



CITY OF FRISCO
PROGRESS IN MOTION

## **Travel Voucher**

Seminars Schools	Date:		17-Aug-17				Account No.		
Name:   Mayor Jeff Cheney   Lodging   69500   1016						GL	FUND	DEPT/DIV	
Destination:   Charlotte, NC	Name: Ma	ayor Jeff Ch	ieney		Lodging	69500		1016	
Purpose: Development Hotel Name: Westin Departure Time & Date: 8/12/2017  Expenses* 1st Day 2nd Day 3rd Day 4th Day 5th Day Expenses Billed Mileage* (so. 48/5mile2007) 29.00 29.00 9.00 826.89 Air Fare 9.00 24.00 445.00 12.00 826.89 Airport Parking 24.00 24.00 9.00 16.33						69550			
Expenses	Destination: Ch	arlotte, NC			Advance	12180	<u> </u>		
Expenses	Purpose: De	evelopmer	nt						
Expenses		· · · · · · · · · · · · · · · · · · ·			•				
Expenses	-		9/12/2017			- Return Time	& Date	13-Aug	
Expenses	Departure Time	a Date.	0/12/2017			-	d Date.	10-Aug	
Mileage* (s0.485/mile2007)         29.00         29.00         28.13           Air Fare         0.00         826.89           Airport Parking         24.00         24.00         48.00           Limousine         0.00         16.33         16.33           Car Rental         0.00         Parking Fees         0.00           Registration Fee         0.00         0.00           Meals         0.00         0.00           Lodging         263.92         263.92           Phone         0.00         0.00           Literature         0.00         0.00           Gratuities         0.00         0.00           Other (please explain)         0.00         0.00           Per Diem 59 x.75         44.25         \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expense	es*	1st Day	2nd Day	3rd Day	4th Day	5th Day	1 1	
Air Fare			29.00	29.00				28.13	
Limousine Taxi, bus, etc.  Car Rental Parking Fees  Registration Fee  Meals Lodging Phone Literature Gratuities  Other (please explain) Per Diem 59 x.75  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 travel voucher.  **Enter number of miles driven each day.  Literature  Care Rental  0.00	Air Fare							0.00	826.89
Taxi, bus, etc.	Airport Parking		24.00	24.00					
Car Rental Parking Fees Registration Fee Recall Registration Fee Reca	Limousine					ļ			
Parking Fees				16.33	<b>↓</b>			<del></del>	
Registration Fee								<u></u>	
Meals Lodging 263.92 Phone Literature Gratuities O.00 Cher (please explain) Per Diem 59 x.75 44.25 Expenses incurred by employee: Less travel advance: 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 travel voucher.  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  *Employee Signature									
Lodging 263.92		5			<del> </del>				
Phone Literature Condition Citerature Condition Citerature Condition Citerature Condition Citer (please explain) Condition Condition Condition Citerature Condition Condition Condition Citerature Condition Condition Condition Citerature Condition Condition Condition Citerature Condition Conditi			263.92		<u> </u>				
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Other (please explain) Per Diem 59 x.75 44.25 44.25  TOTAL \$ 332.17 \$ 84.58 \$ - \$ - \$ - \$ 826.89  Expenses incurred by employee: Less travel advance: 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 travel voucher.  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	Literature							0.00	
Per Diem 59 x.75 44.25 44.25 88.50  TOTAL \$ 332.17 \$ 84.58 \$ - \$ - \$ - 826.89  Expenses incurred by employee: Less travel advance: 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 travel voucher.  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									
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*Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of travel voucher.  *Enter number of miles driven each day.  Less travel advance:  \$ 444.88  *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	TOTAL		\$ 332.17		1		1 7	<b>*</b>	826.89
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Submission of travel voucher.  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	Amount due							\$ 444.88	
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**Enter number of miles driven each day.  conducting of city business and are true and correct to the best of my knowledge.  Employee Signature									
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Director's Signature Approved for Payment							⊏mpioyee Si	gnature 🦟	
Director's Signature Approved for Payment									
	Director's Signa	ture			•		Approved for	Payment	