



CITY OF FRISCO
PROGRESS IN MOTION

Travel Voucher

Date: 4-Oct-16

Account No.

Name: Mahe Maso

Travel/Meals
Lodging
Seminars
Schools
Advance

| OBJ Code | ORG Code |
|----------|----------|
| 69500 | |
| 69550 | |
| 12180 | |

Destination: Oklahoma City

Purpose: USCM--Fall Leadership Meeting

Hotel Name: Colcord Hotel

Departure Time & Date: 9/29/2016

Return Time & Date: 9/30/2016

| Expenses* | 1st Day | 2nd Day | 3rd Day | 4th Day | 5th Day | Total Expenses | Prepaid or Billed |
|---------------------------------|-----------|-----------|---------|---------|---------|----------------|-------------------|
| Mileage* (\$0.54/mile 1-1-2016) | | 190.00 | | | | 102.60 | |
| Air Fare | | | | | | 0.00 | |
| Airport Parking | | | | | | 0.00 | |
| Limousine | | | | | | 0.00 | |
| Taxi, bus, etc. | | | | | | 0.00 | |
| Car Rental | | | | | | 0.00 | |
| Parking Fees | 25.00 | 25.00 | | | | 50.00 | |
| Registration Fee | | | | | | 0.00 | |
| Meals | | | | | | 0.00 | |
| Lodging | 198.14 | 198.14 | | | | 396.28 | |
| Phone | | | | | | 0.00 | |
| Literature | | | | | | 0.00 | |
| Gratuities | | | | | | 0.00 | |
| Other (gas for rental car) | | | | | | 0.00 | |
| | | | | | | 0.00 | |
| TOTAL | \$ 223.14 | \$ 223.14 | \$ - | \$ - | \$ - | | - |

Expenses incurred by employee: \$ 548.88
 Less travel advance:
 Amount due (TO) or FROM the CITY: \$ 548.88

****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