



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 5/11/2023

File ID: TMP-2919

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. 23 - _____

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 11th day of May, 2023.

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

APPROVED this the 11th day of May, 2023.

Mayor of the City of
Huntsville, Alabama

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 18630

Employee Name: Nikole Sothers

Department:

Landscape

Departmental Contact:

Heather Spier

Contact Phone #:

256-564-8042

1 - GENERAL INFORMATION

Destination city, state:

Washington, DC
Point Clear, Alabama

Event description:

AABA Annual Conference and Problem Solving Forum

Purpose of trip:

Keep America Beautiful

Departed>>

Date: 02/19/23

Time:

Returned>>

Date: 02/24/23

Time:

Comments about the trip:

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	\$625.00							\$625.00		\$625.00		\$0.00
Airfare	\$392.81							\$392.81		\$392.81		\$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	\$214.96	\$214.96	\$214.96	\$214.96	\$361.53			\$1,221.37		\$1,221.37		\$0.00
Meals (actual)	\$3.91	\$18.87			\$14.79			\$36.57				\$0.00
Breakfast		\$10.95						\$10.95				\$0.00
Lunch												\$0.00
Dinner												\$0.00
Total	\$3.91	\$67.05	\$0.00	\$28.54	\$66.79	\$0.00	\$0.00	\$166.29				\$0.00
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$45.75	\$45.75	\$0.00	\$381.25				\$0.00
Meal Reimbursement	\$3.91	\$61.00	\$0.00	\$28.54	\$66.79	\$0.00	\$0.00	\$159.24				\$0.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
UBER		\$12.80						\$12.80				\$12.80
UBER		\$12.99						\$12.99				\$12.99
Grand Total								\$2,431.26	\$0.00	\$2,239.18	\$0.00	\$129.43

Owed TO employee (employee will be reimbursed on earliest possible paycheck)

Owed BY employee (attach receipt from Clerk-Treasurer to report)

3 - PAYMENT INFORMATION

Employee No:

18630

Vendor No:

Name:

Nikole Sothers

Amount:

\$129.43

G/L Acct:

1000-52-52100-515790

Vendor No:

Name:

Amount:

Amount:

G/L Acct:

G/L Acct:

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

Nikole Sothers 4/4/23

Heather Spier 4/4/23

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

Destination city, state: Orlando, FL
Event description: Motorola Summit 2023
Purpose of trip: Additional training
Departed>> 04/10/23
Returned>> 04/14/23

Comments about the trip:

	Mon 4/10/23	Tue 4/11/23	Wed 4/12/23	Thu 4/13/23	Fri 4/14/23	Sat 4/15/23	Sun 4/16/23
Registration	\$1,050.00						
Airfare	\$796.40						
Vehicle rental							
Fuel					\$189.97 ✓		
Personal miles					\$43.96 ✓		
Mileage reimbursement	\$0.655						
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging							
	\$231.26	\$231.26	\$231.26	\$231.26			
	\$231.26	\$231.26	\$231.26	\$231.26	\$0.00	\$0.00	\$0.00
Meals (actual)							
Breakfast							
Lunch	\$6.19	Provided	Provided	Provided	15		
Dinner	\$19.69	\$38.43 ✓	\$29.74 ✓	\$51.08 ✓	\$14.09 ✓		
Total	\$25.88	\$38.43	\$29.74	\$51.08	\$18.77 ✓		
Meal limit	\$45.75	\$20.33	\$20.33	\$20.33	\$32.86 q2	\$0.00	\$0.00
Meal Reimbursement	\$25.88	\$20.33	\$20.33	\$20.33	\$45.75	\$0.00	\$0.00
					\$32.86 q2	\$0.00	\$0.00
Taxi, shuttle, etc.							
Conference parking		\$30.88 ✓	\$30.88 ✓	\$30.88 ✓			
Toll bridge cost	\$1.75 ✓				\$6.25 ✓		
Airport parking					\$60.00 ✓		

	\$3,318.50	\$0.00	\$3,114.05	\$0.00
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Owed TO employee (employee will be reimbursed on earliest possible paycheck)
Owed BY employee (attach receipt from Clerk-Treasurer to report)

Employee No:	Name:	Amount:
13769	Ronnie Dickey	\$171.65
	Name:	
	Name:	
	Name:	

1000-41-41303-515790-0000000000
1000-41-41303-515790-0000000000
1000-41-41303-515790-0000000000

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

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 14079

Employee Name: Joseph Scarborough

Department:

Departmental Contact:

Contact Phone #:

Police

Jessica Winn

427-7002

1 - GENERAL INFORMATION

Destination city, state:

Orlando, FL

Event description:

Motorola Summit 2023

Purpose of trip:

Additional training

Departed>>

Date: 04/10/23

Time: 9:00 AM

Returned>>

Date: 04/14/23

Time: 11:59 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Cost	Paid by City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	4/10/23	4/11/23	4/12/23	4/13/23	4/14/23	4/15/23	4/16/23	\$1,050.00		\$1,050.00		\$0.00
Airfare								\$1,058.40		\$1,058.40		\$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
Lodging								\$648.00	\$0.00	\$648.00		\$0.00
Meals (actual)								\$648.00				\$0.00
Breakfast												
Lunch												
Dinner												
Total												
Meal limit								\$165.75				\$0.00
Meal Reimbursement								\$167.74				\$0.00
								\$139.41				\$0.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Conference parking								\$0.00				\$0.00
Airport parking								\$60.00				\$0.00
Toll bridge								\$1.75				\$1.75
Grand Total								\$2,983.90	\$0.00	\$2,816.40	\$0.00	\$0.00

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$141.16

Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 14079

Vendor No:

Vendor No:

Name: Joseph Scarborough

Name:

Name:

Amount:

Amount:

Amount:

G/L Acct:

G/L Acct:

G/L Acct:

1000-41-41110-515790-00000000

1000-41-41110-515790-00000000

1000-41-41110-515790-00000000

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

Signature: [Handwritten Signature] Date: 4/16/23

Employee No.: 13651
Employee Name: Gwendolyn Crutcher

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

1 - GENERAL INFORMATION

Destination city, state:	Orlando, FL
Event description:	Motorola Summit 2023
Purpose of trip:	Additional training
Departed>>	Date: 04/10/23Time:
Returned>>	Date: 04/14/23Time:

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

[illegible]

3 - PAYMENT INFORMATION

Employee No:	13651	Name:	Gwendolyn Crutcher	Amount:	\$120.38	G/L Acct:	1000-41-41303-515790-000000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41303-515790-000000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41303-515790-000000000

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

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

Employee No.: 13977
 Employee Name: Joseph Kennington

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

1 - GENERAL INFORMATION

Destination city, state: Gulf Shores, AL
 Event description: HIDTA Executive Board Meeting
 Purpose of trip: Voting member of executive board of directors
 Departed>> Date: 03/22/23 Time: 1:00 PM
 Returned>> Date: 02/15/23 Time: 8:30 PM

Comments about the trip:

Board Meeting - No agenda

2 - ACTUAL COST OF TRAVEL

	Wed 3/22/23	Thu 3/23/23	Fri 3/24/23	Sat 3/25/23	Sun 3/26/23	Mon 3/27/23	Tue 3/28/23	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								\$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	\$185.15	\$185.15						\$370.30	\$0.00	\$370.30		\$0.00
Meals (actual)								\$370.30				\$0.00
Breakfast		\$10.05	\$9.60									
Lunch	\$15.12	No receipt	\$8.32									
Dinner	\$9.56	\$33.20										
Total	\$24.68	\$43.25	\$17.92	\$0.00	\$0.00	\$0.00	\$0.00	\$85.85				
Meal limit	\$38.25	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$0.00	\$97.75				
Meal Reimbursement	\$24.68	\$34.00	\$17.92	\$0.00	\$0.00	\$0.00	\$0.00	\$76.60				
Taxi, shuttle, etc.												\$76.60
Luggage fees								\$0.00				\$0.00
Hotel parking	\$11.00	\$11.00						\$0.00				\$0.00
Describe other costs here	\$22.00	\$22.00						\$44.00				\$0.00
								\$0.00				\$0.00
Grand Total								\$500.15	\$0.00	\$414.30	\$0.00	\$76.60

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

3 - PAYMENT INFORMATION

Employee No: 13977
 Vendor No:
 Vendor No:
 Name: Joseph Kennington
 Name:
 Name:
 Amount: \$76.60
 Amount:
 Amount:
 G/L Acct: 3430-41-00000-515520-00000000
 G/L Acct: 3430-41-00000-515520-00000000
 G/L Acct: 3430-41-00000-515520-00000000

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

Employee signature / date

Joseph Kennington 04-20-23
 Department Head approval / date

Joseph Kennington 4/20/23
 Finance approval / date

City of Huntsville

Travel Expense Report

(multi-day outside of Huntsville)

Employee No.: 11076

Employee Name: Michael Widner

Department:

Departmental Contact:

Contact Phone #:

Police

Jessica Winn

427-7002

1 - GENERAL INFORMATION

Destination city, state:

Gulf Shores, AL

Event description:

HIDTA Executive Board Meeting

Purpose of trip:

Voting member of executive board of directors

Departed>>

Date: 03/22/23

Time: 1:00 PM

Returned>>

Date: 02/15/23

Time: 8:30 PM

Comments about the trip:

Board Meeting - No agenda

2 - ACTUAL COST OF TRAVEL

	Wed 3/22/23	Thu 3/23/23	Fri 3/24/23	Sat 3/25/23	Sun 3/26/23	Mon 3/27/23	Tue 3/28/23	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								\$0.00				\$0.00
Mileage reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging		\$185.15	\$185.15					\$370.30	\$0.00	\$370.30		\$0.00
Meals (actual)								\$370.30				\$0.00
Breakfast												
Lunch												
Dinner												
Total												
Lodging limit		\$185.15	\$185.15					\$370.30				\$0.00
Meals (actual)												
Breakfast												
Lunch												
Dinner												
Total												
Meal limit		\$38.25	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$84.13				\$0.00
Meal Reimbursement		\$38.25	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$97.75				\$0.00
Taxi, shuttle, etc.								\$72.25				\$0.00
Luggage fees								\$0.00				\$0.00
Hotel parking								\$0.00				\$0.00
Describe other costs here								\$44.00				\$0.00
								\$0.00				\$0.00
Grand Total								\$498.43	\$0.00	\$414.30	\$0.00	\$0.00

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$72.25

Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 11076

Vendor No:

Vendor No:

Name: Michael Widner

Amount: \$72.25

G/L Acct: 3430-41-00000-515520-00000000

G/L Acct: 3430-41-00000-515520-00000000

G/L Acct: 3430-41-00000-515520-00000000

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

Employee signature / date

Michael Widner 04/20/23

Finance approval / date

L. Widner 4/20/23

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

Employee No.: 18644
Employee Name: Whitney Gentry
Department: Finance
Departmental Contact: Sandra Houston
Contact Phone #: 256.427.5284

1 - GENERAL INFORMATION

Destination city, state: Arlington, VA
Event description: 2023 NGMA Annual Grants Training
Purpose of trip: 2023 NGMA Annual Grants Training
Departed>> Date: 04/10/23 Time:
Returned>> Date: 04/14/23 Time:
Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 4/10/23	Tue 4/11/23	Wed 4/12/23	Thu 4/13/23	Fri 4/14/23	Sat 4/15/23	Sun 4/16/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$969.00							\$969.00			\$969.00	\$0.00
Airfare	\$768.40							\$768.40			768.4	\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.585				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$299.15	\$299.15	\$299.15	\$299.15	\$0.00	\$0.00	\$0.00	\$1,196.60			1196.6	\$0.00
Meals (actual)	\$299.15	\$299.15	\$299.15	\$299.15	\$0.00	\$0.00	\$0.00	\$1,196.60	\$0.00	\$0.00	\$1,196.60	\$0.00
Breakfast		\$17.22	\$6.55		\$12.19							↑ lesser of actual or limit ↓
Lunch												
Dinner	\$30.20			\$62.40						18.74	92.7	
Total	\$30.20	\$17.22	\$6.55	\$62.40	\$12.19	\$0.00	\$0.00	\$128.56				
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$366.00				
Meal Reimbursement	\$30.20	\$17.22	\$6.55	\$61.00	\$12.19	\$0.00	\$0.00	\$127.16	108.42			
Taxi, shuttle, etc.								\$0.00				\$18.74
Luggage fees								\$0.00				← 1.407
Parking at airport					\$58.00			\$58.00				17.34
Lyft-to/from airport	\$81.39				\$45.80			\$127.19				\$0.00
												\$58.00
												\$127.19
Grand Total								\$3,247.75	\$0.00	\$0.00	\$2,934.00	202.53
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												
Owed BY employee (attach receipt from Clerk-Treasurer to report)												

3 - PAYMENT INFORMATION

Employee No: 18644 Name: Whitney Gentry Amount: 202.53
Vendor No: Name: Amount: 5203.82
Vendor No: Name: Amount: 515790

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

Employee signature: Whitney Gentry 4/18/2023
Department head approval / date: L. Burtick 4/18/23
Finance approval / date: Sandra Houston 4/18/23

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

Employee No.: 8909
Employee Name: Bill Kling

Department: City Council
Departmental Contact: Marc Reed
Contact Phone #: 256-427-5011

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Departed>> Date: 03/25/23

Returned>> Date: 03/28/23

Time: 6:00am

Time: 11:45pm

Comments about the trip:

Chamber of Commerce DC Trip

2 - ACTUAL COST OF TRAVEL

	Sat 3/25/23	Sun 3/26/23	Mon 3/27/23	Tue 3/28/23	Wed 3/29/23	Thu 3/30/23	Fri 3/31/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration								\$0.00				\$0.00
Airfare	\$373.81							\$373.81				\$373.81
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.585				
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	424.17	424.17	424.17					1272.51				1272.51
	416.79	427.86	427.86					1272.51				1272.51
Meals (actual)												
Breakfast												
Lunch												
Dinner												
Total												
Meal limit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meal Reimbursement	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75				\$350.75
	\$0.00	\$0.00	\$0.00	\$30.65	\$0.00	\$0.00	\$0.00	\$30.65				\$30.65
Taxi, shuttle, etc.	\$25.00			\$26.00				\$51.00				\$51.00
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,727.97	\$0.00	\$0.00	\$0.00	\$1,727.97

Allowing meal due to 12:40 flight.

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$1,727.97**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 8909

Vendor No:

Vendor No:

Name:

Name:

Name:

Bill Kling

Amount:

Amount:

Amount:

G/L Acct:

G/L Acct:

G/L Acct:

1000-11-11100-515790

1000-11-11100-515790

1000-11-11100-515790

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

Employee signature / date: Bill Kling 4/2/23

Department Head approval / date: Bill Kling 4/2/23

Finance approval / date: Labovitch 4/21/23

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

Employee No.: 19269
Employee Name: David Little

Department: City Council
Departmental Contact: Marc Reed
Contact Phone #: 256-427-5011

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Departed>>

Returned>>

Date: 03/25/23
 Time: 6:00am

Date: 03/28/23
 Time: 11:45pm

Comments about the trip:

Chamber of Commerce DC Trip

2 - ACTUAL COST OF TRAVEL

	Sat 3/25/23	Sun 3/26/23	Mon 3/27/23	Tue 3/28/23	Wed 3/29/23	Thu 3/30/23	Fri 3/31/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration								\$0.00				\$0.00
Airfare	\$128.99			\$128.98				\$257.97		\$257.97		\$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	\$435.83	\$435.83	\$435.84					\$1,307.50		\$1,307.50		\$0.00
Meals (actual)	\$435.83	\$435.83	\$435.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,307.50	\$0.00	\$1,307.50		\$0.00
Breakfast	\$24.91	\$16.53		\$16.78								↑ lesser of actual or limit ↓
Lunch	\$34.65											
Dinner												
Total	\$59.56	\$16.53	\$0.00	\$16.78	\$0.00	\$0.00	\$0.00	\$92.87				\$79.06
Meal limit	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75				
Meal Reimbursement	\$45.75	\$16.53	\$0.00	\$16.78	\$0.00	\$0.00	\$0.00	\$79.06				
Taxi, shuttle, etc.	\$67.78	\$50.09						\$117.87				\$117.87
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,776.21	\$0.00	\$1,565.47	\$0.00	\$196.93

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$196.93**
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 19269
 Vendor No:
 Vendor No:

Name: David Little
 Name:
 Name:

Amount: \$196.93
 Amount:
 Amount:

G/L Acct: 1000-11-11100-515790
 G/L Acct: 1000-11-11100-515790
 G/L Acct: 1000-11-11100-515790

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

David Little 4/20/23
 Department Head approval / date

David Little 4/20/23
 Department Head approval / date

David Little 4/20/23
 Employee signature / date

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

Employee No.: 13655
 Employee Name: Shane Cook

Department: Water Pollution Control
 Departmental Contact: Shane Cook
 Contact Phone #: 256-883-3719

1 - GENERAL INFORMATION

Destination city, state: Mobile, AL
 Event description: AL/MS Water Joint Annual Conference
 Purpose of trip: training & networking
 Departed: 04/01/23 Time:
 Returned: 04/05/23 Time:
 Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sat 4/1/23	Sun 4/2/23	Mon 4/3/23	Tue 4/4/23	Wed 4/5/23	Thu 4/6/23	Fri 4/7/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$450.00							\$450.00		\$450.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.655				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$166.30	\$166.30	\$166.30	\$166.30				\$665.20		\$665.20		\$0.00
Lodging limit	\$166.30	\$166.30	\$166.30	\$166.30	\$0.00	\$0.00	\$0.00	\$665.20	\$0.00	\$665.20		\$0.00
Meals (actual)												
Breakfast	\$12.85	\$21.58										
Lunch	\$26.04											
Dinner												
Total	\$38.89	\$21.58	\$0.00	\$9.82	\$0.00	\$0.00	\$0.00	\$70.29				
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$306.00				
Meal Reimbursement	\$38.25	\$21.58	\$0.00	\$9.82	\$0.00	\$0.00	\$0.00	\$69.65				
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Parking	\$27.36	\$27.36	\$27.36	\$27.36				\$109.44		\$109.44		\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,294.93	\$0.00	\$1,224.64		\$59.83

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

3 - PAYMENT INFORMATION

Employee No: 13655
 Vendor No:
 Vendor No:
 Name: Shane Cook
 Amount: \$59.83
 G/L Acct: 6000-76-76100-515790-000000000
 G/L Acct: 6000-76-76100-515790-000000000
 G/L Acct: 6000-76-76100-515790-000000000

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

Employee signature / date: Shane Cook 4/18/23
 Department Head approval / date: Shane Cook 4/19/23
 Finance approval / date: Shane Cook 4/19/23

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

Employee No.: 16541
Employee Name: Donald Brown

Department: Water Pollution Control
Departmental Contact: Shane Cook
Contact Phone #: 256-883-3719

1 - GENERAL INFORMATION

Destination city, state: Mobile, AL
Event description: AL/MS Water Joint Annual Conference
Purpose of trip: training & networking
Departed>> Date: 04/01/23 Time:
Returned>> Date: 04/05/23 Time:

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sat 4/1/23	Sun 4/2/23	Mon 4/3/23	Tue 4/4/23	Wed 4/5/23	Thu 4/6/23	Fri 4/7/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$450.00							\$450.00			\$450.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.655				
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$212.09	\$190.87	\$194.06	\$223.28				\$820.30		\$820.30		\$0.00
Lodging limit	\$212.09	\$190.87	\$194.06	\$223.28	\$0.00	\$0.00	\$0.00	\$820.30	\$0.00	\$820.30		\$0.00
Meals (actual)	\$15.77	\$8.22						\$23.99				\$0.00
Breakfast								\$306.00				\$0.00
Lunch								\$23.99				\$0.00
Dinner								\$306.00				\$0.00
Total	\$15.77	\$8.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.99				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$38.25	\$306.00				\$0.00
Meal Reimbursement	\$15.77	\$8.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.99				\$23.99
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								\$1,294.29	\$0.00	\$820.30	\$450.00	\$23.99

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$23.99
Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 16541 Name: Donald Brown Amount: \$23.99 G/L Acct: 6000-76-76100-515790-00000000
Vendor No: Name: Amount: G/L Acct: 6000-76-76100-515790-00000000
Vendor No: Name: Amount: G/L Acct: 6000-76-76100-515790-00000000

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

Employee signature / date
Shane Cook 4/19/23
Finance approval / date

Department Head approval / date

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

Employee No.: 15468
Employee Name: Robin Christopher

Department: Water Pollution Control
Departmental Contact: Shane Cook
Contact Phone #: 256-883-3719

1 - GENERAL INFORMATION

Destination city, state: Mobile, AL.
Event description: AL/MS Water Joint Annual Conference
Purpose of trip: training & networking
Departed>> Date: 04/01/23 Time:
Returned>> Date: 04/05/23 Time:
Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sat 4/1/23	Sun 4/2/23	Mon 4/3/23	Tue 4/4/23	Wed 4/5/23	Thu 4/6/23	Fri 4/7/23	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$450.00							\$450.00			\$450.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel					\$150.82			\$150.82		\$150.82		\$0.00
Personal miles								\$0.655				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$212.09	\$194.06	\$190.87	\$190.90	\$190.90	\$0.00	\$0.00	\$787.92	\$0.00	\$787.92		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$306.00				\$0.00
Dinner								\$0.00				\$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	\$51.00	\$38.25	\$38.25	\$38.25	\$306.00				\$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	\$9.00	\$9.00	\$9.00	\$9.00				\$36.00		\$36.00		\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,424.74	\$0.00	\$974.74	\$450.00	\$0.00

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

3 - PAYMENT INFORMATION

Employee No: 15468 Name: Robin Christopher Amount: \$0.00 G/L Acct: 6000-76-76100-515790-00000000
Vendor No: Vendor No: Amount: Amount: G/L Acct: 6000-76-76100-515790-00000000
Vendor No: Vendor No: Amount: Amount: G/L Acct: 6000-76-76100-515790-00000000

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

Employee signature: *Robin Christopher*
Date: 4/19/23
Finance approval / date: *L. Brisk*

Department Head approval / date