



Travel Voucher

Date: 1-Jul-15

Account No.

Name: Tim H. Nelson

Travel/Meals
Lodging
Seminars
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Austin, TX

Advance

Purpose: TML Legislative Wrap-Up

Hotel Name: _____

Departure Time & Date: 6/29/15 7:00am

Return Time & Date: 6/29/15 6:00pm

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.56/mile 1-1-2014)						0.00	
Air Fare	262.39					262.39	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.						0.00	
Car Rental	99.23					99.23	
Parking Fees						0.00	
Registration Fee						0.00	
Meals						0.00	
Lodging						0.00	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (please explain) Tolls						0.00	
						0.00	
TOTAL	\$ 361.62	\$ -	\$ -	\$ -	\$ -		-

Expenses incurred by employee: **\$ 361.62**
 Less travel advance:
 Amount due (TO) or FROM the CITY: **\$ 361.62**

*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

**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