

TRAVEL EXPENSE REPORT

Name: Marcos Nichols	Department: City Mgr.	When: 9-13-14 thru 9-17-14
Where: Charlotte, NC	Purpose of trip: ICMA Conference	From: To:
Travel Authorization No.		

Names of Persons Making Trip:
 Marcos Nichols

Remarks: ICMA covered the cost of registration fee. (645.00)

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
09/13/14	137.43		15.30	25.50	314.70		52	26.52	645.00	30.00	1,194.45
09/14/14	137.44	10.20	15.30	25.50				0.00			188.44
09/15/14	137.44	10.20	15.30	25.50				0.00			188.44
09/16/14	137.44	10.20	15.30	0.00				0.00			162.94
09/17/14		10.20	15.30	25.50			54	27.54			78.54
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
TOTAL	549.75	40.80	76.50	102.00	314.70	0.00		54.06	645.00	30.00	1,812.81 (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		620	200			
Total							1167.81 (645.00 was paid by ICMA)

Travel Advance?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Total Expenditures:	1,812.81	
Less: Travel Advance Amount:	0.00	
Less: Purchasing Card & Accounts Payable payments (Circled items):	959.70	
Total Less Advances & Payments	853.11	
Due City:	0.00	
Due Employee (PO required if over \$250):	853.11	

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.

P.O. 2014-00005192
 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>Marcos Nichols</i>	Date 9-23-2014
Dept. Head Approval <i>[Signature]</i>	Date 9/23/14
Finance Approval <i>[Signature]</i>	Date 9-25-14