TravelExpReport080607

TRAVEL EXPENSE REPORT

Name: Boyce Swift	Department: Cty. Mgr.	When: From: 1/21/2016	To: 1/22/2016
Where: Cleveland, Ohio	Purpose of trip: Tour Slavic Village		Travel Authorization No.

Names of Persons Making Trip: John Guidugli, Adam Helms, Boyce Swift, Bud Scharf

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
01/21/16	145.63		20.70					0.00			166.33
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
Not on city cc.								0.00			0.00
								0.00			0.00
TOTAL	145.63	0.00	20.70	0.00	0.00	0.00		0.00	0.00	0.00	166.33 (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
100	106		640	550			166.33
			620	200			
						Total	166.33

	Yes	No
Travel Advance?	☐	☒
Total Expenditures:	166.33	
Less: Travel Advance Amount:	0.00	
Less: Purchasing Card & Accounts Payable payments (*Circled items*):	0.00	
Total Less Advances & Payments	145.63	
Due City:	0.00	
Due Employee (*PO required if over $250*):	20.70	

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 reimburseable except for employees who accept a per diem for meals. Tips are considered as inclusive in per diem rates.

Employee Signature	Date 1/27/16
Dept. Head Approval joshua a smith	Date 1/28/16
Finance Approval Jay Vandenforst	Date 1/29/16

Item Non Invitation Pd. but will reimburse. PO. 2016-1197 "Complete."