

# 2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Jessica Mortinger Supervisor: Scott McCullough Your Department: PDS

Leave Date: 04/12/19 Destination: San Francisco, CA  
Return Date: 04/16/19 Trip Purpose: National APA Conference Per Diem: 76.00

Method of Travel: (check one) Travel Advance: 342.00 [www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
City Vehicle: X Air: X use M&IE column  
Personal Vehicle: \_\_\_\_\_ Other: \_\_\_\_\_ Explain: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

| Day of Week                      | Friday   | Saturday | Sunday   | Monday   | Tuesday  |   |   |   | Category |
|----------------------------------|----------|----------|----------|----------|----------|---|---|---|----------|
| Date                             | 04/12/19 | 04/13/19 | 04/14/19 | 04/15/19 | 04/16/19 |   |   |   | Totals   |
| Allowable Lodging                | 324.88   | 324.88   | 324.88   | 324.88   |          |   |   |   | 1,299.52 |
| Lodging paid w/ City VISA        | 324.88   | 324.88   | 324.88   | 324.88   |          |   |   |   | 1,299.52 |
| Breakfast (20%)                  |          | 15.20    | 15.20    | 15.20    | 15.20    |   |   |   | 60.80    |
| Lunch (30%)                      |          | 22.80    | 22.80    | 22.80    | 22.80    |   |   |   | 91.20    |
| Dinner (50%)                     | 38.00    | 38.00    | 38.00    | 38.00    | 38.00    |   |   |   | 190.00   |
| Total Meals (w/per diem)         | 38.00    | 76.00    | 76.00    | 76.00    | 76.00    | - | - | - | 342.00   |
| Fuel/Parking                     |          |          |          |          | 37.50    |   |   |   | 37.50    |
| Air Fare                         | 266.60   |          |          |          | 30.00    |   |   |   | 296.60   |
| Toll/Shuttle Bus/Taxi            | 30.93    |          |          |          |          |   |   |   | 30.93    |
| Mileage (Enter as miles)         |          |          |          |          |          |   |   |   | -        |
| Calculated mileage (x.58)        | -        | -        | -        | -        | -        | - | - | - | -        |
| Total Transportation             | 297.53   | -        | -        | -        | 67.50    | - | - | - | 365.03   |
| Transportation paid w/ City VISA | 286.60   | -        | -        | -        | 67.50    |   |   |   | 354.10   |
| Registrations *See Below*        | 785.00   |          |          |          |          |   |   |   | 785.00   |
| Registration paid w/ City VISA   | 785.00   |          |          |          |          |   |   |   | 785.00   |
| Total Cost                       | 1,445.41 | 400.88   | 400.88   | 400.88   | 143.50   | - | - | - | 2,791.55 |
| City VISA Charges (Total)        | 1,396.48 | 324.88   | 324.88   | 324.88   | 67.50    | - | - | - | 2,438.62 |
| Non-Visa Charge                  | 48.93    | 76.00    | 76.00    | 76.00    | 76.00    | - | - | - | 352.93   |

\*If registration has been reported on previous expense statement leave blank\*

Advance Received (-): \$342.00  
City Owes Employee: \$10.93  
Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

|                 |        |                   |
|-----------------|--------|-------------------|
| 001-1-1030-2030 | PL19TP | \$ 68.40          |
| 641-1-1030-2030 | PL19TP | \$ 273.60         |
| 001-1-1030-2030 | PL19TP | \$ 489.91         |
| 641-1-1030-2030 | PL19TP | \$ 1,959.64       |
|                 |        | TOTAL \$ 2,791.55 |

City Account Number: 001-1-1030-2030

City Account Number: 641-1-103-2030

Travel Request Filled out: ☒ Yes ☐ No

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

Employee Signature: [Signature]

Date: 4/18/2019

Supervisor Approval: [Signature]

Date: 4/18/19

Dept. Head Approval: [Signature]

Date: 4/18/19

(Out of State Travel) City Manager: [Signature]

Date: 4/19/19

(If Required) Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Accounts Payable: \_\_\_\_\_

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

|  |  |
|--|--|
| Comments:  |  |
| Please answer the following questions regarding your travel: |  |
| How did this apply to your job?                              | Transportation Planning is a diverse field and the Lawrence Douglas County MPO has varying roles in conducting multimodal transportation planning in the region. The sessions provided opportunities to see the transportation planning work from across the country. As a Certified Planner, I am also required to maintain continuing education credits. |
| Would recommend attending again?                             | Yes, the National American Planning Association Conference brings together the brightest planners working across the Nation to address planning issues from transportation to housing to equity. The session content is diverse and the exposure to planning best practices is a benefit.  |
| How will this add value to the City of Lawrence?             | Planning is the heart of the community. Continuing to track the best practices and leading examples of successful multimodal planning will help staff facilitate meaningful planning processes that address regional transportation goals in Transportation 2040.  |

Your Name: Bobbie J. Walthall Supervisor Diane Stoddard Your Department: CMO

|           |       |
|-----------|-------|
| Per Diem: | 55.00 |
|-----------|-------|

use M&IE column

*Explain:* \_\_\_\_\_

| Day of Week                      |   | Tuesday  | Wednesday | Thursday | Friday   |   |   |   | Category |
|----------------------------------|---|----------|-----------|----------|----------|---|---|---|----------|
| Date                             |   | 04/09/19 | 04/10/19  | 04/11/19 | 04/12/19 |   |   |   | Totals   |
| Allowable Lodging                |   |          | 90.10     | 90.10    |          |   |   |   | 180.20   |
| Lodging paid w/ City VISA        |   |          | 90.10     | 90.10    |          |   |   |   | 180.20   |
|                                  |   |          |           |          |          |   |   |   |          |
| Breakfast (20%)                  |   |          | 11.00     |          |          |   |   |   | 11.00    |
| Lunch (30%)                      |   |          | 16.50     |          |          |   |   |   | 16.50    |
| Dinner (50%)                     |   | 27.50    |           |          |          |   |   |   | 27.50    |
| Total Meals (w/per diem)         | - | 27.50    | 27.50     | -        | -        | - | - | - | 55.00    |
|                                  |   |          |           |          |          |   |   |   |          |
| Fuel/Parking                     |   |          |           |          |          |   |   |   | -        |
| Air Fare                         |   |          |           |          |          |   |   |   | -        |
| Toll/Shuttle Bus/Taxi            |   |          |           |          |          |   |   |   | -        |
| Mileage (Enter as miles)         |   |          |           |          |          |   |   |   | -        |
| Calculated mileage (x.58)        | - | -        | -         | -        | -        | - | - | - | -        |
| Total Transportation             | - | -        | -         | -        | -        | - | - | - | -        |
| Transportation paid w/ City VISA |   |          |           |          |          |   |   |   | -        |
|                                  |   |          |           |          |          |   |   |   |          |
| Registrations *See Below*        |   | 150.00   |           |          |          |   |   |   | 150.00   |
| Registration paid w/ City VISA   |   | 150.00   |           |          |          |   |   |   | 150.00   |
|                                  |   |          |           |          |          |   |   |   |          |
| Total Cost                       | - | 177.50   | 117.60    | 90.10    | -        | - | - | - | 385.20   |
|                                  |   |          |           |          |          |   |   |   |          |
| City VISA Charges (Total)        | - | 150.00   | 90.10     | 90.10    | -        | - | - | - | 330.20   |
|                                  |   |          |           |          |          |   |   |   |          |
| Non-Visa Charge                  | - | 27.50    | 27.50     | -        | -        | - | - | - | 55.00    |

|                    |        |
|--------------------|--------|
| Employee Owes City | -ZERO- |
|--------------------|--------|

|  |          |   |
|--|----------|---|
|  | TOTAL \$ | - |
|--|----------|---|

City Account Number: 

**Travel Request Filled out:** ☒ YES ☐ NO

Date: 04/16/19

Date: \_\_\_\_\_

Date: 7/16/19

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Please answer the following questions regarding your travel:*

We participated in "interactive" active shooter training and Stop the Bleed course. We watched a documentary "All the Queen's Horses" and discussed the embezzlement scandal, the effects it had on the community, and the warning signs to look for. The session on "You are criticizing all wrong" was very informative. Networking with other administrative assistants is helpful in coming up with different and new solutions in my position.

Yes.

By investing in professional growth and continuing education of current employees.

## 2019 Travel Expense Statement City of Lawrence, Kansas

Supervisor

**Your Department:**

Leave Date: 04/03/19

Destination: Ames, IA

Return Date: 04/04/19

**Trip Purpose:** Research on Business Park Development

|           |       |
|-----------|-------|
| Per Diem: | 55.00 |
|-----------|-------|

Method of Travel: (check one)

Travel Advance:  -

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)

City Vehicle: ☒

Air: \_\_\_\_\_

use M&IE column

Personal Vehicle: \_\_\_\_\_

Other: \_\_\_\_\_

Explain: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

| Day of Week                      | Wednesday | Thursday |       |   |   |   |   | Category |
|----------------------------------|-----------|----------|-------|---|---|---|---|----------|
| Date                             | 04/03/19  | 04/04/19 |       |   |   |   |   | Totals   |
| Allowable Lodging                | 105.28    |          |       |   |   |   |   | 105.28   |
| Lodging paid w/ City VISA        | 105.28    |          |       |   |   |   |   | 105.28   |
| Breakfast (20%)                  |           |          |       |   |   |   |   | -        |
| Lunch (30%)                      |           |          |       |   |   |   |   | -        |
| Dinner (50%)                     |           |          |       |   |   |   |   | -        |
| Total Meals (w/per diem)         | -         | -        | -     | - | - | - | - | -        |
| Fuel/Parking                     | 42.70     | 29.27    |       |   |   |   |   | 71.97    |
| Air Fare                         |           |          |       |   |   |   |   | -        |
| Toll/Shuttle Bus/Taxi            |           |          |       |   |   |   |   | -        |
| Mileage (Enter as miles)         |           |          |       |   |   |   |   | -        |
| Calculated mileage (x.58)        | -         | -        | -     | - | - | - | - | -        |
| Total Transportation             | -         | 42.70    | 29.27 | - | - | - | - | 71.97    |
| Transportation paid w/ City VISA | 42.70     | 29.27    |       |   |   |   |   | 71.97    |
| Registrations *See Below*        |           |          |       |   |   |   |   | -        |
| Registration paid w/ City VISA   |           |          |       |   |   |   |   | -        |
| Total Cost                       | -         | 147.98   | 29.27 | - | - | - | - | 177.25   |
| City VISA Charges (Total)        | -         | 147.98   | 29.27 | - | - | - | - | 177.25   |
| Non-Visa Charge                  | -         | -        | -     | - | - | - | - | -        |

|                       |        |
|-----------------------|--------|
| Advance Received (-): | \$0.00 |
|-----------------------|--------|

City Owes Employee: **-ZERO-**

|                    |        |
|--------------------|--------|
| Employee Owes City | -ZERO- |
|--------------------|--------|

**If splitting between multiple Accounts please use box below**

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|--|--|----------|---|
|  |  |          |   |
|  |  |          |   |
|  |  |          |   |
|  |  |          |   |
|  |  |          |   |
|  |  | TOTAL \$ | - |

City Account Number: 001.1.1020.2022

City Account Number: 

Travel Request Filled out: ☒ YES

☒ YES☐ NO

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

Date: 4/9/19

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager:

Date: 4-9-17

**Mayor:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

|   |  |
|---|--|
| Comments:   | <i>All meals were provided by the host.</i>  |
| <i>Please answer the following questions regarding your travel:</i> |  |
| How did this apply to your job?                                     | Working on economic development is one of my key responsibilities. This trip was highly relevant because the primary purpose for the visit was to learn about how the City of Ames and Iowa State University worked together on its research park. There was other information shared about other partnerships between the city and university that was also relevant. |
| Would recommend attending again?                                    | This will likely be just a one-time visit.   |
| How will this add value to the City of Lawrence?                    | The model was extremely helpful as we look to help grow the KU partnership zone on campus and the relevant information for the university that we gained on the trip will be valuable to us in furthering those discussions with KU. It was very helpful that our KU colleagues and Chamber colleagues also attended this visit with us.                               |



## 2019 Travel Expense Statement

### City of Lawrence, Kansas

Supervisor

**Your Department:**

Leave Date: 04/03/19  
Return Date: 04/04/19

Destination: Ames, IA  
Trip Purpose: Research on Business Park Development

|           |       |
|-----------|-------|
| Per Diem: | 55.00 |
|-----------|-------|

Travel Advance:

Air: \_\_\_\_\_

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
use M&IE column

Other: \_\_\_\_\_

**Explain:**

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

[illegible]

|                       |        |
|-----------------------|--------|
| Advance Received (-): | \$0.00 |
|-----------------------|--------|

City Owes Employee: **-ZERO-**

|                    |        |
|--------------------|--------|
| Employee Owes City | -ZERO- |
|--------------------|--------|

**If splitting between multiple Accounts please use box below**

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City Account Number: 001.1.1020.2022

City Account Number: 

Travel Request Filled out: ☐ YES ☐ NO

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

**Employee Signature:**

Date: 4-8-19

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Head Approval:

Date: 4/7/19

**City Manager:**

Date: \_\_\_\_\_

**Mayor:**

Date: \_\_\_\_\_

Approved by Accounts Payable:

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

|   |   |
|---|---|
| Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc. |   |
| Comments:   | All meals were provided by the host.  |
| Please answer the following questions regarding your travel:  |   |
| How did this apply to your job?   | Provided insight, information and data on community economic development efforts in establishing and running a successful innovation research business park |
| Would recommend attending again?  | Yes   |
| How will this add value to the City of Lawrence?  | Increases understanding of how to expand economic development efforts for growing high-tech and bio-tech jobs.  |

**Your Name:** Steven Marquardt      **Supervisor** Lyle Schwartz      **Your Department:** Fire Medical

Method of Travel: (check one) Travel Advance: 446.80 [www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
City Vehicle: ☒ Air: \_\_\_\_\_ use M&IE column  
Personal Vehicle: \_\_\_\_\_ Other: \_\_\_\_\_ Explain: \_\_\_\_\_

| Day of Week                      | Monday   | Tuesday  | Wednesday | Thursday | Friday   |   |   |   | Category |
|----------------------------------|----------|----------|-----------|----------|----------|---|---|---|----------|
| Date                             | 04/08/19 | 04/09/19 | 04/10/19  | 04/11/19 | 04/12/19 |   |   |   | Totals   |
| Allowable Lodging                | 103.01   | 103.01   | 103.01    | 103.01   |          |   |   |   | 412.04   |
| Lodging paid w/ City VISA        | 103.01   | 103.01   | 103.01    | 103.01   |          |   |   |   | 412.04   |
| Breakfast (20%)                  |          | 15.20    | 15.20     | 15.20    | 15.20    |   |   |   | 60.80    |
| Lunch (30%)                      | 22.80    | 22.80    | 22.80     | 22.80    | 22.80    |   |   |   | 114.00   |
| Dinner (50%)                     | 38.00    | 38.00    | 38.00     | 38.00    |          |   |   |   | 152.00   |
| Total Meals (w/per diem)         | 60.80    | 76.00    | 76.00     | 76.00    | 38.00    | - | - | - | 326.80   |
| Fuel/Parking                     | 38.62    | 38.90    | 15.71     | 43.41    | 35.06    |   |   |   | 171.70   |
| Air Fare                         |          |          |           |          |          |   |   |   | -        |
| Toll/Shuttle Bus/Taxi            |          |          |           |          |          |   |   |   | -        |
| Mileage (Enter as miles)         |          |          |           |          |          |   |   |   | -        |
| Calculated mileage (x.58)        | -        | -        | -         | -        | -        | - | - | - | -        |
| Total Transportation             | 38.62    | 38.90    | 15.71     | 43.41    | 35.06    | - | - | - | 171.70   |
| Transportation paid w/ City VISA |          |          |           |          |          |   |   |   | -        |
| Registrations                    |          |          |           |          |          |   |   |   | -        |
| Registration paid w/ City VISA   |          |          |           |          |          |   |   |   | -        |
| Total Cost                       | 202.43   | 217.91   | 194.72    | 222.42   | 73.06    | - | - | - | 910.54   |
| City VISA Charges (Total)        | 103.01   | 103.01   | 103.01    | 103.01   | -        | - | - | - | 412.04   |
| Non-Visa Charge                  | 99.42    | 114.90   | 91.71     | 119.41   | 73.06    | - | - | - | 498.50   |

Date: \_\_\_\_\_

Travel Expense Statement.xls 4/22/2019  
rev. 03/02/10 kj

Your Name: Casey Thomas Supervisor Tom Markus Your Department: \_\_\_\_\_

|           |       |
|-----------|-------|
| Per Diem: | 55.00 |
|-----------|-------|

City Vehicle:

Air: x

use M&IE column

Personal Vehicle: ☒ x

Other: \_\_\_\_\_

**Explain:** \_\_\_\_\_

| Day of Week                      | Monday   | Tuesday  | Wednesday | Thursday |   |   |   |   | Category |
|----------------------------------|----------|----------|-----------|----------|---|---|---|---|----------|
| Date                             | 04/15/19 | 04/16/19 | 04/17/19  | 04/18/19 |   |   |   |   | Totals   |
| Allowable Lodging                | 201.33   | 201.33   | 201.34    |          |   |   |   |   | 604.00   |
| Lodging paid w/ City VISA        | 201.33   | 201.33   | 201.34    |          |   |   |   |   | 604.00   |
| Breakfast (20%)                  |          |          |           |          |   |   |   |   | -        |
| Lunch (30%)                      |          |          |           |          |   |   |   |   | -        |
| Dinner (50%)                     | 27.50    | 27.50    | 27.50     | 27.50    |   |   |   |   | 110.00   |
| Total Meals (w/per diem)         | 27.50    | 27.50    | 27.50     | 27.50    | - | - | - | - | 110.00   |
| Fuel/Parking                     |          |          |           | 30.00    |   |   |   |   | 30.00    |
| Air Fare                         | 411.31   |          |           | 30.00    |   |   |   |   | 441.31   |
| Toll/Shuttle Bus/Taxi            | 13.85    |          |           | 16.82    |   |   |   |   | 30.67    |
| Mileage (Enter as miles)         | 49.30    |          |           | 49.30    |   |   |   |   | 98.60    |
| Calculated mileage (x.58)        | 28.59    | -        | -         | 28.59    | - | - | - | - | 57.19    |
| Total Transportation             | 453.75   | -        | -         | 105.41   | - | - | - | - | 559.17   |
| Transportation paid w/ City VISA | 425.16   |          | 5.00      | 76.82    |   |   |   |   | 506.98   |
| Registrations *See Below*        | 128.49   |          |           |          |   |   |   |   | 128.49   |
| Registration paid w/ City VISA   | 128.49   |          |           |          |   |   |   |   | 128.49   |
| Total Cost                       | 811.07   | 228.83   | 228.84    | 132.91   | - | - | - | - | 1,401.66 |
| City VISA Charges (Total)        | 754.98   | 201.33   | 206.34    | 76.82    | - | - | - | - | 1,239.47 |
| Non-Visa Charge                  | 56.09    | 27.50    | 22.50     | 56.09    | - | - | - | - | 162.19   |

|                    |        |
|--------------------|--------|
| Employee Owes City | \$2.31 |
|--------------------|--------|

|  |          |   |
|--|----------|---|
|  | TOTAL \$ | - |
|--|----------|---|

City Account Number: 

**Travel Request Filled out:** ☐ YES ☐ NO

Employee Signature: Cassidy Tooman

Date: 4/23/19

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

(Out of State Travel) City Manager: Thomas M. Mask

Date: 4-24-19

(If Required) Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Accounts Payable: \_\_\_\_\_

Date: \_\_\_\_\_

| Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc. |   |
|---|---|
| Comments:   | Airfare includes \$60 charges for check bag to and from ABQ; Need to reimburse City for Uber to dinner on 4/17.<br>Please answer the following questions regarding your travel:   |
| How did this apply to your job?   | Advancing Racial Equity should be a goal in all of the work the City does whether it is internal to the organization (i.e. hiring and promotional processes, administrative policies, compensation, etc.) or external (i.e. level of service delivery, location of public improvements, impact on neighborhood, community served, etc.). This training provided an excellent introduction to the role government can play in advancing racial equity.   |
| Would recommend attending again?  | Absolutely and I would encourage others to attend. As members of GARE, we have access to discounted training offered by GARE staff and I think the organization should also consider obtaining similar training for additional staff.   |
| How will this add value to the City of Lawrence?  | bringing awareness to issues of racial equity, intersectionality, and social justice will help ensure that the City is serving all people in our community in a more fair and equitable way. As we consider how we do the work of the City, it is important to remember who benefits and who is burdened by our policies and practices. And while the focus of GARE is racial equity, the training also touched on other equity issues including gender identity, sexual orientation, ability, etc. that are important to consider as we serve our community. |



**Your Name:** Barry Walthall **Supervisor** Amy Miller **Your Department:** PDS

PDS

|           |       |
|-----------|-------|
| Per Diem: | 55.00 |
|-----------|-------|

use M&IE column

*Explain:*

| Day of Week                      | Tuesday  | Wednesday | Thursday | Friday   |   |   |   |   | Category |
|----------------------------------|----------|-----------|----------|----------|---|---|---|---|----------|
| Date                             | 04/09/19 | 04/10/19  | 04/11/19 | 04/12/19 |   |   |   |   | Totals   |
| Allowable Lodging                | 133.92   | 133.92    | 133.92   |          |   |   |   |   | 401.76   |
| Lodging paid w/ City VISA        | 133.92   | 133.92    | 133.92   |          |   |   |   |   | 401.76   |
|                                  |          |           |          |          |   |   |   |   |          |
| Breakfast (20%)                  |          | 11.00     | 11.00    | 11.00    |   |   |   |   | 33.00    |
| Lunch (30%)                      |          |           |          | 16.50    |   |   |   |   | 16.50    |
| Dinner (50%)                     | 27.50    | 27.50     |          |          |   |   |   |   | 55.00    |
| Total Meals (w/per diem)         | 27.50    | 38.50     | 11.00    | 27.50    | - | - | - | - | 104.50   |
|                                  |          |           |          |          |   |   |   |   |          |
| Fuel/Parking                     | 25.72    |           |          | 23.60    |   |   |   |   | 49.32    |
| Air Fare                         |          |           |          |          |   |   |   |   | -        |
| Toll/Shuttle Bus/Taxi            |          |           |          | 1.25     |   |   |   |   | 1.25     |
| Mileage (Enter as miles)         |          |           |          |          |   |   |   |   | -        |
| Calculated mileage (x.58)        | -        | -         | -        | -        | - | - | - | - | -        |
| Total Transportation             | 25.72    | -         | -        | 24.85    | - | - | - | - | 50.57    |
| Transportation paid w/ City VISA | 25.72    |           |          | 24.85    |   |   |   |   | 50.57    |
|                                  |          |           |          |          |   |   |   |   |          |
| Registrations *See Below*        | 175.00   |           |          |          |   |   |   |   | 175.00   |
| Registration paid w/ City VISA   | 175.00   |           |          |          |   |   |   |   | 175.00   |
|                                  |          |           |          |          |   |   |   |   |          |
| Total Cost                       | 362.14   | 172.42    | 144.92   | 52.35    | - | - | - | - | 731.83   |
|                                  |          |           |          |          |   |   |   |   |          |
| City VISA Charges (Total)        | 334.64   | 133.92    | 133.92   | 24.85    | - | - | - | - | 627.33   |
|                                  |          |           |          |          |   |   |   |   |          |
| Non-Visa Charge                  | 27.50    | 38.50     | 11.00    | 27.50    | - | - | - | - | 104.50   |

|                    |        |
|--------------------|--------|
| Employee Owes City | -ZERO- |
|--------------------|--------|

Travel Request Filled out: ☒ YES  
☐ NO

Date: \_\_\_\_\_

Travel Expense Statement 2019.xls 4/15/2019

