



### Travel Voucher

Date: 11-Apr-16

Account No.

Name: Maher Maso

Travel/Meals  
Lodging  
Seminars  
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Phoenix, AZ

Advance

Purpose: National Planning Conference

Hotel Name: Hyatt Regency Phoenix

Departure Time & Date: 4/2/2016

Return Time & Date: 4/5/2016

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	228.20					228.20	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.			20.00			20.00	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	735.00
Meals		430.58				430.58	
Lodging	178.94	178.93	212.22			570.09	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (tolls)						0.00	
						0.00	
<b>TOTAL</b>	\$ 407.14	\$ 609.51	\$ 232.22	\$ -	\$ -		735.00

Expenses incurred by employee:

\$ 1,248.87

Less travel advance:

Amount due (TO) or FROM the CITY:

\$ 1,248.87

\*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.

\*\*meal on 4/3/16 is for City Staff, P&Z members and Mayor (total of 7 people)

Maher Maso 4-11-16  
Employee Signature

Director's Signature

Approved for Payment