



PROGRESS IN MOTION

Date: 12/20/23

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: Plug and Play Event

Return Date: 12/05/23

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			204.75	
Other (please explain) <input type="text"/>				
TOTALS	\$0.00	\$0.00		\$0.00

\$204.75

0.00

204.75

0.00

\$204.75

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 Cheney
Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment



43

12-20-23

Jeff Cheney	Folio No. :	29974	Room No. :	109
6101 Frisco Square Blvd	A/R Number :		Arrival :	12-04-23
Frisco 75034	Group Code :		Departure :	12-05-23
United States	Company :		Conf. No. :	82329416
	Membership No. :		Rate Code :	IGCOR
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
12-04-23	*Accommodation	182.00	
12-04-23	Occupancy Tax 12.5 %	22.75	
12-05-23	MasterCard XXXXXXXXXXXXX1600		204.75
Total		204.75	204.75
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

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