

Approved by: Olga Hernandez-Montero, 10/08/2019 05:01:21 PM
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Travel Expense Report

Employee Name: Ryan Patrick Patterson, Police Department/Criminal Investigations

From: 06/24/2019	Time of Departure: 03:00 AM	(Breakfast, Lunch & Dinner)
To: 07/03/2019	Return: 05:00 PM	(Breakfast & Lunch)

Location of Meeting: Honolulu, Hi

Type & Purpose of Meeting: Dignitary Protection Detail for Mayor Keith James

DATES	MON	TUE	WED	THU	FRI	SAT	SUN	ITEM TOTALS
Week 1	06/24/2019	06/25/2019	06/26/2019	06/27/2019	06/28/2019	06/29/2019	06/30/2019	
Breakfast	0.00	13.00	13.00	13.00	13.00	13.00	13.00	78.00
Lunch	0.00	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Dinner	0.00	26.00	26.00	26.00	26.00	26.00	26.00	156.00
Incidentals	0.00	5.00	5.00	5.00	5.00	5.00	5.00	30.00
<input type="checkbox"/> Week 2								
Breakfast	13.00	13.00	13.00					39.00
Lunch	15.00	15.00	15.00					45.00
Dinner	0.00	0.00	0.00					0.00
Incidentals	5.00	5.00	0.00					10.00
Hotel/Motel - actual cost	1417.14	0.00	0.00	2306.06	0.00	0.00	0.00	3723.20
Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxi,Bus,Limousine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking,Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tolls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas & Oil (City vehicle)	37.77	0.00	0.00	0.00	0.00	0.00	0.00	37.77
Car Rental	362.91	0.00	0.00	0.00	0.00	0.00	0.00	362.91
Airfare/Baggage Fees	1184.60	0.00	0.00	0.00	0.00	0.00	0.00	1184.60
Miscellaneous (List)								
1) Baggage Fees	0.00	70.00	70.00	0.00	0.00	0.00	0.00	140.00
2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAILY TOTALS	3035.42	162.00	157.00	2365.06	59.00	59.00	59.00	
							TOTAL (1)	5896.48

Comments: departure day was on. 6/25/19

Mileage Expense

Travel Dates	From/To (Roundtrip)	Odometer Reading		Total Mileage
		Start	Finish	
06/24/2019 - 07/03/2019	Honolulu, Hi	0	0	0
TOTAL MILEAGE (2)				0.00
TOTAL EXPENSES (3)				5896.48
Less Disallowed Exp .(4)				128.21

Comments: Extra charges to the room from Lanikai Juice co., and Tropical Bar

NET TRAVEL EXPENSES (5) 5768.27

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

RECAP	
Hotel/Per Diem/Registration/Airfare advanced:	
Total Expenses (3)	5768.27

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: Ryan Patterson, 07/18/2019 03:40:53 PM

Approved by: Amy Sinnott, 10/04/2019 03:34:30 PM

Action Required/Comments:

Reviewed & Verified by:

Olga Hernandez-Montero, 10/08/2019 05:01:21 PM

Prepaid Expenses		400.68
City Check	0.00	
P-Card	400.68	
Balance Due		
Amount due Employee		5,367.59
Charge or Credit:		
<input checked="" type="checkbox"/> Acct2	001-031600-521-500400-00000000	5367.59