



Professional Travel

Name: John Keating

Legal name as it appears on DL (for booking flights)

D.O.B.:

Required for booking flights

Employee #

If does not have Employee # check option below

City Council ☐City Board ☐

Other (explain)

Destination: Orlando, FL

Purpose: Trip to Orlando & Tampa, to tour their Performing Arts Center

Departure Date: 12/06/23

Return Date: 12/07/23

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.655/mile 1-1-20) <input type="text"/> Total Miles Traveled				
Air Fare: Purchasing will book flight				
Parking Fees				
Taxi, bus, other transportation				
Car Rental: Purchasing will book rental car				
Registration <input type="checkbox"/> Fin Pays <input type="checkbox"/> Dept Carc <input type="checkbox"/> Reimb. Employee				
Meals/Per Diem (Complete Table below)				
Lodging <input type="checkbox"/> Fin Pay (Include W-9 from hotel) <input type="text"/> Dept Card			336.38	
Other (please explain) <input type="text"/>				
TOTALS	\$0.00	\$0.00		\$0.00

Expenses incurred by employee:

Plus Prepaid or Billed:

Trip Total:

Less travel advance (subtracted from expenses incurred):

Amount due **(TO)** or **FROM** the City:

Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of form after trip is complete.

Director's Signature (Before Trip)

Employee Signature (Before Trip)

Meal Per Diem Breakdown

Date	Amount
Total	\$0.00

Remember: First and last days of travel are reduced, per GSA guidelines.

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.

John Keating
Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

**GRAND
BOHEMIAN
HOTEL
ORLANDO**

John Keating

Wes Pierson
6101 Frisco Square Blvd
Frisco TX 75034
United States of America

Room Number: 1511
Arrival Date: 12-06-23
Departure Date: 12-07-23
CRS Number: 73769881
Page No: 1 of 1

Guest Name:

INVOICE

A/R No:
Folio No: 28771

12-07-23

Date	Description	Charges	Credits
12-06-23	Room Charge	299.00	
12-06-23	Room Sales Tax	19.44	
12-06-23	Lodging Tax	17.94	
12-07-23	Boheme Room# 1511 : CHECK# 298142	31.09	
12-07-23	Master Card / Euro Card XXXXXXXXXXXXX5154 XX/XX		367.47
Total		367.47	367.47
Balance		0.00	