

Approved by: Olga Hernandez-Montero, 08/06/2019 04:32:01 PM

Travel Expense Report

Employee Name: Gregory A Key, Mayor's Office/Mayor's Office Admin

From: 07/31/2019 Time of Departure: 09:10 AM (Lunch & Dinner)

To: 08/03/2019 Return: 11:58 PM (Breakfast, Lunch & Dinner)

Location of Meeting: Colombia, Sc N

Type & Purpose of Meeting: Dignitary Protection

DATES	WED	THU	FRI	SAT				ITEM TOTALS
Week 1	07/31/2019	08/01/2019	08/02/2019	08/03/2019	No Travel	No Travel	No Travel	
Breakfast	0.00	13.00	0.00	0.00				13.00
Lunch	15.00	0.00	0.00	0.00				15.00
Dinner	26.00	0.00	26.00	26.00				78.00
Incidentals	5.00	5.00	5.00	0.00				15.00
<input type="checkbox"/> Week 2								
Hotel/Motel - actual cost	208.48	208.48	208.48	0.00				625.44
Communications	0.00	0.00	0.00	0.00				0.00
Registration	375.00	0.00	0.00	0.00				375.00
Taxi,Bus,Limousine	0.00	0.00	0.00	0.00				0.00
Parking,Storage	0.00	0.00	0.00	52.00				52.00
Tolls	0.00	0.00	0.00	0.00				0.00
Materials & Supplies	0.00	0.00	0.00	0.00				0.00
Gas & Oil (City vehicle)	17.00	0.00	0.00	0.00				17.00
Car Rental	0.00	0.00	0.00	181.07				181.07
Airfare/Baggage Fees	383.41	0.00	0.00	0.00				383.41
Miscellaneous (List)								
1) Baggage fee	30.00	0.00	0.00	30.00				60.00
2)	0.00	0.00	0.00	0.00				0.00
DAILY TOTALS	1059.89	226.48	239.48	289.07				
							TOTAL (1)	1814.92

Comments: Please note on 8/2 Greg did not attend event due to his duties of dignitary protection to the Mayor

Mileage Expense

Travel Dates	From/To (Roundtrip)	Odometer Reading		Total Mileage
		Start	Finish	
07/31/2019 - 08/03/2019	Colombia, Sc N	0	0	0
TOTAL MILEAGE (2)				0.00
TOTAL EXPENSES (3)				1814.92
NET TRAVEL EXPENSES (5)				1814.92

I hereby certify or affirm that this Travel Expense Report is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary expenses in the performance of my official duties; that all expenses were of an official nature; that no expenses shown were for personal use; and that I have not hitherto received payment for said expenses.

Traveler: Gregory A Key, 08/06/2019 11:17:58 AM

Approved by: Keith James, 08/06/2019 11:27:53 AM

Reviewed & Verified by:

Olga Hernandez-Montero, 08/06/2019 04:32:01 PM

RECAP	
Hotel/Per Diem/Registration/Airfare advanced:	
Total Expenses (3)	1814.92
Prepaid Expenses	1693.92
City Check	0.00
P-Card	1693.92
Balance Due	
Amount due Employee	121.00
Charge or Credit:	
<input checked="" type="checkbox"/> Acct1 001-010100-511-500400	121.00