FRISCO

CITY OF FRISCO
PROGRESS IN MOTION

# Travel Voucher

Date: 21-Oct-15

Name: Scott Johnson

Destination: San Antonio

| | Account No. OBJ Code | Account No. ORG Code |
|---|---|---|
| Travel/Meals Lodging | 69500 | |
| Seminars Schools | 69550 | |
| Advance | 12180 | |

Purpose: TML Conference 2015

Hotel Name: Hilton Palacio Del Rio

Departure Time & Date: 9/22/2015 Return Time & Date: 9/23/2015

| Expenses* | 1st Day | 2nd Day | 3rd Day | 4th Day | 5th Day | Total Expenses | Prepaid or Billed |
|---|---|---|---|---|---|---|---|
| Mileage* ($0.575/mile 1-1-2015) | 300.00 | 300.00 | | | | 345.00 | |
| Air Fare | | | | | | 0.00 | |
| Airport Parking | | | | | | 0.00 | |
| Limousine | | | | | | 0.00 | |
| Taxi, bus, etc. | | | | | | 0.00 | |
| Car Rental | | | | | | 0.00 | |
| Parking Fees | 29.00 | | | | | 29.00 | |
| Registration Fee | | | | | | 0.00 | |
| Meals | 64.00 | | | | | 64.00 | |
| Lodging | 211.37 | | | | | 211.37 | |
| Phone | | | | | | 0.00 | |
| Literature | | | | | | 0.00 | |
| Gratuities | | | | | | 0.00 | |
| Other *(early departure)* | 116.75 | | | | | 116.75 | |
| | | | | | | 0.00 | |
| TOTAL | $ 421.12 | $ - | $ - | $ - | $ - | | - |

| | |
|---|---|
| Expenses incurred by employee: | $ 766.12 |
| Less travel advance: | |
| Amount due (TO) or FROM the CITY: | $ 766.12 |

*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.

J. Scott Johnson

Employee Signature

Director's Signature

Approved for Payment

Revised 01/2/2014