RESOLUTION NO. 15-_____

WHEREAS, the City Clerk-Treasurer has received itemized statements of travel expenses from City officials and employees, which are attached hereto, and submits them for approval.

BE IT RESOLVED, that the City Council of the City of Huntsville, Alabama, hereby approves the travel expense reports herein submitted.

ADOPTED this the 22nd day of October, 2015.

_____
President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 22nd day of October, 2015.

_____
Mayor of the City of Huntsville,
Alabama

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 11576
Employee Name: **Sybil Cleveland**

Department: Municipal Co
Departmental Contact: Ronald Bowman
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state:
Event description:
Purpose of trip:
Departed<< Date: 09/23/15 Time: 6:00 p.m.
Returned>> Date: 09/26/15 Time: 8:00 p.m.

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

		Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Mon 9/28/15	Tue 9/29/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$220.00							$220.00		$220.00		$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel		$95.00			$35.30				$130.30				$130.30
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$132.09	$132.09	$132.09					$396.27		$396.27		
	Lodging limit	$132.09	$132.09	$132.09	$0.00	$0.00	$0.00	$0.00	$396.27	$0.00	$396.27	$0.00	$0.00
Meals (actual)													
Breakfast													
Lunch		$9.12	$8.77	$9.15	$9.54								
Dinner		$22.30	$21.45	$21.10	$21.78								
Total		$31.42	$30.22	$30.25	$31.32	$0.00	$0.00	$0.00	$123.21				
	Meal limit	$31.42	$30.22	$30.25	$31.32	$0.00	$0.00	$0.00	$123.21				$123.21
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$869.78**	**$0.00**	**$616.27**	**$0.00**	

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$253.51**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	11576	Name:	Sybil Cleveland	Amount:	$253.51	G/L Acct: 1000-43-00000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:
Vendor No:		Name:		Amount:		G/L Acct:

received 10/1/15

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Sybil Cleveland 9/30/15
Employee signature / date

9/30/15
Department Head approval / date

10/1/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 11240
Employee Name: Charles S. Rodenhauser

Department: Municipal Co
Departmental Contact: Ronald Bowman
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state:
Event description:
Purpose of trip:
Departed>> Date: 09/23/15 Time: 6:00 p.m.
Return<< Date: 09/27/15 Time: 1:00 p.m.

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

		Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Mon 9/28/15	Tue 9/29/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$220.00							$220.00		$220.00 ✓		$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel		$21.01	$35.65			$25.00			$81.66				$81.66
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$132.09	$132.09						$264.18		$264.18 ✓		
	Lodging limit	$132.09	$132.09	$0.00	$0.00	$0.00	$0.00	$0.00	$264.18	$0.00	$264.18	$0.00	$0.00
Meals (actual)			✓	✓									↑ lesser of actual or limit ↓
Breakfast													
Lunch		$9.25	$9.03	$8.75	$9.67								
Dinner		$23.05	$22.08	$22.50	$22.40								
Total		$32.30	$31.11	$31.25	$32.07	$0.00	$0.00	$0.00	$126.73				
	Meal limit	$32.30	$31.11	$31.25	$32.07	$0.00	$0.00	$0.00	$126.73				$126.73
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$692.57**	**$0.00**	**$484.18**	**$0.00**	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $208.39
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

1000-43-00000-515740-00000000

Employee No:	11240	Name: Charles S. Rodenhauser	Amount: $208.39	G/L Acct:	
Vendor No:		Name:	Amount:	G/L Acct:	
Vendor No:		Name:	Amount:	G/L Acct:	

received 10/1/15

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

9/30/15
Employee signature / date

Department Head approval / date

10/1/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 15026
Employee Name: Michelle Beck

Department: Municipal Co
Departmental Contact: Ronald Bowman
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state:
Event description:
Purpose of trip:
Departed>> Date: 09/23/15 Time: 5:00 a.m.
Returned>> Date: 09/24/15 Time: 5:00 p.m.

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

		Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Mon 9/28/15	Tue 9/29/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel			$13.47						$13.47				$13.47
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$87.75							$87.75		$87.75		
	Lodging limit	$87.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$87.75	$0.00	$87.75	$0.00	$0.00
Meals (actual)													
Breakfast		$9.60											
Lunch													
Dinner		$24.16											
Total		$33.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33.76				
	Meal limit	$33.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33.76				$33.76
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$134.98**	**$0.00**	**$87.75**	**$0.00**	

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$47.23**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	15026	Name:	Michelle Beck	Amount:	$47.23	G/L Acct: 1000-43-60000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:
Vendor No:		Name:		Amount:		G/L Acct:

received 10/1/15

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Michelle Beck
Employee signature / date

9/30/15
Department Head approval / date

10/1/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 123483
Employee Name: Scott Rogers

Department: Municipal Co
Departmental Contact: Ronald Bowman
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: Fall Municipal Law Conf.
Purpose of trip: CLE Hours
Departed>> Date: 09/22/15 Time: 6:00 PM
Returned>> Date: 09/27/15 Time: 9:08 PM

Comments about the trip:
$60 Rollaway Bed not allowed

received 9/8/15 RR 9/8

2 - ACTUAL COST OF TRAVEL

	Tue 9/22/15	Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Mon 9/28/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$270.00							$270.00		$270.00		$0.00
Airfare								$0.00				$0.00
Vehicle rental								$0.00				$0.00
Fuel	$7.34	$13.56		$20.25	$4.36	$19.38		$64.89				$64.89
Personal miles $0.575												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$187.59	$187.59	$187.59				$562.77		528.36 ~~$396.27~~		<25.59> ~~$166.50~~
Lodging limit	$0.00	$187.59	$187.59	$187.59	$0.00	$0.00	$0.00	$562.77	$0.00	$396.27	$0.00	
Meals (actual)												
Breakfast												
Lunch		$9.75	$8.98	$10.01	$9.85							
Dinner		$23.78	$22.93	$23.07	$22.75							
Total	$0.00	$33.53	$31.91	$33.08	$32.60	$0.00	$0.00	$131.12				
Meal limit	$0.00	$33.53	$31.91	$33.08	$32.60	$0.00	$0.00	$131.12				$131.12
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Describe other costs here								$0.00				$0.00
Describe other costs here								$0.00				$0.00
							Grand Total	$1,028.78	$0.00	$666.27	$0.00	170.42

34.41
owed city 60.00
<25.59>

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) ~~$362.51~~
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	123483	Name:	Scott Rogers	Amount:	$362.51	G/L Acct:	1000-43-00000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	
Vendor No:		Name:		Amount:		G/L Acct:	

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date 10/6/15
Department Head approval / date 10/6/15
Finance approval / date 10/8/15

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 7754
Employee Name: Floyd Smith

Department: POLICE
Departmental Contact: Jessica Winn
Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state: Ashland, KY
Event description: Interview witness to unsolved murder
Purpose of trip:
Departed>> Date: 09/28/15 Time: 7:00 AM
Returned>> Date: 09/29/15 Time: 7:30 PM

Comments about the trip:
Employee paid for the hotel room with his personal credit card, by mistake. He used a 3rd party booking site which is why the hotel receipt looks unusual.

2 - ACTUAL COST OF TRAVEL

		Mon 9/28/15	Tue 9/29/15	Wed 9/30/15	Thu 10/1/15	Fri 10/2/15	Sat 10/3/15	Sun 10/4/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$164.75							$164.75				
	Lodging limit	$164.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$164.75	$0.00	$0.00	$0.00	$164.75
Meals (actual)													
Breakfast		$9.73	$10.04										
Lunch		$13.51	$11.93										
Dinner		$14.78	$16.27										
Total		$38.02	$38.24	$0.00	$0.00	$0.00	$0.00	$0.00	$76.26				
	Meal limit	$36.00	$36.00	$36.00	$36.00	$36.00	$0.00	$0.00	~~$180.00~~ 72.00				~~$76.26~~ 72.00
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$241.01**	**$0.00**	**$0.00**	**$0.00**	

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) ~~$241.01~~ 236.76
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

received 10/5/15 PM

3 - PAYMENT INFORMATION

Employee No:	7754	Name:	Floyd Smith	Amount:	$241.01	G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

M. McMurray by J. Winn 10/2/2015
Department Head approval / date

Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 9682
Employee Name: Ken Brooks

Department: POLICE
Departmental Contact: Jessica Winn
Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state: Florence, AL
Event description: S.L.E.D.S. conference/seminar
Purpose of trip: Prof training for Lieutenant
Departed>> Date: 09/21/15 Time: 11:00 AM
Returned>> Date: 09/24/15 Time: 3:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

CK#301605

		Mon 9/21/15	Tue 9/22/15	Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$350.00							$350.00	$350.00			$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$126.54	$126.54	$126.54	$126.54				$506.16		$506.16		
	Lodging limit	$126.54	$126.54	$126.54	$126.54	$0.00	$0.00	$0.00	$506.16	$0.00	$506.16	$0.00	$0.00
Meals (actual)													
Breakfast													
Lunch		$9.37	$8.00		$10.30	$10.13							
Dinner				$13.75									
Total		$9.37	$8.00	$13.75	$10.30	$10.13	$0.00	$0.00	$51.55				
	Meal limit	$18.00	$36.00	$36.00	$36.00	$36.00	$0.00	$0.00	$162.00				$51.55
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$907.71**	**$350.00**	**$506.16**	**$0.00**	

lesser of actual or limit

received 10/5/15 PM.

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$51.55**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	9682	Name:	Ken Brooks	Amount:	$51.55	G/L Acct:	1000-41-41250-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41250-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41250-515790-00000000

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

M. McAllister by J. Winn 10/2/2015
Department Head approval / date

10/5/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 8682
Employee Name: Charlie Gray

Department: POLICE
Departmental Contact: Jessica Winn
Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state: Ashland, KY
Event description: Interview witness to unsolved murder
Purpose of trip:
Departed>> Date: 09/28/15 Time: 7:00 AM
Returned>> Date: 09/29/15 Time: 7:30 PM

Comments about the trip:
There were no hotel costs incurred. Lunch was provided each day

2 - ACTUAL COST OF TRAVEL

		Mon 9/28/15	Tue 9/29/15	Wed 9/30/15	Thu 10/1/15	Fri 10/2/15	Sat 10/3/15	Sun 10/4/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575								$0.00				$0.00
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging									$0.00				
Lodging limit		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													
Breakfast		$8.50	$8.00										
Lunch		$12.50	$13.50										
Dinner		$16.00	$16.50										
Total		$37.00	$38.00	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00				
Meal limit		$36.00	$36.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72.00				$72.00
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Grand Total									**$72.00**	**$0.00**	**$0.00**	**$0.00**	

lesser of actual or limit

received 10/5/15 PM

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$72.00**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	8682	Name:	Charlie Gray	Amount:	$72.00	G/L Acct: 1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct: 1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct: 1000-41-41204-515790-00000000

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

M. McMurray by JWinn 10/2/2015
Department Head approval / date

10/5/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 7754
Employee Name: Floyd Smith

Department: POLICE
Departmental Contact: Jessica Winn
Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state: Chattanooga, TN
Event description: ROCIC Homicide Conference
Purpose of trip:
Departed>> Date: 10/04/15 Time: 7:00 AM
Returned>> Date: 10/07/15 Time: 7:30 PM

Comments about the trip:
Employees Smith & Gray shared a hotel room

received 10/12/15

2 - ACTUAL COST OF TRAVEL

		Sun 10/4/15	Mon 10/5/15	Tue 10/6/15	Wed 10/7/15	Thu 10/8/15	Fri 10/9/15	Sat 10/10/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging		$97.27	$97.27	$97.26					$291.80		$291.80		
	Lodging limit	$97.27	$97.27	$97.26	$0.00	$0.00	$0.00	$0.00	$291.80	$0.00	$291.80	$0.00	$0.00
Meals (actual)													
Breakfast		$10.73	$9.89	$10.69	$10.17								
Lunch		$11.02	$12.47	$11.97	$9.87								lesser of actual or limit
Dinner		$16.33	$16.90	$19.65	$18.53								
Total		$38.08	$39.26	$42.31	$38.57	$0.00	$0.00	$0.00	$158.22				
	Meal limit	$36.00	$36.00	$36.00	$36.00	$0.00	$0.00	$0.00	$144.00				$144.00
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	$435.80	$0.00	$291.80	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$144.00** ✓
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	7754	Name:	Floyd Smith	Amount:	$144.00	G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

M. McMullen by J. Winn 10/12/15
Department Head approval / date

10/13/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 8682
Employee Name: Charlie Gray

Department: POLICE
Departmental Contact: Jessica Winn
Contact Phone #: 427-7002

received 10/12/15

1 - GENERAL INFORMATION

Destination city, state: Chattanooga, TN
Event description: ROCIC Homicide Conference
Purpose of trip:
Departed>> Date: 10/04/15 Time: 7:00 AM
Returned>> Date: 10/07/15 Time: 7:30 PM

Comments about the trip:
Employees Smith & Gray shared a hotel room.

2 - ACTUAL COST OF TRAVEL

		Sun 10/4/15	Mon 10/5/15	Tue 10/6/15	Wed 10/7/15	Thu 10/8/15	Fri 10/9/15	Sat 10/10/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
Lodging									$0.00				
	Lodging limit	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													
Breakfast		$10.51	$11.02	$9.79	$10.23								
Lunch		$11.59	$12.97	$11.40	$9.79								
Dinner		$16.17	$13.41	$23.04	$18.05								
Total		$38.27	$37.40	$44.23	$38.07	$0.00	$0.00	$0.00	$157.97				lesser of actual or limit
	Meal limit	$36.00	$36.00	$36.00	$36.00	$0.00	$0.00	$0.00	$144.00				$144.00
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	$144.00	$0.00	$0.00	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$144.00**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	8682	Name:	Charlie Gray	Amount:	$144.00	G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

M. McMurray by J. Winn 10/12/15
Department Head approval / date

10/12/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 10229
Employee Name: Mary C. Cates

Department: Legal
Departmental Contact: Jane Lassiter
Contact Phone #: 256-427-5026

1 - GENERAL INFORMATION

Destination city, state: Orange Beach AL
Event description: Fall Municipal Law Conference
Purpose of trip:
Departed>> Date: 09/23/15 Time: 5:00 PM
Returned>> Date: 09/27/15 Time: 8:00 AM

Comments about the trip: See attached RFP for travel

2 - ACTUAL COST OF TRAVEL

		Wed 9/23/15	Thu 9/24/15	Fri 9/25/15	Sat 9/26/15	Sun 9/27/15	Mon 9/28/15	Tue 9/29/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575	$385.00				$385.00							
Mileage reimbursement		$221.38	$0.00	$0.00	$0.00	$221.38	$0.00	$0.00	$442.76				442.76
Lodging		$132.09	$132.09						$264.18				
	Lodging limit	$132.09	$132.09	$0.00	$0.00	$0.00	$0.00	$0.00	$264.18	$0.00	$0.00	$0.00	$264.18
Meals (actual)													
Breakfast			$10.52										
Lunch		$15.26	$15.70	$19.16	$35.20								
Dinner		$31.22		$15.88									
Total		$46.48	$26.22	$35.04	$35.20	$0.00	$0.00	$0.00	$142.94				
	Meal limit	~~$46.48~~ 36.00	$26.22	$35.04	$35.20	$0.00	$0.00	$0.00	~~$142.94~~ 132.46				~~$142.94~~ 132.46
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$849.88**	**$0.00**	**$0.00**	**$0.00**	

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) ~~$849.88~~ 839.40
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	10229	Name:	Mary C. Cates	Amount:	$849.88	G/L Acct:	1000-18-00000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	
Vendor No:		Name:		Amount:		G/L Acct:	

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Mary C. Cates
Employee signature / date

10.5.15
Department Head approval / date

10/6/15
Finance approval / date

City of Huntsville
Travel Expense Report
(multi-day outside of Huntsville)

Employee No.: 09710
Employee Name: Jeffrey Easter

Department: General Services
Departmental Contact: Peggy Smith
Contact Phone #: 256-427-5647

1 - GENERAL INFORMATION

Destination city, state: Atlanta, GA
Event description: Legal Meeting for Depositions
Purpose of trip: Depositions for COH Jail Lawsuit
Departed>> Date: 10/01/15 Time: 7:30am
Returned>> Date: 10/02/15 Time: 5:00pm

Comments about the trip:
Drove my car instead of City vehicle as planned. My back was hurting and City vehicle does not help.

received 9/12/15 RR

2 - ACTUAL COST OF TRAVEL

		Thu 10/1/15	Fri 10/2/15	Sat 10/3/15	Sun 10/4/15	Mon 10/5/15	Tue 10/6/15	Wed 10/7/15	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration									$0.00				$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.575	$228.00	$228.00										
Mileage reimbursement		$131.10	$131.10	$0.00	$0.00	$0.00	$0.00	$0.00	$262.20				262.2
Lodging		$116.87							$116.87				
	Lodging limit	$116.87	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$116.87	$0.00	$0.00	$0.00	$116.87
Meals (actual)													
Breakfast		$5.00	$5.00										
Lunch		$10.00	$10.00										
Dinner		$15.00											
Total		$30.00	$15.00	$0.00	$0.00	$0.00	$0.00	$0.00	$45.00				
	Meal limit	$30.00	$15.00	$0.00	$0.00	$0.00	$0.00	$0.00	$45.00				$45.00
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Describe other costs here									$0.00				$0.00
Describe other costs here									$0.00				$0.00
								Grand Total	**$424.07**	**$0.00**	**$0.00**	**$0.00**	

lesser of actual or limit

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$424.07**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	09710	Name:	Jeffrey Easter	Amount:	$424.07	G/L Acct:	000-14-14100-515790-0000000
Vendor No:		Name:		Amount:		G/L Acct:	#REF!
Vendor No:		Name:		Amount:		G/L Acct:	#REF!

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.

Employee signature / date

Department Head approval / date

Finance approval / date 10/13/15