



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 3/27/2025

**File ID:** TMP-5337

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**Department:** Finance

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing travel expenses.

Resolution No.

**Finance Information:**

**Account Number:** Varies

**City Cost Amount:** \$ N/A

**Total Cost:** \$ N/A

**Special Circumstances:**

**Grant Funded:** \$ N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:**

**RESOLUTION NO. 25 - \_\_\_\_\_**

**WHEREAS**, the Finance Director has reviewed and submits for approval the attached itemized statements of travel expenses from city officials and employees. This resolution and the supporting documents are on file in the office of the City Clerk.

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

**ADOPTED** this the 27th day of March, 2025.

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

**APPROVED** this the 27th day of March, 2025.

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Mayor of the City of  
Huntsville, Alabama

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

Employee No.: 18214  
 Employee Name: John Meredith

Department: City Council  
 Departmental Contact: S. Powell  
 Contact Phone #: 5011

1 - GENERAL INFORMATION

Destination city, state: Mobile, Alabama  
 Event description: Leadership Alabama Conference

Comments about the trip:  
 Leadership Alabama Conference 2022

Purpose of trip:  
 Departed>> Date: 01/11/23 Time:  
 Returned>> Date: 01/14/23 Time:

2 - ACTUAL COST OF TRAVEL

	Wed 1/11/23	Thu 1/12/23	Fri 1/13/23	Sat 1/14/23	Sun 1/15/23	Mon 1/16/23	Tue 1/17/23	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	357	✓		357	✓			\$464.10				\$464.10
Mileage reimbursement	232.05	#####		\$232.05				\$464.10				\$464.10
Lodging	\$192.46	✓	\$192.46	✓				\$577.38	✓			\$577.38
Lodging limit	\$192.46	\$192.46	\$192.46	\$192.46				\$577.38	\$0.00	\$0.00	\$0.00	\$577.38
Meals (actual)										41.75		↑ lesser of actual or limit ↓
Breakfast												
Lunch												
Dinner												
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$293.25				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
PARKING - VLT REQUIRED	\$24.00	✓	\$24.00	✓				\$72.00				\$72.00
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								<b>\$1,113.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,113.48</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$1,113.48**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 18214  
 Vendor No:  
 Vendor No:

Name: John Meredith  
 Amount: \$1,113.48  
 G/L Acct:  
 G/L Acct:  
 G/L Acct:

1000-11-11500-515790-0000000  
 SMC

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

*John Meredith* 2/17/25  
 Employee signature / date

Department Head approval / date

**APPROVED**  
 By wesley.chunn at 10:47 am, Feb 26, 2025

Finance approval / date

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

Employee No.: 18786  
 Employee Name: Matt Mandrella  
 Department: Planning  
 Departmental Contact: Jackie Rogerson  
 Contact Phone #: (256) 650-4792

**1 - GENERAL INFORMATION**

Destination city, state: London, UK  
 Event description: UK Americana Music Week 2025  
 Purpose of trip: Conference, speaking on a panel  
 Departed>> Date: 01/18/25 Time:   
 Returned>> Date: 01/25/25 Time:

Comments about the trip:  
 1/21 dinner receipts were combined to one = \$14.35

\*\* Travel request part II - Airline on Part I- SMR

**2 - ACTUAL COST OF TRAVEL**

	Sat 1/18/25	Sun 1/19/25	Mon 1/20/25	Tue 1/21/25	Fri 1/24/25	Sat 1/25/25	Sun 1/26/25	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								\$0.00				\$0.00
Mileage reimbursement	\$0.670		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Lodging limit					\$21.85			\$0.00				↑ lesser of actual or limit ↓
Meals (actual)				\$4.23	\$20.70	\$11.26	\$4.63	\$42.82				
Breakfast			\$16.07	\$17.17	\$25.81	\$4.63		\$63.68				
Lunch								\$0.00				
Dinner								\$0.00				
Total	\$0.00	\$0.00	\$0.00	\$32.01	\$52.51	\$15.89	\$0.00	\$100.41				
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$45.75	\$0.00	\$381.25				
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$32.01	\$52.51	\$15.89	\$0.00	\$100.91	\$101.02			\$101.02
Taxi, shuttle, etc.				\$37.47	\$47.66			\$85.13				\$0.00
Luggage fees								\$0.00				\$0.00
Ubers	\$81.66							\$81.66				\$81.66
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								<b>\$182.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$182.68</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$182.07**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

**3 - PAYMENT INFORMATION**

Employee No: 18786 Name: Matt Mandrella Amount: \$182.68 G/L Acct: 1000-74-74400-515790-00000000  
 Vendor No:  Name:  Amount:  G/L Acct: 1000-74-74400-515790-00000000  
 Vendor No:  Name:  Amount:  G/L Acct: 1000-74-74400-515790-00000000

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

*Matt Mandrella*  
 Employee signature / date 2/10/25

Department Head approval / date

**APPROVED**

By wesley.chunn at 2:06 pm, Feb 25, 2025

Finance approval / date

*SMR*

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

Employee Name: Melissa Osterloo Departmental Contact: Karen Lang  
Contact Phone #: 256-564-8023

**1 - GENERAL INFORMATION**

Destination city, state: Auburn Alabama  
Event description: ARPA Conference  
Purpose of trip:  
Departed>> Date: 01/26/25 Time: 10AM  
Returned>> Date: 01/29/25 Time: 3PM

Melissa Osterloo

Comments about the trip:

Attended in order to receive continuing education credits, network with statewide P&R professionals, and learn about what's happening in the industry.

**2 - ACTUAL COST OF TRAVEL**

	Sun 1/26/25	Mon 1/27/25	Tue 1/28/25	Wed 1/29/25	Thu 1/30/25	Fri 1/31/25	Sat 2/1/25	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$330.00 ✓							\$330.00			\$330.00 ✓	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel				\$20.02 ✓				\$20.02				\$20.02
Personal miles	\$0.625							\$0.00				\$0.00
Mileage reimbursement								\$0.00				\$0.00
Lodging	\$606.81 ✓							\$606.81		\$606.81 ✓		\$606.81
Lodging limit	\$606.81							\$606.81	\$0.00			\$606.81
Meals (actual)												
Breakfast	\$10.77 ✓			\$6.53 ✓								
Lunch	\$21.26 ✓		\$19.82 ✓	\$11.33 ✓								
Dinner												
Total	\$32.03	\$14.26	\$19.82	\$17.86	\$0.00	\$0.00	\$0.00	\$83.97				\$83.97 ✓
Meal limit	\$38.25	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$0.00	\$293.25				
Meal Reimbursement	\$32.03	\$14.26	\$19.82	\$17.86	\$0.00	\$0.00	\$0.00	\$83.97				\$83.97 ✓
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Hotel Parking				\$60.00 ✓				\$60.00				\$60.00
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								<b>\$1,100.80</b>	<b>\$0.00</b>	<b>\$606.81</b>	<b>\$330.00</b>	<b>\$163.99 ✓</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$163.99 ✓**  
Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

**3 - PAYMENT INFORMATION**

Employee No: 19520 Name: Melissa Osterloo Amount: \$163.99 G/L Acct: 1000-30-30100-515790  
Vendor No: Name: Amount: G/L Acct: 1000-30-30100-515790  
Vendor No: Name: Amount: G/L Acct: 1000-30-30100-515790

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

Melissa Osterloo 2/20/25 Department Head approval / date  
[Signature] 2-26-25

**APPROVED**

By wesley.chunn at 3:58 pm, Feb 25, 2025

Finance approval / date

SMA





**City of Huntsville  
Travel & Training Expense Report**

Department: Police  
 Departmental Contact: Jessica Winn  
 Contact Phone #: 256-427-7002  
 G/L Account # for costs: 1000-41-41204-515790-00000000

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

Employee No.: 15799  
 Employee Name: April Payne  
 Destination city, state: Memphis, TN  
 Event description: N/A  
 Purpose of event: search of missing person  
 Required certification, if any: \_\_\_\_\_  
 Date of event: 02/06/25  
 Time departed: 5:00 AM  
 Time returned: 8:00 PM  
 Total hours: 15.0 hours

**2 - COSTS**

	Amount	Paid By City Check	Paid By City P-Card	Paid By City T-Card	Owed To Employee
Registration					\$0.00
Airfare					\$0.00
Vehicle rental					\$0.00
Fuel					\$0.00
Personal miles	\$0.700				\$0.00
Mileage reimbursement	\$0.00				\$0.00
Meal	\$13.50				\$13.50
Other-describe					\$0.00
Other-describe					\$0.00
<b>Total</b>	<b>\$13.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13.50</b>

Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00

Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00

Reimbursement to employee (will be paid on earliest paycheck): **\$13.50**

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

**APPROVED**  
 By wesley.chunn at 2:21 pm, Feb 25, 2025  
 Finance approval / date

Employee signature / date  
Wesley Chunn 02/25/25  
 Department Head approval / date

*SME*

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

Employee No.: **17739**  
 Employee Name: **Daniel Dorman**

Department: **73**  
 Departmental Contact: **Jan Gill**  
 Contact Phone #: **5750**

**1 - GENERAL INFORMATION**

Destination city, state: **Murphreesboro, TN**  
 Event description: **Principles of Environmental Compliance**  
 Purpose of trip: **2/10-02/13**  
 Departed >> **02/10/25** Time:   
 Returned >> **02/13/25** Time:

Comments about the trip:  
 \*No Registration fee Gateway  
 Grill Lounge dinner charge \$19.46 was inadvertently charged to the room-P-card.

**2 - ACTUAL COST OF TRAVEL**

	Mon 3/10/25	Tue 3/11/25	Wed 3/12/25	Thu 3/13/25	Fri 3/14/25	Sat 3/15/25	Sun 3/16/25	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								\$0.00				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$145.73 ✓	\$145.73 ✓	\$145.73 ✓	\$145.73 ✓	\$0.00	\$0.00	\$0.00	\$437.19	\$0.00	\$0.00	\$437.19 ✓	\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast		\$22.35 ✓	\$13.50 ✓					\$35.85				\$35.85
Lunch												
Dinner	\$21.86 ✓		<b>19.46</b>					\$41.32				\$41.32
Total	\$21.86	\$22.35	\$61.00	\$45.75	\$0.00	\$0.00	\$0.00	\$130.96	\$77.17			\$53.79
Meal limit	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75	\$77.17			\$273.58
Meal Reimbursement	\$21.86	\$22.35	\$19.50	\$0.00	\$0.00	\$0.00	\$0.00	\$63.71	\$77.17			\$13.46 ✓
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
<b>Grand Total</b>								<b>\$494.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$456.65</b>	<b>\$77.17</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$577.17**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

**3 - PAYMENT INFORMATION**

Employee No: **17739** Name: **Daniel Dorman** Amount: **\$577.17** G/L Acct: **1000-73-73100-515790-000000000-**  
 Vendor No:  Name:  Amount:  G/L Acct:   
 Vendor No:  Name:  Amount:  G/L Acct:

*SMR*

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

**APPROVED**  
 By **wesley.chunn** at **9:34 am, Feb 26, 2025**

*[Signature]* **2-19-25** Department Head approval / date  
*[Signature]* **2/19/25** Finance approval / date



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

Employee No.: 10205  
 Employee Name: Derrick Stuckey

Department: Huntsville Fire & Rescue  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

**1 - GENERAL INFORMATION**

Destination city, state: Birmingham, AL  
 Event description: 2025 Alabama Fire Service Professional Dev. Conference  
 Purpose of trip: Networking

Departed >> Date: 02/10/25 Time: 8am  
 Returned >> Date: 02/13/25 Time: 5pm

Comments about the trip:

**2 - ACTUAL COST OF TRAVEL**

	Mon 2/10/25	Tue 2/11/25	Wed 2/12/25	Thu 2/13/25	Fri 2/14/25	Sat 2/15/25	Sun 2/16/25	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$250.00							\$250.00		\$250.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles	\$0.670							\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$38.25				\$0.00
Dinner								\$38.25				\$0.00
Total		\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$293.25				\$0.00
Meal limit		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meal Reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
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
<b>Grand Total</b>								\$250.00	\$0.00	\$250.00	\$0.00	\$0.00

**3 - PAYMENT INFORMATION**

Employee No: 10205  
 Vendor No:  
 Vendor No:

Name: Derrick Stuckey  
 Amount: \$0.00  
 Name:  
 Amount:  
 Name:  
 Amount:

G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-

SMA

**APPROVED**

By wesley.chunn at 2:35 pm, Feb 25, 2025

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

*Derrick Stuckey* 2/24/25

Employee signature / date

Department Head approval / date

Finance approval / date

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

Employee No.: 19796  
 Employee Name: Erin Satterfield

Department: 73  
 Departmental Contact: Jan Gill  
 Contact Phone #: 5750

1 - GENERAL INFORMATION

Destination city, state: Murphreesboro, TN  
 Event description: Principles of Environmental Compliance  
 Purpose of trip: 2/10-2/13  
 Departed >> Date:  Time:   
 Returned >> Date:  Time:

Comments about the trip:  
 \*No Registration fee

2 - ACTUAL COST OF TRAVEL

	Mon 3/10/25	Tue 3/11/25	Wed 3/12/25	Thu 3/13/25	Fri 3/14/25	Sat 3/15/25	Sun 3/16/25	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								\$0.00				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$145.73 ✓	\$145.73 ✓	\$145.73 ✓	\$0.00	\$0.00	\$0.00	\$0.00	\$437.19	\$0.00	\$0.00	\$437.19 ✓	\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast		\$19.61 ✓	\$13.28 ✓	\$12.98 ✓								
Lunch												
Dinner	\$27.69 ✓		\$10.95 ✓									
Total	\$27.69	\$19.61	\$24.23	\$12.98	\$0.00	\$0.00	\$0.00	\$84.51				\$84.51 ✓
Meal limit	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75				
Meal Reimbursement	\$27.69	\$19.61	\$24.23	\$12.98	\$0.00	\$0.00	\$0.00	\$84.51				\$84.51 ✓
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
<b>Grand Total</b>								<b>\$521.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$437.19</b>	<b>\$84.51</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$84.51**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 19796  
 Vendor No:   
 Vendor No:

Name: Erin Satterfield  
 Amount: \$84.51  
 Amount:   
 Amount:

G/L Acct: 1000-73-73100-515790-000000000-  
 G/L Acct:   
 G/L Acct:

*SME*

**APPROVED**

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

*Erin Satterfield 2/19/25*

**By wesley.chunn at 9:27 am, Feb 26, 2025**

Department Head approval / date  
 Finance approval / date

**City of Huntsville  
Travel & Training Expense Report**

Department: Police  
 Departmental Contact: Jessica Winn  
 Contact Phone #: 256-427-7002  
 G/L Account # for costs: 1000-41-41204-515790-00000000

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

Employee No.: 12846  
 Employee Name: Greg Hayden  
 Destination city, state: Memphis, TN  
 Event description: N/A  
 Purpose of event: search of missing person  
 Required certification, if any: \_\_\_\_\_  
 Date of event: 02/06/25  
 Time departed: 5:00 AM  
 Time returned: 8:00 PM      15.0 hours

**2 - COSTS**

Amount	Paid By City		Owed To Employee
	Check	P-Card	
Registration			\$0.00
Airfare			\$0.00
Vehicle rental			\$0.00
Fuel			\$0.00
Personal miles			\$0.00
Mileage reimbursement			\$13.20
Meal			\$0.00
Other-describe			\$0.00
Other-describe			\$0.00
<b>Total</b>	<b>\$13.20</b>	<b>\$0.00</b>	<b>\$13.20</b>

  

Issue check to vendor:	Vendor No: _____	Name: _____	Amount: <u>\$0.00</u>
		G/L Account: <u>1000-41-41204-515790-00000000</u>	
Issue check to vendor:	Vendor No: _____	Name: _____	Amount: <u>\$0.00</u>
		G/L Account: <u>1000-41-41204-515790-00000000</u>	

Reimbursement to employee (will be paid on earliest paycheck): **\$13.20**

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

Employee signature / date

Wesley Chunn 2/5/25

Department Head approval / date

Finance approval / date

**APPROVED**

By wesley.chunn at 2:22 pm, Feb 25, 2025

*SME*

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

Employee No.: 18279  
Employee Name: Hannah Brown

Department: Traffic Engineering  
Departmental Contact: Melinda Mills  
Contact Phone #: 256-427-5563

**1 - GENERAL INFORMATION**

Destination city, state: Birmingham, AL  
Event description: 68th Annual Transportation Conference  
Purpose of trip: Networking/Industry Updates  
Departed>> Date: 02/11/25 Time: 6:30 AM  
Returned>> Date: 02/12/25 Time: 1:00 PM

Comments about the trip:  
Please see the attached flyer for more information.

**2 - ACTUAL COST OF TRAVEL**

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total Cost	Paid	Paid by	To (From)
	2/11/25	2/12/25	2/13/25	2/14/25	2/15/25	2/16/25	2/17/25		City check	T-Card	Employee
Registration	\$300.00 ✓							\$300.00			\$0.00
Airfare								\$0.00			\$0.00
Vehicle rental								\$0.00			\$0.00
Fuel								\$0.00			\$0.00
Personal miles		\$0.670						\$0.00			\$0.00
Mileage reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Lodging		\$206.28 ✓						\$206.28	\$0.00	\$206.28	\$0.00
Meals (actual)											← lesser of actual or limit ↓
Breakfast	\$5.72 ✓							\$53.54			\$0.07
Lunch	\$36.00 ✓	\$11.82 ✓						\$267.75			\$0.00
Dinner								\$50.07			\$0.00
Total	\$41.72	\$11.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53.54			\$0.00
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75			\$0.00
Meal Reimbursement	\$38.25	\$11.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.07			\$0.00
Taxi, shuttle, etc.								\$0.00			\$0.00
Luggage fees								\$0.00			\$0.00
Parking/Garage Fee	\$17.00 ✓	\$20.00 ✓						\$37.00			\$37.00
Describe other costs here								\$0.00			\$0.00
<b>Grand Total</b>								<b>\$596.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$506.28</b>

**3 - PAYMENT INFORMATION**

Employee No: 18279  
Vendor No:  
Vendor No:

Name: Hannah Brown  
Amount: \$87.07  
G/L Acct: 1000-75-75100-00000000

Name:  
Amount:  
G/L Acct: 1000-75-75100-00000000

*SME*

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$87.07**  
Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

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

*[Signature]* 25<sup>th</sup> Feb 2025  
Department Head approval / date

**APPROVED**  
By **wesley.chunn** at 3:09 pm, Feb 25, 2025  
Finance approval / date



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

Employee No.: 19171  
Employee Name: James Bugg

Department: Traffic Engineering  
Departmental Contact: Melinda Mills  
Contact Phone #: 256-427-5563

1 - GENERAL INFORMATION

Destination city, state: Birmingham, AL  
Event description: 68th Annual Transportation Conference  
Purpose of trip: Networking/Industry Updates  
Departed>> Date: 02/11/25 Time: 8:00 AM  
Returned>> Date: 02/12/25 Time: 3:30 PM

Comments about the trip:  
Please see the attached flyer for more information.

2 - ACTUAL COST OF TRAVEL

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
	2/11/25	2/12/25	2/13/25	2/14/25	2/15/25	2/16/25	2/17/25					
Registration	\$300.00 ✓							\$300.00		\$300.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.670				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$206.28 ✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206.28	\$0.00	\$206.28	\$0.00	\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast												
Lunch												
Dinner	\$16.42 ✓							\$16.42				\$16.42
Total	\$16.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.42				\$16.42
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				\$0.00
Meal Reimbursement	\$16.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.42				\$16.42
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Parking Garage Fee		\$28.00 ✓						\$28.00				\$28.00
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								<b>\$550.70</b>	<b>\$0.00</b>	<b>\$506.28</b>	<b>\$0.00</b>	<b>\$44.42</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$44.42**  
Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 19171 Name: James Bugg Amount: \$44.42 G/L Acct: 1000-75-75100-515790-00000000  
Vendor No: Name: Amount: G/L Acct: 1000-75-75100-515790-00000000  
Vendor No: Name: Amount: G/L Acct: 1000-75-75100-515790-00000000

*SME*

**APPROVED**

By wesley.chunn at 3:12 pm, Feb 25, 2025

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

*James Bugg* Feb 20, 2025 Department Head approval / date  
Finance approval / date



**City of Huntsville  
Travel & Training Expense Report**

Department: **Police**  
 Departmental Contact: **Jessica Winn**  
 Contact Phone #: **256-427-7002**  
 G/L Account # for costs: **1000-41-41204-515790-00000000**

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

Employee No.: 14000  
 Employee Name: Jeremiah Taylor  
 Destination city, state: Memphis, TN  
 Event description: N/A  
 Purpose of event: search of missing person  
 Required certification, if any: \_\_\_\_\_  
 Date of event: 02/06/25  
 Time departed: 5:00 AM  
 Time returned: 8:00 PM      **15.0 hours**

**2 - COSTS**

	Amount	Paid By City Check	Paid By City P-Card	Paid By City T-Card	Owed To Employee
Registration					\$0.00
Airfare					\$0.00
Vehicle rental					\$0.00
Fuel					\$0.00
Personal miles	\$0.700				\$0.00
Mileage reimbursement	\$0.00				\$0.00
Meal	\$13.50				\$13.50
Other-describe					\$0.00
Other-describe					\$0.00
<b>Total</b>	<b>\$13.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13.50</b>

Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00  
 Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00  
 Reimbursement to employee (will be paid on earliest paycheck): **\$13.50**

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

**APPROVED**  
 By wesley.chunn at 2:22 pm, Feb 25, 2025  
 Finance approval / date

Employee signature / date  
[Signature] 02/13/25  
 Department Head approval / date

*SME*

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

Employee No.: 12214  
 Employee Name: John Boatright

Department: Huntsville Fire & Rescue  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

**1 - GENERAL INFORMATION**

Destination city, state: Birmingham, AL  
 Event description: 2025 Alabama Fire Service Professional Dev. Conference  
 Purpose of trip: Networking  
 Departed >> Date: 02/10/25 Time: 8am  
 Returned >> Date: 02/13/25 Time: 5pm

Comments about the trip:

**2 - ACTUAL COST OF TRAVEL**

	Mon 2/10/25	Tue 2/11/25	Wed 2/12/25	Thu 2/13/25	Fri 2/14/25	Sat 2/15/25	Sun 2/16/25	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$250.00							\$250.00		\$250.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.670				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging								\$0.00				\$0.00
Meals (actual)								\$0.00	\$0.00	\$0.00		\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$38.25				\$0.00
Dinner								\$38.25				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$293.25				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
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
<b>Grand Total</b>								\$250.00	\$0.00	\$250.00	\$0.00	\$0.00

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

**3 - PAYMENT INFORMATION**

Employee No: 12214  
 Vendor No:  
 Vendor No:  
 Name: John Boatright  
 Amount: \$0.00  
 Name: John Boatright  
 Amount: \$0.00  
 Name: John Boatright  
 Amount: \$0.00  
 G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-  
 Signature: *SMR*

**APPROVED**

By wesley.chunn at 2:42 pm, Feb 25, 2025

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

Signature: *John Boatright* 2/24/25

Employee signature / date

Department Head approval / date

Finance approval / date

**City of Huntsville  
Travel & Training Expense Report**

Department: Police  
 Departmental Contact: Jessica Winn  
 Contact Phone #: 256-427-7002  
 G/L Account # for costs: 1000-41-41204-515790-00000000

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

Employee No.: 12881  
 Employee Name: Josh Balch  
 Destination city, state: Memphis, TN  
 Event description: N/A  
 Purpose of event: search of missing person  
 Required certification, if any:   
 Date of event: 02/06/25  
 Time departed: 5:00 AM  
 Time returned: 8:00 PM  
 15.0 hours

**2 - COSTS**

	Amount	Paid By City Check	Paid By City P-Card	Paid By City T-Card	Owed To Employee
Registration					\$0.00
Airfare					\$0.00
Vehicle rental					\$0.00
Fuel					\$0.00
Personal miles	\$0.700				\$0.00
Mileage reimbursement	\$0.00				\$0.00
Meal	\$13.50				\$13.50
Other-describe					\$0.00
Other-describe					\$0.00
<b>Total</b>	<b>\$13.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13.50</b>

Issue check to vendor: Vendor No: [ ] Name: [ ] G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00  
 Issue check to vendor: Vendor No: [ ] Name: [ ] G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00

Reimbursement to employee (will be paid on earliest paycheck): \$13.50

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

**APPROVED**  
 By Wesley Chunn at 2:24 pm, Feb 25, 2025

Employee signature / date: Wesley Chunn 02.13.25  
 Department Head approval / date: \_\_\_\_\_

Finance approval / date

SMA

**City of Huntsville  
Travel & Training Expense Report**

Department: **Police**  
 Departmental Contact: **Jessica Winn**  
 Contact Phone #: **256-427-7002**  
 G/A Account # for costs: **1000-41-41204-515790-00000000**

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

Employee No.: **14832**  
 Employee Name: **Justin Hughes**  
 Destination city, state: **Memphis, TN**  
 Event description: **N/A**  
 Purpose of event: **Search of missing person**  
 Required certification, if any: \_\_\_\_\_  
 Date of event: **02/06/25**  
 Time departed: **5:00 AM**  
 Time returned: **8:00 PM**  
 Total hours: **15.0 hours**

**2 - COSTS**

	Amount	Paid By City Check	Paid By City P-Card	Paid By City T-Card	Owed To Employee
Registration					\$0.00
Airfare					\$0.00
Vehicle rental					\$0.00
Fuel					\$0.00
Personal miles	\$0.700				\$0.00
Mileage reimbursement	\$0.00				\$0.00
Meal	\$13.50				\$13.50
Other-describe					\$0.00
Other-describe					\$0.00
<b>Total</b>	<b>\$13.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13.50</b>

Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/A Account: **1000-41-41204-515790-00000000** Amount: **\$0.00**

Issue check to vendor: Vendor No: \_\_\_\_\_ Name: \_\_\_\_\_ G/A Account: **1000-41-41204-515790-00000000** Amount: **\$0.00**

Reimbursement to employee (will be paid on earliest paycheck): **\$13.50**

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

Employee signature / date: *Justin Hughes* *02.06.25*  
 Department Head approval / date: \_\_\_\_\_  
**APPROVED**  
 By *wesley.chunn* at 2:24 pm, Feb 25, 2025  
 Finance approval / date: \_\_\_\_\_

*SME*

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

Employee No.: 13481  
 Employee Name: Keith Casteel

Department: Fire  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

**1 - GENERAL INFORMATION**

Destination city, state: Pensacola, FL  
 Event description: Fire School: Training  
 Purpose of trip: Bringing New Tactics back for future classes  
 Departed>> Date: 02/02/25 Time: 5am  
 Returned>> Date: 02/08/25 Time: 8pm

Comments about the trip:  
 [Redacted]

**2 - ACTUAL COST OF TRAVEL**

	Sun 2/2/25	Mon 2/3/25	Tue 2/4/25	Wed 2/5/25	Thu 2/6/25	Fri 2/7/25	Sat 2/8/25	Total	Paid by 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	\$51.02	\$119.44				\$62.63		\$114.45		\$182.07		\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement	\$0.670							\$0.00				\$0.00
Lodging	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$539.34	\$0.00	\$539.34		\$0.00
Lodging limit	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$539.34	\$0.00	\$539.34		\$0.00
Meals (actual)	\$20.02	\$12.74	\$21.99	\$17.97	\$14.94	\$40.81	\$40.81	\$365.82				\$0.00
Breakfast	\$35.28	\$35.98	\$31.55	\$74.58	\$41.37	\$20.26	\$20.26	\$396.50				\$0.00
Lunch	\$55.30	\$40.72	\$53.54	\$92.55	\$56.31	\$61.07	\$61.07	\$331.23				\$0.00
Dinner			\$61.00	\$61.00	\$61.00	\$45.75	\$45.75	\$330.98				\$0.00
Total	\$45.75	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$61.00	\$330.98				\$0.00
Meal limit	\$45.75	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$61.00	\$330.98				\$0.00
Meal Reimbursement								\$330.98				\$0.00
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
<b>Grand Total</b>								<b>\$1,019.61</b>	<b>\$0.00</b>	<b>\$653.79</b>	<b>\$0.00</b>	<b>\$330.98</b>

**3 - PAYMENT INFORMATION**

Employee No: 13481  
 Vendor No:  
 Vendor No:

Name: Keith Casteel  
 Amount: \$330.98

Name: [Redacted]  
 Amount: [Redacted]

Name: [Redacted]  
 Amount: [Redacted]

G/L Acct: 1000-42-42100-515790-00000000  
 G/L Acct: 1000-42-42100-515790-00000000  
 G/L Acct: 1000-42-42100-515790-00000000

Signature: [Redacted]  
 Date: 2/19/25

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$551.73**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

**APPROVED**  
 By wesley.chunn at 10:13 am, Feb 26, 2025

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.  
 Signature: [Redacted]  
 Date: 2/19/25

Department head approval / date  
 Signature: [Redacted]  
 Date: 2/19/25

Finance approval / date  
 Signature: [Redacted]  
 Date: 2/19/25



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

Employee No.: 7665  
 Employee Name: Lesley Easter

Department: Huntsville Fire & Rescue  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

1 - GENERAL INFORMATION

Destination city, state: Birmingham, AL  
 Event description: 2025 Alabama Fire Service Professional Dev. Conference

Purpose of trip: Networking

Departed>> Date: 02/10/25 Time: 8am  
 Returned>> Date: 02/13/25 Time: 5pm

Comments about the trip:  
 Lesley Easter ended up needing a hotel for 1 night

2 - ACTUAL COST OF TRAVEL

	Mon 2/10/25	Tue 2/11/25	Wed 2/12/25	Thu 2/13/25	Fri 2/14/25	Sat 2/15/25	Sun 2/16/25	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$250.00							\$250.00		\$250.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.670				\$0.00
Mileage reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging		\$129.60						\$129.60		\$129.60		\$0.00
Meals (actual)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Breakfast												↑
Lunch												lesser of
Dinner												actual or
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				limit
Meal limit	\$38.25	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$293.25				↓
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
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
<b>Grand Total</b>								<b>\$379.60</b>	<b>\$0.00</b>	<b>\$379.60</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

3 - PAYMENT INFORMATION

Employee No: 7665  
 Vendor No:  
 Vendor No:

Name: Lesley Easter  
 Amount:  
 Amount:  
 Amount:

G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-  
 G/L Acct: 1000-42-42100-515790-00000000-

SME

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

*Wesley Chunn* 2/24/25

Department Head approval / date

Employee signature / date

**APPROVED**  
 By Wesley Chunn at 2:41 pm, Feb 25, 2025

Finance approval / date

**City of Huntsville  
Travel & Training Expense Report**

Department: Police  
 Departmental Contact: Jessica Winn  
 Contact Phone #: 256-427-7002  
 G/L Account # for costs: 1000-41-41204-515790-00000000

Employee No.: 11213  
 Employee Name: Mathew Montague  
 Destination city, state: Memphis, TN  
 Event description: N/A  
 Purpose of event: search of missing person  
 Required certification, if any:   
 Date of event: 02/06/25  
 Time departed: 5:00 AM  
 Time returned: 8:00 PM  
 15.0 hours

**1 - EMPLOYEE & EVENT (complete a form for each employee attending)**

**2 - COSTS**

	Amount	Paid By City Check	Paid By City P-Card	Paid By City T-Card	Owed To Employee
Registration					\$0.00
Airfare					\$0.00
Vehicle rental					\$0.00
Fuel					\$0.00
Personal miles	\$0.700				\$0.00
Mileage reimbursement	\$0.00				\$0.00
Meal	\$13.50				\$13.50
Other-describe					\$0.00
Other-describe					\$0.00
<b>Total</b>	<b>\$13.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13.50</b>

Issue check to vendor: Vendor No: [ ] Name: [ ] G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00  
 Issue check to vendor: Vendor No: [ ] Name: [ ] G/L Account: 1000-41-41204-515790-00000000 Amount: \$0.00

Reimbursement to employee (will be paid on earliest paycheck): \$13.50

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

Employee signature / date

*KAC LAUES 02-13-25*  
 Department Head approval / date

**APPROVED**  
 By wesley.chunn at 2:23 pm, Feb 25, 2025  
 Finance approval / date

*SMA*

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

Employee No.: 15052  
 Employee Name: Mike Mahoney

Department: Fire  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

**1 - GENERAL INFORMATION**

Destination city, state: Pensacola, FL  
 Event description: Fire School: Training  
 Purpose of trip: Bringing New Tactics back for future classes  
 Departed: 02/02/25 Time: 6am  
 Returned: 02/08/25 Time: 8pm

Comments about the trip:  
 Registration was BIG2Free.

**2 - ACTUAL COST OF TRAVEL**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	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								\$0.00				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$539.34	\$0.00	\$539.34		\$0.00
Lodging limit	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$539.34	\$0.00	\$539.34		\$0.00
Meals (actual)	\$8.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.48				\$0.00
Breakfast	\$11.97	\$25.70	\$17.67	\$14.07	\$25.70	\$23.52	\$12.41	\$124.14				\$0.00
Lunch	\$37.45	\$19.61	\$78.47	\$30.51	\$35.80	\$22.42	\$0.00	\$214.26				\$0.00
Dinner	\$57.90	\$45.31	\$96.14	\$44.58	\$61.50	\$45.94	\$12.41	\$363.78				\$0.00
Total	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$61.00	\$45.75	\$396.50				\$0.00
Meal limit	\$45.75	\$45.31	\$61.00	\$44.58	\$61.00	\$45.94	\$12.41	\$315.99				\$315.99
Meal Reimbursement								\$363.78				\$0.00
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
<b>Grand Total</b>								\$903.12	\$0.00	\$539.34	\$0.00	\$315.99

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$315.99 ✓  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

**3 - PAYMENT INFORMATION**

Employee No: 15052  
 Vendor No:  
 Vendor No:

Name: Mike Mahoney  
 Amount: \$315.99  
 G/L Acct: 1000-42-42100-515790-00000000

Name:  
 Amount:  
 G/L Acct: 1000-42-42100-515790-00000000

Name:  
 Amount:  
 G/L Acct: 1000-42-42100-515790-00000000

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

*Michael May* 02/18/2025  
 Department Head approval / date

*Wesley Chunn* 2/18/25  
 Finance approval / date

**APPROVED**  
 By wesley.chunn at 3:55 pm, Feb 25, 2025

SME

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

Employee No.: 8530  
 Employee Name: Norman McKelvey

Department: Fire  
 Departmental Contact: Crystal McKenzie  
 Contact Phone #: 256-427-7401

1 - GENERAL INFORMATION

Destination city, state: Pensacola, FL  
 Event description: Fire School: Training  
 Purpose of trip: Bringing New Tactics back for future classes  
 Departed: 02/02/25 Time: 5am  
 Returned: 02/08/25 Time: 8pm

Comments about the trip:  
 Registration fee covered all 3 personnel

2 - ACTUAL COST OF TRAVEL

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Cost	Paid by City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$650.00						2/8/25	\$650.00		\$650.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel	\$50.70						2/8/25	\$106.27		\$106.27		\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement	\$0.670							\$0.00				\$0.00
Lodging	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	2/8/25	\$539.34	\$0.00	\$539.34		\$0.00
Lodging limit	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	\$89.89	2/8/25	\$539.34	\$0.00	\$539.34		\$0.00
Meals (actual)	\$27.77	\$21.90	\$15.07	\$11.07	\$19.53	\$23.52	2/8/25	\$250.12				\$0.00
Breakfast								\$381.25				\$0.00
Lunch	\$22.77	\$20.98	\$15.07	\$28.34	\$38.47	\$48.47	2/8/25	\$250.12				\$0.00
Dinner	\$42.88	\$42.88	\$15.07	\$39.41	\$58.00	\$71.99	2/8/25	\$381.25				\$0.00
Total	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$45.75	2/8/25	\$225.88				\$0.00
Meal limit	\$22.77	\$42.88	\$15.07	\$39.41	\$58.00	\$45.75	2/8/25	\$225.88				\$0.00
Meal Reimbursement	\$27.77					\$61.00	2/8/25	\$225.88				\$0.00
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								\$1,545.73	\$0.00	\$1,295.61	\$0.00	\$244.13

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$225.88  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 8530 Name: Norman McKelvey Amount: \$244.13  
 Vendor No: Amount: \$225.88 G/L Acct: 1000-42-42100-515790-00000000  
 Vendor No: Amount: G/L Acct: 1000-42-42100-515790-00000000

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

Employee signature / date: *Norman McKelvey* 2/18/25  
 Department Head approval / date: *Wesley Chunn* 2/18/25

APPROVED

By wesley.chunn at 3:48 pm, Feb 25, 2025

Finance approval / date

Department Head approval / date

SME



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

Employee No.: 18519  
Employee Name: Sharon Frost

Department: Finance  
Departmental Contact: Sandra Houston  
Contact Phone #: 256.427.5284

1 - GENERAL INFORMATION

Destination city, state:  
Event description:  
Purpose of trip:  
Departed>>  
Returned>>

Date: 02/05/25  
Date: 02/07/25

Time: 6:00 am  
Time: 5:00 PM

Comments about the trip:  
Attended the GFOAA Conference in Montgomery, AL

Attended in Rachel's place

2 - ACTUAL COST OF TRAVEL

	Wed 2/5/25	Thu 2/6/25	Fri 2/7/25	Sat 2/8/25	Sun 2/9/25	Mon 2/10/25	Tue 2/11/25	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	190							\$0.00				\$0.00
Personal miles	499		190					\$266.00				\$266.00
Mileage reimbursement	\$133	\$0.00	\$133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$272.30				\$272.30
Lodging	\$267.10	\$267.10	\$267.10	\$0.00	\$0.00	\$0.00	\$0.00	\$534.20	\$0.00	\$0.00	\$0.00	\$534.20
Lodging limit												↑ lesser of actual or limit ↓
Meals (actual)												
Breakfast	\$14.58		\$8.04					\$46.42				\$46.29
Lunch	\$23.80							\$280.50				\$55.20
Dinner								\$46.29				\$0.00
Total	\$38.38	\$0.00	\$8.04	\$0.00	\$0.00	\$0.00	\$0.00	\$46.29				\$0.00
Meal limit	\$38.25	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$280.50				\$0.00
Meal reimbursement	\$38.25	\$0.00	\$8.04	\$0.00	\$0.00	\$0.00	\$0.00	\$46.29				\$0.00
Taxi, shuttle, etc.	\$27.60		\$27.60					\$55.20				\$55.20
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								\$901.69	\$0.00	\$0.00	\$0.00	\$901.69

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$901.69  
Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 18519  
Vendor No:  
Vendor No:

Name: Sharon Frost  
Name:  
Name:

Amount: \$907.99  
Amount:  
Amount:

G/L Acct: 1000-13-13100-515790-00000000-  
G/L Acct:  
G/L Acct:

SMR

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

Sharon Frost 2/12/25  
Employee signature / date  
Department Head approval / date

APPROVED

By wesley.chunn at 11:21 am, Feb 26, 2025

Finance approval / date



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

Employee No.: 12224  
Employee Name: Wesley Ogle

Department: Huntsville Fire & Rescue  
Departmental Contact: Crystal McKenzie  
Contact Phone #: 256-427-7401

1 - GENERAL INFORMATION

Destination city, state: Birmingham, AL  
Event description: 2025 Alabama Fire Service Professional Dev. Conference  
Purpose of trip: Networking

Departed >> Date: 02/10/25 Time: 8am  
Returned >> Date: 02/13/25 Time: 5pm

Comments about the trip:

Chief Ogle ended up needing a hotel for 1 night

2 - ACTUAL COST OF TRAVEL

	Mon 2/10/25	Tue 2/11/25	Wed 2/12/25	Thu 2/13/25	Fri 2/14/25	Sat 2/15/25	Sun 2/16/25	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$250.00							\$250.00		\$250.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
		\$129.61						\$129.61		\$129.61		\$0.00
Lodging	\$0.00	\$129.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129.60	\$0.00	\$129.60		\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast								\$0.00				\$0.00
Lunch								\$38.25				\$0.00
Dinner								\$38.25				\$0.00
Total	\$0.00	\$51.00	\$51.00	\$38.25	\$38.25	\$0.00	\$0.00	\$293.25				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$38.25	\$38.25	\$0.00	\$0.00	\$293.25				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
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
<b>Grand Total</b>								<b>\$379.60</b>	<b>\$0.00</b>	<b>\$379.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
								\$379.61		\$379.61		\$0.00

3 - PAYMENT INFORMATION

Employee No: 12224  
Vendor No:  
Vendor No:

Name: Wesley Ogle  
Amount: \$0.00

G/L Acct: 1000-42-42100-515790-00000000-  
G/L Acct: 1000-42-42100-515790-00000000-  
G/L Acct: 1000-42-42100-515790-00000000-

SMA

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

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

*Wesley Ogle* 2/12/25

Employee signature / date

Department Head approval / date

**APPROVED**

By wesley.chunn at 2:39 pm, Feb 25, 2025

FINANCE APPROVAL / DATE

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

Employee No.: 18214  
 Employee Name: John Meredith

Department: City Council  
 Departmental Contact: S. Powell  
 Contact Phone #: 5011

1 - GENERAL INFORMATION

Destination city, state: Birmingham, Alabama  
 Event description: Leadership Alabama Conference  
 Purpose of trip: Leadership Alabama Conference  
 Departed>> Date: 05/11/23 Time:   
 Returned>> Date: 05/13/23 Time:

Comments about the trip:  
 Leadership Alabama Conference 2022-23

2 - ACTUAL COST OF TRAVEL

	Thu 5/11/23	Fri 5/12/23	Sat 5/13/23	Sun 5/14/23	Mon 5/15/23	Tue 5/16/23	Wed 5/17/23	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	105							\$0.650				\$136.50
Mileage reimbursement	68.25							\$68.25				\$136.50
Lodging	\$300.10	\$300.10						\$600.20	\$0.00		\$0.00	\$600.20
Lodging limit												lesser of actual or limit
Meals (actual)										41.75		limit
Breakfast								\$0.00				\$0.00
Lunch								\$38.25				\$0.00
Dinner								\$38.25				\$0.00
Total								\$280.50				\$0.00
Meal limit								\$0.00				\$0.00
Meal Reimbursement								\$0.00				\$0.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
PARKING	\$13.00							\$13.00				\$26.00
Describe other costs here								\$0.00				\$0.00
<b>Grand Total</b>								<b>\$762.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$762.70</b>

3 - PAYMENT INFORMATION

Employee No: 18214  
 Vendor No:   
 Vendor No:

Name: John Meredith  
 Amount: \$762.70  
 G/L Acct: 1000-11-11500-515790-0000000  
 G/L Acct:   
 G/L Acct:

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

**APPROVED**  
 By wesley.chunn at 10:40 am, Feb 26, 2025

Employee certifies the costs above are actual, related to the event described above, and comply with City ordinances.  
 John Meredith 2/17/25  
 Department Head approval / date

Finance approval / date

SME

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

Employee No.: 16970  
 Employee Name: Anquetetta C. Smith

Department: Municipal Court  
 Departmental Contact: Anquetetta C. Smith  
 Contact Phone #: 256-427-7809

**1 - GENERAL INFORMATION**

Destination city, state: Orange Beach, AL  
 Event description: Court Referral Annual In-Service Conference  
 Purpose of trip: Annual In Service -CEU  
 Departed>> Date: 10/28/24 Time: 8:00am  
 Returned>> Date: 11/01/24 Time: 6:00pm

Comments about the trip:

The City Car was used on this trip to Orange Beach. Tiffany Robinson and Anquetetta Smith traveled together in the city car. I purchased breakfast food from Walmart.

**2 - ACTUAL COST OF TRAVEL**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$250.00							\$250.00	\$250.00			\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$870.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$870.33	\$0.00	\$870.33	\$0.00	\$0.00
Lodging limit	\$870.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$870.33	\$0.00	\$870.33	\$0.00	\$0.00
Meals (actual)	\$9.63	\$8.65						\$18.28				\$0.00
Breakfast	\$8.83							\$8.83				\$0.00
Lunch	\$10.45	\$12.10	\$20.89	\$11.54				\$54.98				\$0.00
Dinner	\$28.91	\$20.75	\$20.89	\$11.54	\$0.00			\$82.09				\$0.00
Total	\$38.25	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$0.00	\$306.00				\$0.00
Meal limit	\$28.91	\$20.75	\$20.89	\$11.54	\$0.00	\$0.00	\$0.00	\$82.09				\$82.09
Meal Reimbursement	\$55.00							\$55.00				\$55.00
Parking								\$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
<b>Grand Total</b>								<b>\$1,257.42</b>	<b>\$250.00</b>	<b>\$870.33</b>	<b>\$0.00</b>	<b>\$0.00</b>

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$137.09**  
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

**3 - PAYMENT INFORMATION**

Employee No: 16970  
 Vendor No:  
 Vendor No:  
 Name: Anquetetta C. Smith Amount: \$137.09  
 Name: Amount:  
 Name: Amount:

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: \_\_\_\_\_

**APPROVED**  
 By Wesley Chunn at 4:00 pm, Feb 17, 2025

Finance approval / date

SMR