

TRAVEL EXPENSE REPORT

Name: Scott Scrimizzi	Department: City Mgr.	When: From: 1-14-16 To: 1/16/2016
Where: Lancaster, PA	Purpose of trip: Visit to Spooky Nook Sports Complex for info. for possible "B" St. complex	Travel Authorization No.
Names of Persons Making Trip: Jody Gunderson, Kevin Maynard, Rich Engle, John Creech, Mike Gurr, Scott Hoover		

Remarks:

Note: ALL travel related expenditures must be listed regardless of the method of payment (i.e., pre-payment by Accounts Payable or City Purchasing Card for hotel/motel deposits, airfare, car rentals, registration, tuition, etc.). Circle Purchasing Card & Accounts Payable purchases (if entire Expense Account is on the Purchasing Card, circle Total (a) only)

Date	Lodging *(Only)	Breakfast	Lunch	Dinner	Airfare	Car rental, Taxi, Shuttle	Pers. Vehicle Miles Traveled	Mileage x Rate	Registration & Tuition	Misc. items, Parking	Total
01/14/16	165.39	11.80	17.70	29.50				0.00		60.97	285.36
01/15/16	165.39	11.80	17.70	29.50				0.00		5.00	229.39
01/16/16		11.80	17.70	29.50				0.00		81.76	140.76
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
TOTAL	330.78	35.40	53.10	88.50	0.00	0.00		0.00	0.00	147.73	655.51 (a)

* Room charges (such as meals, room service, parking, internet fees, telephone, etc.) must be shown in the proper columns and not as lodging.

Fund	Dept.	Sub Dept.	Account	Sub Acct	Project	Sub Proj.	Amount
			640	550			
100	106						655.51
Total							655.51

Travel Advance?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Total Expenditures:	655.51	
Less: Travel Advance Amount:	0.00	
Less: Purchasing Card & Accounts Payable payments (Circled items):	478.51	
Total Less Advances & Payments	177.00	
Due City:	0.00	
Due Employee (PO required if over \$250):	177.00	

This form must be completed in ink, typed, or printed by computer. Pencil is not acceptable.

Per diem rates for meals are split as follows: 20% for breakfast, 30% for lunch, and 50% for dinner.

Entertainment (including in-room movies) and purchases of alcoholic beverages are not reimbursable.

Reasonable gratuities (20% or less) are reimbursable except for employees who accept a per diem for meals. Tips are considered as inclusive in per diem rates.

Employee Signature <i>Scott Scrimizzi</i>	Date 1/21/16
Dept. Head Approval <i>Joshua A. Smith / D.K.B.</i>	Date 1/22/16
Finance Approval <i>[Signature]</i>	Date 1/22/16

PO 2016-10.34 "complete"