$ -		915.82

Expenses incurred by employee: **\$ 282.88**
 Less travel advance:
 Amount due (TO) or FROM the CITY: **\$ 282.88**

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

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.

Maher Maso

11-25-15

Employee Signature

Director's Signature

Approved for Payment