



Travel Voucher

Date: 29-Sep-16

Account No. _____

Name: Mahe Maso

Travel/Meals
Lodging
Seminars
Schools
Advance

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Austin, TX

Purpose: House Annexation Hearing

Hotel Name: None

Departure Time & Date: 9/21/2016

Return Time & Date: 9/21/2016

Expenses*	1st Day	2nd Day	3rd Day	4th Day	5th Day	Total Expenses	Prepaid or Billed
Mileage* (\$0.54/mile 1-1-2016)		-				0.00	
Air Fare						0.00	444.20
Airport Parking	35.56					35.56	
Limousine						0.00	
Taxi, bus, etc.	54.80					54.80	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals	5.38					5.38	
Lodging						0.00	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (gas for rental car)						0.00	
TOTAL	\$ 95.74	\$ -	\$ -	\$ -	\$ -		444.20

Expenses incurred by employee: \$ 95.74
 Less travel advance:
 Amount due (TO) or FROM the CITY: \$ 95.74

***Shona's flight back to DFW was cancelled due to weather. She had to rent car to return home.

*Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of travel voucher.

Mileage rate January 1, 2016 - Dec 31, 2016 0.54
Mileage rate January 1, 2015 - Dec 31, 2015 0.575

**Enter number of miles driven each day.

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.

Employee Signature

Director's Signature

Approved for Payment