



Travel Voucher

Date: 21-Oct-15

Account No.

Name: Scott Johnson

Travel/Meals
Lodging
Seminars
Schools

OBJ Code ORG Code

69500	
69550	
12180	

Destination: Houston

Advance

Purpose: TML Conference 2014

Hotel Name: Hyatt Regency Houston

Departure Time & Date: 10/2/2014

Return Time & Date: 10/3/2014

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.575/mile 1-1-2015)	250.00	250.00				287.50	
Air Fare						0.00	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental						0.00	
Parking Fees	15.00					15.00	
Registration Fee						0.00	
Meals						0.00	
Lodging	201.24					201.24	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain)						0.00	
TOTAL	\$ 216.24	\$ -	\$ -	\$ -	\$ -		-

Expenses incurred by employee: \$ 503.74
Less travel advance:
Amount due (TO) or FROM the CITY: \$ 503.74

*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