



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 Orlando & Tampa, to tour their Performing Arts Center

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

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

\$336.38

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

**GRAND
BOHEMIAN
HOTEL
ORLANDO**

Ea Hoppe
6101 Frisco Square Blvd
Frisco TX 75034
United States of America

Room Number: 1408
Arrival Date: 12-06-23
Departure Date: 12-07-23
CRS Number: 73761283
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

A/R No:
Folio No: 28721

12-14-23

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	Master Card / Euro Card XXXXXXXXXXXXXXX1600 XX/XX		336.38
Total		336.38	336.38
Balance		0.00	