



Professional Travel

Date: 12/14/23

Name: Jeff Cheney

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: Charlotte, NC

Purpose: Trip to Charlotte, to tour their Performing Arts Center

Departure Date: 11/28/23

Return Date: 11/29/23

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 hot <input type="checkbox"/> Dept Card			206.30	
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.

Jeff Chenew

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment



Residence Inn® Charlotte City Center

220 East Trade Street, Charlotte, NC 28202 P 704.334.0709

Marriott.com/CLTRD

Mayor Cheney

W. Pierson

Room: 1812

Room Type: STDO

Number of Guests: 2

Rate: \$179.00

Clerk:

Arrive: 28Nov23

Time: 07:16PM

Depart: 29Nov23

Time: 11:00AM

Folio Number: 76967

DATE	DESCRIPTION	CHARGES	CREDITS
28Nov23	Room Charge	179.00	
28Nov23	State Occupancy Tax	12.98	
28Nov23	City Tax	14.32	
29Nov23	Master Card		206.30

Card #: MCXXXXXXXXXXXX1600XXXX

Amount: 206.30 Auth: 00953Q

This card was electronically swiped on 28Nov23

BALANCE: 0.00

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