

Mayor Marks Trip to Russia

Paid by City Tax Payers

TRAVEL EXPENSE FORM

Use "tab" key to move to next unlocked cell.

Travel Voucher Reference #: 94309 002505

Employee Name: John R. Marks		ID#: 94989	FROM: 12:00 PM		9/21/2006	
Dept/Division Name: Office of the Mayor			TO: 8:00 PM		9/26/2006	
Account Distribution:	Account: 524010	Fund: 1	DeptID: 100201	Class:	time/air-pp	Project:
Destination (City, State): Krasnodar, Russia	Purpose of Travel: Sister Cities Exchange			Resource:	Bus Unit:	Activity:

		ACTUAL EXPENSES		
		Paid By	Out of	CreditCard
		Check or	Pocket	
		Billed		
1. Registration (Attach Receipt)		\$	\$	\$
2. Lodging (Attach Receipt)	Actual # Days * Rate			
	# Days			
	Rate			
	Total Cost	\$0.00		
	Paid by check	\$		
	Difference	\$		
3. Meal Allowance (actual)	# Days			
	Rate			
	Breakfast			
	Lunch			
	Dinner			
Meals Actual reimbursement (attach receipts)				
4. Per Diem	Actual # of Qtrs. * 12.50/Qtr		N/A	
	# of Qtrs			
5. Transportation	Commercial Air Fare (attach receipt)	\$		\$ 2,237.90
	Other (Specify)	\$		\$ 35.00
	Travel Agent Fee			
	Parking (attach receipt)			
	Car Rental (attach receipt)			
	Total Cost	\$0.00		
	Paid by check	\$		
	Difference	\$		
Transportation - Personal Automobile	Actual Miles * Rate Allowed by IRS			
	Actual Miles			
6. Miscellaneous	Tips			
	Tolls			
	Gas (attach receipts) Amount:	\$		
	Other (Explain below)			
	Taxi			\$ 80.00

7. Totals	\$	\$	\$ 2,352.90
8. Advance Received by Traveler	\$	\$	
9. Amount Due Traveler (from City)	\$	\$	
10. Amount Due City (from Traveler)	\$	\$	
11. Total Trip Cost		\$ 2,352.90	

REMARKS: (If report is being submitted beyond the 14 calendar day reporting period, please provide written justification)
 \$1,203.98 will be drawn from Project Code 0100893, which funds sister city activities. The remainder of the money will come from the Mayor's Office regular travel budget. There is no claim for meals and lodging as those expenses were covered by the government of Krasnodar.

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