



PROGRESS IN MOTION

Date: 12/14/23

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

Required for booking flights

If does not have Employee # check option below

Other (explain)

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

Return Date: 11/29/23

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.655/mile 1-1-20 Total Miles Traveled				
Air Fare: Purchasing will book flight				
Parking Fees				
Taxi, bus, other transportation				
Car Rental: Purchasing will book rental car				
Registration ☐ Fin Pays ☐ Dept Carc ☐ Reimb. Employee				
Meals/Per Diem (Complete Table below)				
Lodging ☐ Fin Pay (Include W-9 from host Dept Card			206.30	
Other (please explain)				
TOTALS	\$0.00	\$0.00		\$0.00

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

\$206.30

Director's Signature (Before Trip)

Employee Signature (Before Trip)

Date	Amount
Total	\$0.00

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



Residence Inn® Charlotte City Center
220 East Trade Street, Charlotte, NC 28202 P 704.334.0709
Marriott.com/CLTRD

John Keating

E. Hoppe

Room: 1608
Room Type: STDO
Number of Guests: 1
Rate: \$179.00

Clerk:

Arrive: 28Nov23

Time: 07:10PM

Depart: 29Nov23

Time: 11:00AM

Folio Number: 76964

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 #: MCXXXXXXXXXXXX5154/XXXX
Amount: 206.30 Auth: 15309Z
This card was electronically swiped on 28Nov23

BALANCE: 0.00

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See our "Privacy & Cookie Statement" on Marriott.com.

Operated under license from Marriott International, Inc. or one of its affiliates.

To plan your next stay, visit ResidenceInn.com.