



## City of Frisco Travel Voucher

Date: 24-Apr-15

Account No.

Name: Mahe Maso

Travel/Meals  
Lodging  
Seminars  
Schools

GL	FUND	DEPT/DIV
69500		
69550		
12180		

Destination: Seattle

Advance

Purpose: APA Conference

Hotel Name: Westin

Departure Time & Date: 4/15/2015

Return Time & Date: 4/20/2015

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Comments
Mileage**(\$0.55/mile)	-					0.00	
Air Fare	276.20					276.20	
Airport Parking						0.00	
Fuel				48.48	7.60	56.08	
Taxi, bus, etc.	32.97			8.29		41.26	
Car Rental			46.18	46.18	46.18	138.54	
Parking Fees			29.00	30.00	36.00	95.00	
Registration Fee						0.00	
Meals			150.36	158.50	17.80	326.66	
Lodging			234.36	234.36	234.36	703.08	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
printing material						0.00	
<b>TOTAL</b>	<b>\$ 309.17</b>	<b>\$ -</b>	<b>\$ 459.90</b>	<b>\$ 525.81</b>	<b>\$ 341.94</b>		<b>-</b>

no relmburse home from airpoi

Expenses incurred by employee:	\$ 1,636.82
Less travel advance:	0.00
<b>Amount due (TO) or FROM the CITY:</b>	<b>\$ 1,636.82</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.

\*\*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