

FRISCO

# City of Frisco Travel Voucher

Date: 24-Apr-15

Account No.

Name: Maner Maso

Travel/Meals  
Lodging  
Seminars  
Schools

GL	FUND	DEPT/DIV
69500		
69550		
12180		

Destination: Austin

Advance

Purpose: Texas Water Day - Frisco Award

Hotel Name: NA

Departure Time & Date: 3/26/2015

Return Time & Date: 3/26/2015

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Comments
Mileage**(\$0.55/mile)	-					0.00	
Air Fare	420.00					420.00	
Airport Parking						0.00	
Fuel						0.00	
Taxi, bus, etc.	60.00					60.00	no reimburse home from airpor
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals	14.00					14.00	
Lodging						0.00	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
printing material						0.00	
<b>TOTAL</b>	<b>\$ 494.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 494.00</b>	<b>-</b>

Expenses incurred by employee: **\$ 494.00**  
 Less travel advance: **0.00**  
 Amount due (TO) or FROM the CITY: **\$ 494.00**

\*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