



CITY OF FRISCO  
PROGRESS IN MOTION

### Travel Voucher

Date: 29-Sep-16

Account No.

Name: Shona Huffman

Travel/Meals  
Lodging  
Seminars  
Schools

OBJ Code	ORG Code
69500	
69550	
12180	

Destination: Cerritos, CA

Advance

Purpose: Library Visit

Hotel Name: Frisco Library Paid for Hotel and Flight

Departure Time & Date: 9/26/2016

Return Time & Date: 9/27/2016

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	
Airport Parking						0.00	
Limousine						0.00	
Taxi, bus, etc.		61.21				61.21	
Car Rental						0.00	
Parking Fees						0.00	
Registration Fee						0.00	
Meals						0.00	
Lodging						0.00	
Phone						0.00	
Literature						0.00	
Gratuities						0.00	
Other (gas for rental car)						0.00	
<b>TOTAL</b>	\$ -	\$ 61.21	\$ -	\$ -	\$ -	0.00	-

Expenses incurred by employee:

\$ 61.21

Less travel advance:

\$ 61.21

\*\*\*\*Shona's flight back to DFW was cancelled due to weather.

Amount due (TO) or FROM the CITY:

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