



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 1/12/2023

File ID: TMP-2428

Department: Finance

Subject:

Type of Action: Approval/Action

Resolution authorizing travel expenses.

Resolution No.

Does this item need to be published? No

If yes, please list preferred date(s) of publication: _____

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-Treasurer.

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

ADOPTED this the 12th day of January, 2023.

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

APPROVED this the 12th day of January, 2022.

Mayor of the City of
Huntsville, Alabama

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

Employee No.: 17715
 Employee Name: Penny Smith

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

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
 Event description: Attend ASCPA Gov't Acct and Auditing Forum
 Purpose of trip: Training and CEU hours
 Departed>> Date: 12/08/22 Time: 8:00 AM
 Returned>> Date: 12/09/22 Time: 5:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Thu 12/8/22	Fri 12/9/22	Sat 12/10/22	Sun 12/11/22	Mon 12/12/22	Tue 12/13/22	Wed 12/14/22	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	\$0.625	199 201						\$251.26				248.75 \$251.26
Mileage reimbursement	\$125.63	\$125.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Lodging	\$132.26							\$132.26				
Meals (actual)	\$132.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.26	\$0.00	\$0.00	132.26 ✓	\$0.00
Breakfast												
Lunch		\$23.36 ✓										
Dinner	\$21.87 ✓											
Total	\$21.87	\$23.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.23				
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				
Meal Reimbursement	\$21.87	\$23.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.23				\$45.23
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								\$428.75	\$0.00	\$0.00	\$132.26	293.98 \$296.49

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: 17715 Name: Penny Smith Amount: 293.98
 Vendor No: Name: Amount: ~~\$296.49~~
 Vendor No: Name: Amount:

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

Penny Smith 12-13-22 Department Head approval / date
Sandra Houston 12/19/22 Finance approval / date

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

Employee No.: 12501
 Employee Name: Stacy Noblitt

Department: Finance
 Departmental Contact: Stacy Noblitt
 Contact Phone #: 5197

1 - GENERAL INFORMATION

Destination city, state: Auburn AL
 Event description: AMROA Winter Conference
 Purpose of trip: Continuing Education

Departed>> Date: 12/07/22 Time:
 Returned>> Date: 12/09/22 Time:

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 12/7/22	Thu 12/8/22	Fri 12/9/22	Sat 12/10/22	Sun 12/11/22	Mon 12/12/22	Tue 12/13/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$225.00							\$225.00			\$225.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles	211		211									
Mileage reimbursement	\$131.88	\$0.00	\$131.88	\$0.00	\$0.00	\$0.00	\$0.00	\$263.76				\$263.76
Lodging	\$151.42	\$151.42						\$302.84	\$0.00	\$0.00		\$302.84
Meals (actual)												
Breakfast	\$12.31		\$12.19									
Lunch	\$26.85											
Dinner												
Total	\$38.36	\$0.00	\$12.19	\$0.00	\$0.00	\$0.00	\$0.00	\$50.55				
Meal limit	\$38.25	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$280.50				
Meal Reimbursement	\$38.25	\$0.00	\$12.19	\$0.00	\$0.00	\$0.00	\$0.00	\$50.44				\$50.44
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								\$842.15	\$0.00	\$0.00	\$225.00	\$617.04
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												
Owed BY employee (attach receipt from Clerk-Treasurer to report)												
												\$0.00

3 - PAYMENT INFORMATION

Employee No: 12501
 Vendor No:
 Vendor No:
 Name: Stacy Noblitt
 Amount: \$617.04
 G/L Acct: 1000-13-13200-515790-000000000-

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

Employee signature / date: *Stacy Noblitt* 12/20/22
 Department Head approval / date: *Stacy Noblitt* 12/21/22
 Finance approval / date: *Stacy Noblitt* 12/21/22

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

Employee No.: 12481
Employee Name: Jon Schrimsher

Department: Finance
Departmental Contact: Jon Schrimsher
Contact Phone #: 5077

1 - GENERAL INFORMATION

Destination city, state: Auburn, AL

Event description: AMROA Winter Conference

Purpose of trip: Training - continuing education

Departed>> Date: 12/07/22 Time: 11:00AM
Returned>> Date: 12/09/22 Time: 3:45PM

Comments about the trip:

AMROA Conference

2 - ACTUAL COST OF TRAVEL

	Wed 12/7/22	Thu 12/8/22	Fri 12/9/22	Sat 12/10/22	Sun 12/11/22	Mon 12/12/22	Tue 12/13/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$225.00							\$225.00			\$225.00	\$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	\$151.42	\$171.42						\$322.84				\$0.00
Meals (actual)	\$151.42	\$171.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322.84	\$0.00	\$0.00		\$322.84
Breakfast												↑
Lunch	\$11.75		14.18	\$21.87								lesser of
Dinner	\$13.99		7.69									actual or
Total	\$25.74	\$0.00	\$21.87	\$0.00	\$0.00	\$0.00	\$0.00	\$47.61				limit
Meal limit	\$38.25	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$280.50				↓
Meal Reimbursement	\$25.74	\$0.00	\$21.87	\$0.00	\$0.00	\$0.00	\$0.00	\$47.61				\$47.61
Taxi, shuttle, etc.												\$0.00
Luggage fees												\$0.00
Describe other costs here		20.00						\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$595.45	\$0.00	\$0.00	\$225.00	\$370.45
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: 12481
Vendor No:
Vendor No:

Name: Jon Schrimsher
Name:
Name:

Amount: \$370.45
Amount:
Amount:

G/L Acct: 1000-13-13200-515790-000000000
G/L Acct: 1000-13-13200-515790-000000000
G/L Acct: 1000-13-13200-515790-000000000

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

Jon Schrimsher 12/13/22
Employee signature / date

Jon Schrimsher 12/13/22
Department Head approval / date

Jon Schrimsher 12/23/22
Finance approval / date

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

Employee No.: 18644
Employee Name: Whitney Gentry

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

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: Attend ASCPA Gov't Acct and Auditing Forum
Purpose of trip: Training and CEU hours
Departed>> Date: 12/09/22 Time: 7:55am
Returned>> Date: 12/09/22 Time: 5:35 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Fri 12/9/22	Sat 12/10/22	Sun 12/11/22	Mon 12/12/22	Tue 12/13/22	Wed 12/14/22	Thu 12/15/22	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	\$0.625											
Mileage reimbursement	348.402 \$251.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251.25				248.75 \$251.25
Lodging								\$0.00				\$0.00
Meals (actual)								\$0.00	\$0.00	\$0.00		\$0.00
Breakfast												↑ lesser of actual or limit ↓
Lunch	\$14.94 ✓											
Dinner												
Total	\$14.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.94				\$14.94
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				
Meal Reimbursement	\$14.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.94				
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								\$266.19	\$0.00	\$0.00	\$0.00	263.64 \$266.19

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: 263.64
Vendor No: Name: Amount: \$266.19
Vendor No: Name: Amount: 1000-13-13100-515790-00000000-
1000-13-13100-515790-00000000-
1000-13-13100-515790-00000000-

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

Employee signature / date: Whitney Gentry 12/14/22
Department Head approval / date: Randy Johnson 12-14-22
Finance approval / date: Sandra Houston 12/19/22

(multi-day outside of Huntsville)

Employee Name: William Cunningham

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

1 - GENERAL INFORMATION

Destination city, state:

Event description: Purpose of training:	Location: Event description: Purpose of training:
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Departed>> Date: 09/25/22 APOSTC Certification

Date:	09/25/22	Time:	5:30 PM
Date:	09/29/22	Time:	3:30 PM

Comments about the trip:

Officer Cunningham and Colligan shared a hotel room.

2 - ACTUAL COST OF TRAVEL

	Sun 9/25/22	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	Thu 9/29/22	Fri 9/30/22	Sat 10/1/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$1,250.00							\$1,250.00	\$1,250.00			\$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	\$0.560							\$0.00				\$0.00
Lodging		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
	\$116.82	\$116.82	\$116.82	\$116.82				\$467.31	\$0.00	\$467.31		\$0.00
Meals (actual)	\$116.82	\$116.82	\$116.82	\$116.85	\$0.00	\$0.00	\$0.00	\$467.31	\$0.00	\$467.31		\$0.00
Lunch												
Dinner		\$8.24	\$11.09	\$6.55	\$11.51							
Total		\$20.65	\$39.56	\$15.33								
	\$0.00	\$28.89	\$50.65	\$21.88	\$11.51	\$0.00	\$0.00	\$112.93				\$96.28
Meal limit	\$38.25	\$34.00	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$165.75				\$0.00
Meal Reimbursement	\$0.00	\$28.89	\$34.00	\$21.88	\$11.51	\$0.00	\$0.00	\$96.28				\$0.00
Taxi, shuttle, etc.												\$0.00
Luggage fees								\$0.00				\$0.00
Pre-Paid Meals								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,830.24	\$1,250.00	\$467.31	\$0.00	\$96.28
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												\$96.28
Owed BY employee (attach receipt from Clerk-Treasurer to report)												\$0.00

3 - PAYMENT INFORMATION

Employee No:	19183
Vendor No:	
Vendor No:	

Name:	William Cunningham
Name:	
Name:	

Amount:	\$96.28
Amount:	
Amount:	

1000-41-41305-515790-0000000000
1000-41-41305-515790-0000000000
1000-41-41305-515790-0000000000

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

1 - GENERAL INFORMATION

Destination city, state:

Tuscaloosa, AL

Event description:
Purpose of trip: Lateral Academy for Police Officers

Departed>> APOSTC Certification

Date: 09/25/22 Time: 5:30 PM
Date: 09/29/22 Time: 3:30 PM

Comments about the trip:
Officer Cunningham and Colligan shared a hotel room.

2 - ACTUAL COST OF TRAVEL

	Sun 9/25/22	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	Thu 9/29/22	Fri 9/30/22	Sat 10/1/22		Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$1,250.00								\$1,250.00	\$1,250.00			\$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	\$0.560								\$0.00				\$0.00
Lodging									\$0.00				\$0.00
Meals (actual)									\$0.00				\$0.00
Breakfast									\$0.00				\$0.00
Lunch									\$0.00				\$0.00
Dinner									\$0.00				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15.14				\$15.14
Meal limit	\$38.25	\$34.00	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00		\$165.75				\$15.14
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$7.87	\$7.27	\$0.00	\$0.00		\$15.14				\$15.14
Taxi, shuttle, etc.									\$0.00				\$0.00
Luggage fees									\$0.00				\$0.00
Pre-Paid Meals									\$0.00				\$0.00
Describe other costs here									\$0.00				\$0.00
Grand Total									\$1,265.14	\$1,250.00	\$0.00	\$0.00	\$15.14
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: 19026
Vendor No:
Vendor No:

Name: Ryan Colligan
Name:
Name:

Amount: \$15.14
Amount:
Amount:

G/L Acct: 1000-41-41305-515790-000000000
G/L Acct: 1000-41-41305-515790-000000000
G/L Acct: 1000-41-41305-515790-000000000

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

Employee signature / date

Ryan Colligan 10/6/22
Department Head approval / date

J. Bruck 12/6/22
Finance approval / date

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Departed>

Returned>>

Tuscaloosa, AL

Lateral Academy for Police Officers

APOSTC Certification

Date: 09/11/22

Date: 09/15/22

Time: 5:00 PM

Time: 9:00 PM

Comments about the trip:

Officer Cunningham and Colligan shared a hotel room.

Meals purchased on P-card
\$9.56 purchased personally.

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	\$1,250.00							\$1,250.00	\$1,250.00			\$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	\$0.560							\$0.00				\$0.00
Lodging								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$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	\$0.00	\$0.00	\$0.00
Lodging limit								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$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	\$34.00	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$95.08				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$26.26	\$34.00	\$25.50	\$0.00	\$0.00	\$165.75				\$0.00
Taxi, shuttle, etc.								\$85.76				\$0.00
Luggage fees								\$0.00				\$0.00
Pre-Paid Meals								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,345.08	\$1,250.00	\$102.35	\$0.00	\$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:

Vendor No:

Vendor No:

19183

Name:

William Cunningham

Amount:

✓ 0.20 / 0.05

G/1 Acct-

1000-41 415

100

11

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

Finance approval / date

Employee No.: 19026
Employee Name: Ryan Colligan

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: Lateral Academy for Police Officers
Purpose of trip: APOSTC Certification
Departed>> Date: 09/18/22 Time: 5:00 PM
Returned>> Date: 09/22/22 Time: 9:00 PM

Comments about the trip:
Officer Cunningham and Colligan shared a hotel room.

2 - ACTUAL COST OF TRAVEL

Meal purchases made on P-card
9/16-28 purchase was made personally

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Cost	City check	T-Card	Paid by	P-Card	To (From) Employee
Registration	9/18/22	9/19/22	9/20/22	9/21/22	9/22/22	9/23/22	9/24/22	\$1,250.00	\$1,250.00				\$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
Lodging								\$0.00					\$0.00
Meals (actual)								\$0.00					\$0.00
Breakfast								\$0.00					\$0.00
Lunch								\$0.00					\$0.00
Dinner								\$0.00					\$0.00
Total								\$122.61					\$0.00
Meal limit								\$165.75					\$0.00
Meal Reimbursement								\$109.51					\$0.00
Taxi, shuttle, etc.								\$0.00					\$0.00
Luggage fees								\$0.00					\$0.00
Pre-Paid Meals								\$0.00					\$0.00
Describe other costs here								\$0.00					\$0.00
Grand Total								\$1,372.61	\$1,250.00	\$114.56		\$0.00	\$0.00

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

4.037

3 - PAYMENT INFORMATION

Employee No: 19026
Vendor No:
Vendor No:

Name: Ryan Colligan
Amount: \$0.00
G/L Acct: 1000-41-41305-515790-00000000
G/L Acct: 1000-41-41305-515790-00000000
G/L Acct: 1000-41-41305-515790-00000000

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

Employee signature / date: Ryan Colligan 12/16/22
Finance approval / date: J. Brubaker 12/16/22

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Deparied>>

Date: 09/18/22

Date: 09/22/22

Tuscaloosa, AL

Lateral Academy for Police Officers

APOSTC Certification

Time: 5:00 PM

Time: 9:00 PM

Comments about the trip:

Officer Cunningham and Colligan shared a hotel room.

Meals purchased on P-card

2 - ACTUAL COST OF TRAVEL

[illegible]

3 - PAYMENT INFORMATION

Employee No:

19183

Vendor No:

Vendor No:

Name: William Cunningham

Amount:

Amount: [

Amount:

人

G/L Acct:

G/L Acct:

1000-41-41305-515790-00000000

1000-41-41305-515790-00000000

1000-41-41305-515790-000000000

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.: 15774
Employee Name: ALAN CLEMENTS

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

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

Date: 09/11/22 Time: 12:00 PM
Date: 09/16/22 Time: 5:00 PM

Comments about the trip:

HOTEL EXPENSE ONLY --- NO MEALS CLAIMED

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	\$451.52	112.88	112.88	112.88	112.88			\$451.52	\$0.00	\$451.52		\$0.00
Meals (actual)												
Breakfast												
Lunch												
Dinner												
Total	\$0.00	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$318.75				
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$318.75				
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
Grand Total								\$0.00	\$0.00	\$451.52	\$0.00	\$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:
Vendor No:
Vendor No:

Name:
Name:
Name:

Amount:
Amount:
Amount:

G/L Acct:
G/L Acct:
G/L Acct:

1000-71-71100-515790-000000000-

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

Employee signature / date: Alan Clements 12/23/22
Department Head approval / date: Mark Huber 12/23/22
Finance approval / date: 12/23/22

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

Employee No.: 18455
Employee Name: CHRIS BURDETTE

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

Destination city, state: Montgomery AL
Event description: FHWA-NHI Course 130055
Purpose of trip: Training Safety Inspection in Service Bridges
Departed>> Date: 09/18/22 Time: 12:00 PM
Returned>> Date: 09/23/22 Time: 5:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Cost	Paid	Paid by	To (From)
Registration								\$0.00	City check	T-Card	Employee
Airfare								\$0.00			\$0.00
Vehicle rental								\$0.00			\$0.00
Fuel				\$63.29				\$63.29		\$63.29	\$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	112.88	112.88	112.88	112.88	112.88			\$564.40	\$0.00	\$564.40	\$0.00
Meals (actual)											
Breakfast		\$12.27	\$12.74								
Lunch		\$12.27	\$5.72	\$5.72	\$13.74			\$82.15			\$0.00
Dinner								\$318.75			\$0.00
Total	\$0.00	\$12.27	\$44.15	\$5.72	\$20.01	\$0.00	\$0.00	\$82.15			\$0.00
Meal limit	\$38.25	34.17	\$51.00	34.17	\$51.00	\$38.25	\$38.25	\$318.75			\$0.00
Meal Reimbursement	\$0.00	\$12.27	\$44.15	\$5.72	\$20.01	\$0.00	\$0.00	\$82.15			\$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								\$709.84	\$0.00	\$627.69	\$0.00
Owed TO employee (employee will be reimbursed on earliest possible paycheck)											\$82.15
Owed BY employee (attach receipt from Clerk-Treasurer to report)											\$0.00

3 - PAYMENT INFORMATION

Employee No: 18455
Vendor No:
Vendor No:

Name: CHRIS BURDETTE
Amount: 72.17

G/L Acct: 1000-71-71100-515790-000000000-

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

Chris Burdette

Department Head approval / date

Robert 12/23/22

Finance approval / date

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

Employee No.: 15774
Employee Name: ALAN CLEMENTS

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

Destination city, state: Montgomery AL
Event description: FHWA-NHI Course 130055
Purpose of trip: Training Safety Inspection in Service Bridges
Departed>> Date: 09/18/22 Time: 12:00 PM
Returned>> Date: 09/23/22 Time: 5:00 PM

Comments about the trip:

HOTEL EXPENSE ONLY ---NO MEALS CLAIMED ✓

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								\$0.625				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	112.88	112.88	112.88	112.88	112.88	112.88		\$564.40	\$0.00	\$564.40		\$0.00
Meals (actual)												\$0.00
Breakfast												↑ lesser of actual or limit ↓
Lunch												\$0.00
Dinner												\$0.00
Total	\$0.00	\$51.00	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$318.75				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$318.75				\$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
Luggage fees												\$0.00
Describe other costs here												\$0.00
Describe other costs here												\$0.00
Grand Total								\$0.00	\$0.00	\$564.40	\$0.00	\$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: _____ Name: _____
Vendor No: _____ Amount: \$0.00 ✓ G/L Acct: 1000-71-71100-515790-000000000-
Vendor No: _____ Amount: _____ G/L Acct: _____
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: Alan Clements
Department Head approval / date: Mark Huber 12/23/22
Finance approval / date: _____

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

Employee No.: 18455
Employee Name: CHRIS BURDETTE

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

Destination city, state: Montgomery AL
Event description: FHWA-NHI Course 130055
Purpose of trip: Training Safety Inspection In Service Bridges
Departed>> Date: 09/11/22 Time: 12:00 PM
Returned>> Date: 09/16/22 Time: 5:00 PM

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								\$0.00				\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel				\$65.73				\$65.73		\$65.73		\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement								\$0.00				\$0.00
Lodging								\$564.40	\$0.00	\$564.40		\$0.00
Meals (actual)								\$129.53				\$0.00
Breakfast								\$318.75				\$0.00
Lunch								\$129.53				\$0.00
Dinner								\$129.53				\$0.00
Total								\$129.53				\$0.00
Meal limit								\$318.75				\$0.00
Meal Reimbursement								\$129.53				\$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								\$759.66	\$0.00	\$630.13	\$0.00	\$112.42

3 - PAYMENT INFORMATION

Employee No: 18455
Vendor No:
Vendor No:

Name: CHRIS BURDETTE
Amount: \$129.53
Amount: \$129.53
Amount: \$129.53

G/L Acct: 1000-71-71100-515790-00000000-
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: Chris Burdette
Department Head approval / date: Mark Huber 12/23/22
Finance approval / date:

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

Employee No.: 19103
Employee Name: JOSH PRESLEY

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

Destination city, state: Montgomery AL
Event description: FHWA-NHI Course 130055
Purpose of trip: Training Safety Inspection in Service Bridges

Date: 09/18/22 Time: 12:00 PM
Date: 09/23/22 Time: 5:00 PM

Comments about the trip:

NO HOTEL EXPENSE

bus home there.

2 - ACTUAL COST OF TRAVEL

	Sun 9/18/22	Mon 9/19/22	Tue 9/20/22	Wed 9/21/22	Thu 9/22/22	Fri 9/23/22	Sat 9/24/22	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								\$0.00				\$0.00
Lodging limit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meals (actual)												
Breakfast	\$6.77	\$6.48	\$6.48	\$6.48	\$8.24	\$11.31		\$302.73				\$250.27
Lunch	\$10.00	\$14.29	\$14.29	\$14.29	\$14.29	\$41.09		\$318.75				\$0.00
Dinner	\$41.61	\$44.00	\$43.70	\$40.18	\$40.18			\$250.27				\$0.00
Total	\$41.61	\$60.77	\$20.77	\$64.47	\$62.71	\$52.40	\$0.00	\$302.73				\$250.27
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$318.75				\$0.00
Meal Reimbursement	\$38.25	\$51.00	\$20.77	\$51.00	\$51.00	\$38.25	\$0.00	\$250.27				\$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								\$302.73	\$0.00	\$0.00	\$0.00	\$250.27

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: 19103 Name: JOSH PRESLEY Amount: \$250.27 G/L Acct: 1000-71-71100-515790-000000000-
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.

Joshua Presley 11-30-22 Department Head approval / date
Mark Huber 12/23/22 Finance approval / date

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

Employee No.: 19103
Employee Name: JOSH PRESLEY

Department: ENGINEERING
Departmental Contact: MARK HUBER
Contact Phone #: 256-427-5268

1 - GENERAL INFORMATION

Destination city, state: Montgomery AL
Event description: FHWA-NHI Course 130055
Purpose of trip: Training Safety Inspection in Service Bridges
Departed>> Date: 09/11/22 Time: 12:00 PM
Returned>> Date: 09/16/22 Time: 5:00 PM

Comments about the trip:
NO HOTEL EXPENSE
may have been

2 - ACTUAL COST OF TRAVEL

	Sun 9/11/22	Mon 9/12/22	Tue 9/13/22	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	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								\$0.625				\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Lodging limit												\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast	\$6.04	\$6.77	\$6.77	\$6.04	\$6.04	\$6.77	\$6.77	\$288.00				\$259.98
Lunch	\$10.00	\$16.00	\$16.00	\$11.65	\$10.00	\$11.65	\$11.65	\$318.75				\$0.00
Dinner	\$17.73	\$39.38	\$39.58	\$38.15	\$37.03	\$38.25	\$38.25	\$259.98				\$0.00
Total	\$17.73	\$55.42	\$62.35	\$55.84	\$53.07	\$43.59	\$0.00	\$288.00				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$38.25	\$318.75				\$0.00
Meal Reimbursement	\$17.73	\$51.00	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$259.98				\$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
Grand Total								\$288.00	\$0.00	\$0.00	\$0.00	\$259.98

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: 19103
Vendor No:
Vendor No:
Name: JOSH PRESLEY
Amount: \$259.98
G/L Acct: 1000-71-71100-515790-00000000-
Amount:
G/L Acct:
Amount:

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

Employee signature / date: Joshua Presley 11-30-22
Department Head approval / date: Kathy M. 12/23/22
Finance approval / date: Mark Huber 12/23/22

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

Employee No.: 18786
Employee Name: Matt Mandrella

Department: Planning
Departmental Contact: Kimberly Gosa
Contact Phone ext. 5115

1 - GENERAL INFORMATION

Destination city, state: **Tulsa, Oklahoma**
 Event description: **Music Cities Convention**
 Purpose of trip: **Presenter at Event, Research**
 Departed>> **Date: 11/02/22 Time: 6:30am**
 Returned>> **Date: 11/05/22 Time: 2:30pm**

Comments about the trip:

The Music Cities Convention will be held here in Huntsville next year (2023), so myself and CVB representatives attended to help our preparation.

NOTE: The event provided a travel stipend of \$600.00 (paid via check to the COH)

2 - ACTUAL COST OF TRAVEL

	Wed 11/2/22	Thu 11/3/22	Fri 11/4/22	Sat 11/5/22	Sun 11/6/22	Mon 11/7/22	Tue 11/8/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$461.00							\$461.00	\$600.00			\$0.00
Airfare	\$426.60							\$426.60				\$0.00
Vehicle rental				\$394.60				\$394.60			821.2	\$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								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast	\$4.61		\$10.15	\$13.63				\$28.39				\$0.00
Lunch	\$4.57	\$20.62	\$5.62	\$11.36				\$42.17				\$0.00
Dinner			\$34.73					\$34.73				\$0.00
Total	\$9.18	\$20.62	\$50.50	\$24.99	\$0.00	\$0.00	\$0.00	\$105.29				\$0.00
Meal limit	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75				\$0.00
Meal Reimbursement	\$9.18	\$20.62	\$50.50	\$24.99	\$0.00	\$0.00	\$0.00	\$105.29				\$0.00
Taxi, shuttle, etc.	\$19.54		\$8.49	\$15.99				\$44.02				\$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								\$370.51	-\$600.00	\$0.00	\$821.20	\$149.31

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$149.31**
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: **18786**
 Vendor No:
 Vendor No:

Name: **Matt Mandrella**
 Amount: **\$149.31**
 G/L Acct:
 Amount:
 G/L Acct:
 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.

11/15/22
 Department Head approval / date

11/29/22
 Finance approval / date

No request for travel was submitted.

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

Employee No.: 14058
 Employee Name: Karl Kissich

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

1 - GENERAL INFORMATION

Destination city, state: Daphne, AL
 Event description: Supervising Patrol Critical Incidents
 Purpose of trip: Additional training
 Departed>> Date: 11/09/22 Time: 4:00 PM
 Returned>> Date: 11/12/22 Time: 11:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 11/9/22	Thu 11/10/22	Fri 11/11/22	Sat 11/12/22	Sun 11/13/22	Mon 11/14/22	Tue 11/15/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$304.00							\$304.00		\$304.00		\$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	\$110.00	\$110.00						\$220.00	\$0.00	\$220.00		\$0.00
Meals (actual)								\$220.00				\$0.00
Breakfast		Provided	Provided									
Lunch	\$3.26	\$16.36	\$6.02									
Dinner	\$17.50	\$44.58	\$9.59									
Total	\$20.76	\$60.94	\$15.61	\$0.00	\$0.00	\$0.00	\$0.00	\$97.31				
Meal limit	\$38.25	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$0.00	\$97.75				
Meal Reimbursement	\$20.76	\$34.00	\$15.61	\$0.00	\$0.00	\$0.00	\$0.00	\$70.37				
Taxi, shuttle, etc.												
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
								\$0.00				\$0.00
Grand Total								\$621.31	\$0.00	\$524.00	\$0.00	\$70.37

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: 14058
 Vendor No:
 Vendor No:

Name: Karl Kissich
 Name:
 Name:

Amount: \$70.37
 Amount:
 Amount:
 G/L Acct: 3430-41-00000-515520-000000000
 G/L Acct: 3430-41-00000-515520-000000000
 G/L Acct: 3430-41-00000-515520-000000000

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

Employee signature / date

K. Kissich 11-22-22
 Department Head approval / date

J. Winn 11/21/22
 Finance approval / date

Travel Expense Report (multi-day outside of Huntsville)

Employee No.: 14416

Employee Name: Stephen Anderson

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

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Departed>>

Returned>>

Fultondale, AL

Command Leadership Institute training

Additional training

Date: 11/13/22

Date: 11/18/22

Time: 8:30 PM

Time:	0:50 PM
Time:	1:00 PM

2 - ACTUAL COST OF TRAVEL

[illegible]

3 - PAYMENT INFORMATION

Employee No:

14416

Name: Stanton Anderson

Vendor No:

OT4447	
--------	--

Name: Stephen Anderson

Amount:

\$106.66

G/L Acct:

1000-41-41250-515790-00000000

Vendor No:

--	--

Name:	
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

Department Head approval / date

Finance approval / date
K. Boustick 11/22/22

1 - GENERAL INFORMATION

Destination city, state:

Tuscaloosa, AL

Event description:

SWAT Observer/Sniper School

Purpose of trip:

Additional training

Departed>>

Date: 10/24/22
Time: 6:00 AM

Returned>>

Date: 10/28/22
Time: 6:00 PM

Comments about the trip:

Officer Dutton and Franks shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 10/24/22	Tue 10/25/22	Wed 10/26/22	Thu 10/27/22	Fri 10/28/22	Sat 10/29/22	Sun 10/30/22	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	\$0.625							\$0.00				\$0.00
Lodging								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$0.00
Dinner								\$0.00				\$0.00
Total								\$0.00				\$0.00
Lodging limit	\$7.80	Provided	Provided	Provided	Provided	Provided	Provided	\$0.00				\$0.00
Meal limit	\$24.82	No receipt	\$16.00	No receipt	No receipt	No receipt	No receipt	\$0.00				\$0.00
Meal Reimbursement	\$14.95	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt	\$0.00				\$0.00
	\$47.57	\$0.00	\$16.00	\$22.64	\$9.89	\$0.00	\$0.00	\$96.10				\$86.78
	\$38.25	\$34.00	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$165.75				\$0.00
	\$38.25	\$0.00	\$16.00	\$22.64	\$9.89	\$0.00	\$0.00	\$86.78				\$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
Grand Total								\$96.10	\$0.00	\$0.00	\$0.00	\$86.78
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: 15792
Vendor No:
Vendor No:

Name: Jeffrey Franks
Name:
Name:

Amount: \$86.78
Amount:
Amount:

G/L Acct: 1000-41-41250-515790-000000000
G/L Acct: 1000-41-41250-515790-000000000
G/L Acct: 1000-41-41250-515790-000000000

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

Employee signature / date

Kyle Laves 11/21/22
Department Head approval / date

Finance approval / date
11/22/22

Employee No.: 15795

Employee Name: Zane Dutton

Department:

Departmental Contact:

Police

Contact Phone #:

Jessica Winn

427-7002

1 - GENERAL INFORMATION

Destination city, state:

Tuscaloosa, AL

Event description:

SWAT Observer/Sniper School

Purpose of trip:

Additional training

Departed>>

Date: 10/24/22

Time: 6:00 AM

Returned>>

Date: 10/28/22

Time: 6:00 PM

Comments about the trip:

Officer Dutton and Franks shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 10/24/22	Tue 10/25/22	Wed 10/26/22	Thu 10/27/22	Fri 10/28/22	Sat 10/29/22	Sun 10/30/22	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	\$110.40	\$110.40	\$110.40	\$110.40	\$110.40	\$110.40	\$110.40	\$441.60	\$0.00	\$441.60		\$0.00
Meals (actual)	\$4.83	Provided	Provided	Provided	Provided			\$441.60	\$0.00	\$441.60		\$0.00
Breakfast	\$11.52	\$14.18	No receipt	No receipt	No receipt							
Lunch	No receipt	16.35	\$15.56	No receipt								
Dinner	\$16.35	\$20.74	\$20.74	\$23.29	\$25.50	\$0.00	\$0.00	\$69.48				
Total	\$38.25	\$34.00	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$165.75				
Meal limit	\$16.35	\$20.74	\$20.74	\$23.29	\$25.50	\$0.00	\$0.00	\$69.48				
Meal Reimbursement												
Taxi, shuttle, etc.												
Luggage fees												
Describe other costs here												
Describe other costs here												
Grand Total								\$511.08	\$0.00	\$441.60	\$0.00	\$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:

15795

Vendor No:

Name: Zane Dutton

Vendor No:

Name:

Amount:

Amount:

G/L Acct:

1000-41-41250-515790-00000000

G/L Acct:

1000-41-41250-515790-00000000

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

L. Dutton 10/21/22

Department Head approval / date

L. Dutton 11/22/22

Finance approval / date

Travel Expense Report
(multi-day outside of Alabama)

Employee No.: 15124
Employee Name: Jefford Wright

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

1 - GENERAL INFORMATION

Destination city, state: Las Vegas, NV
Event description: National Internal Affairs Training & Certification
Purpose of trip: Additional training
Departed>> Date: 11/06/22 Time: 1:00 PM
Returned>> Date: 11/11/22 Time: 11:30 PM

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	11/6/22	11/7/22	11/8/22	11/9/22	11/10/22	11/11/22	11/12/22		\$550.00		\$550.00		\$0.00
Airfare									\$1,067.19		\$1,067.19		\$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									\$0.00				\$0.00
Meals (actual)									\$646.20		\$646.20		\$0.00
Breakfast									\$646.20		\$646.20		\$0.00
Lunch													\$0.00
Dinner													\$0.00
Total									\$134.04				\$0.00
Meal limit									\$335.50				\$0.00
Meal Reimbursement									\$134.04				\$0.00
Taxi, shuttle, etc.									\$32.91		\$32.91		\$134.04
Luggage fees									\$0.00				\$0.00
Describe other costs here									\$0.00				\$0.00
Describe other costs here									\$0.00				\$0.00
Grand Total									\$2,430.34	\$0.00	\$2,296.30	\$0.00	\$134.04
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: 15124
Vendor No: 1000-41-41101-515790-00000000
Vendor No: 1000-41-41101-515790-00000000
Name: Jefford Wright
Amount: \$134.04
G/L Acct: 1000-41-41101-515790-00000000
Name: Amount: G/L Acct: 1000-41-41101-515790-00000000
Name: Amount: G/L Acct: 1000-41-41101-515790-00000000

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

Employee signature / date

Finance approval / date

11/22/29

Employee No.: 11915

Employee Name: Jonathan Ware

Department: Police

Departmental Contact: Jessica Winn

Contact Phone #: 427-7002

Destination city, state:

Las Vegas, NV

Event description:

National Internal Affairs Training & Certification

Purpose of trip:

Additional training

Departed>>

Date: 11/06/22

Returned>>

Date: 11/11/22

Time: 11:00 AM

Time: 11:30 PM

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	11/6/22	11/7/22	11/8/22	11/9/22	11/10/22	11/11/22	11/12/22					
Airfare	\$550.00							\$550.00				\$0.00
Vehicle rental	\$1,067.19							\$1,067.19		\$550.00		\$0.00
Fuel								\$0.00		\$1,067.19		\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement	\$0.625							\$0.00				\$0.00
Lodging												
	\$129.24	\$129.24	\$129.24	\$129.24	\$129.24	\$129.24	\$129.24	\$646.20		\$646.20		\$0.00
Meals (actual)												
Breakfast												
Lunch	\$7.59	\$15.05	\$20.54	\$11.19	\$7.09	No receipt		\$646.20		\$646.20		\$0.00
Dinner	9.15	\$8.47	\$14.14	\$31.90	\$25.21	No receipt						
Total	\$16.06	\$38.87	\$62.08	\$45.45	\$63.48			\$225.91				
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$61.00	\$45.75	\$0.00	\$335.50				
Meal Reimbursement	\$16.06	\$38.87	\$61.00	\$45.45	\$61.00	\$0.00	\$0.00	\$222.38				
Taxi, shuttle, etc.												
Luggage fees	\$24.92	\$10.97		\$22.75	\$24.83	\$19.99		\$103.46		\$103.46		\$0.00
Airport Parking								\$0.00				\$0.00
Describe other costs here								\$48.00		\$48.00		\$0.00
								\$0.00				\$0.00
Grand Total	\$2,640.76							\$0.00	\$2,414.85	\$0.00		\$0.00

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **223.06**

Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$222.38**

3 - PAYMENT INFORMATION

Employee No: 11915

Vendor No:

Vendor No:

Name: Jonathan Ware

Name:

Name:

Amount: 223.06

Amount: \$222.38

Amount:

G/L Acct: 1000-41-41101-515790-00000000

G/L Acct: 1000-41-41101-515790-00000000

G/L Acct: 1000-41-41101-515790-00000000

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

Employee signature / date

Jonathan Ware 11-22-22

Department Head approval / date

Finance approval / date

11/22/22

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

Employee No.: 12188
Employee Name: James Patterson

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL

Event description: Fire Inspector I Course

Purpose of trip: Required Class

Departed>> Date: 11/27/22 Time: 5pm
Returned>> Date: 12/02/22 Time: 5pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Cost	Paid City check	Paid T-Card	Paid by P-Card	To (From) Employee
Registration		11/27/22	11/28/22	11/29/22	11/30/22	12/1/22	12/2/22	\$280.00		\$280.00		\$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		\$90.85	\$90.85	\$90.85	\$90.85	\$90.85	\$90.85	\$454.25		\$454.25		\$0.00
Meals (actual)		\$90.85	\$90.85	\$90.85	\$90.85	\$90.85	\$90.85	\$454.25	\$0.00	\$454.25		\$0.00
Breakfast			\$11.09	\$11.65	\$14.23	\$13.73						
Lunch			\$15.08	\$29.70	\$20.32							
Dinner			\$26.17	\$41.35	\$40.57	\$21.72	\$7.47	\$137.28				
Total		\$38.25	\$34.00	\$51.00	\$51.00	\$51.00	\$38.25	\$318.75				
Meal limit		\$0.00	\$26.17	\$41.35	\$40.57	\$21.72	\$7.47	\$137.28				
Meal Reimbursement		\$0.00	\$26.17	\$41.35	\$40.57	\$21.72	\$7.47	\$137.28				
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								\$871.53	\$0.00	\$734.25	\$0.00	\$107.90

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: 12188
Vendor No:
Vendor No:

Name: James Patterson
Amount: \$107.90
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

Department Head approval / date

Finance approval / date

(multi-day outside of Alabama)

Employee Name: Jessica Coleman

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

I - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Purpose of trip:
Departed>>

Date:	11/15/22
Date:	11/20/22

Comments about the trip:

- ACTUAL COST OF TRAVEL

[illegible]

3 - PAYMENT INFORMATION

Employee No: 15520

Vendor No:

Vendor No:

Name:	Jessica Coleman	Amount:	\$415.72
Name:		Amount:	
Name:		Amount:	

114.63

1000-41-41100-515790-00000000
1000-41-41100-515790-00000000
1000-41-41100-515790-00000000

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

Employee signature / date

K. A. Ganes 11.22.22
Department Head approval / date

Finance approval / date
L. Brück 11/22/22

(multi-day outside of Alabama)

Employee Name: Bill Sizemore

Contact Phone #: 256-427-5130

2022 IAEM Annual Conference

G/L Acct.

Finance approval / date
L. Brustick 11/29/22

Employee signature / date

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: NIBIN Users Training
Purpose of trip: Additional training
Departed>> Date: 11/15/22 Time: 1:30 PM
Returned>> Date: 11/16/22 Time: 6:30 PM

Comments about the trip:

Melanie Hutchison and Tammy Pickett shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 11/15/22	Wed 11/16/22	Thu 11/17/22	Fri 11/18/22	Sat 11/19/22	Sun 11/20/22	Mon 11/21/22	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								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$0.00
Dinner								\$0.00				\$0.00
Total								\$0.00				\$0.00
Meal limit								\$43.59				\$43.59
Meal Reimbursement								\$63.75				\$0.00
Taxi, shuttle, etc.								\$43.59				\$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								\$43.59	\$0.00	\$0.00	\$0.00	\$43.59
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: 8574
Vendor No:
Vendor No:
Name: Melanie Hutchison
Amount: \$43.59
G/L Acct: 1000-41-41303-515790-00000000
G/L Acct: 1000-41-41303-515790-00000000
G/L Acct: 1000-41-41303-515790-00000000

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

Employee signature / date: K. Hutchison 11/22/22
Finance approval / date: K. Hutchison 11/22/22

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: NIBIN Users Training
Purpose of trip: Additional training
Departed>> Date: 11/15/22 Time: 1:30 PM
Returned>> Date: 11/16/22 Time: 6:30 PM

Comments about the trip:
Melanie Hutchison and Tammy Pickett shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 11/15/22	Wed 11/16/22	Thu 11/17/22	Fri 11/18/22	Sat 11/19/22	Sun 11/20/22	Mon 11/21/22	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		\$159.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.85	\$0.00	\$159.85		\$0.00
Meals (actual)		\$159.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.85	\$0.00	\$159.85		\$0.00
Breakfast												
Lunch		\$3.13										
Dinner		Provided										
Total	\$23.70	\$9.66										
Meal limit	\$23.70	\$12.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.49				\$36.49
Meal Reimbursement	\$38.25	\$25.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.75				\$0.00
Taxi, shuttle, etc.								\$36.49				\$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		\$196.34	\$0.00	\$159.85	\$0.00	\$0.00	\$0.00	\$36.49				\$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: 10589
Vendor No:
Vendor No:
Name: Tammy Pickett
Amount: \$36.49
G/L Acct: 1000-41-41303-515790-000000000
Amount:
G/L Acct: 1000-41-41303-515790-000000000
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: Gee Jones 11-22-22
Department Head approval / date: L. Hutchison 11/22/22
Finance approval / date:

Employee No.: 19064

Employee Name: Joseph Rittenberry

Department:

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

1 - GENERAL INFORMATION

Destination city, state:

Tuscaloosa, AL

Event description:

NIBIN Users Training

Purpose of trip:

Additional training

Departed>>

Date: 11/15/22

Time: 1:30 PM

Returned>>

Date: 11/16/22

Time: 6:30 PM

Comments about the trip:

Joseph Rittenberry and Brandon West shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 11/15/22	Wed 11/16/22	Thu 11/17/22	Fri 11/18/22	Sat 11/19/22	Sun 11/20/22	Mon 11/21/22	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								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$0.00
Dinner								\$0.00				\$0.00
Total	\$19.80	\$17.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.84				\$36.84
Meal limit	\$38.25	\$25.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.75				\$0.00
Meal Reimbursement	\$19.80	\$17.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.84				\$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								\$36.84	\$0.00	\$0.00	\$0.00	\$36.84

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:

19064

Vendor No:

Name: Joseph Rittenberry

Amount:

\$36.84

G/L Acct:

1000-41-41303-515790-00000000

Vendor No:

Name:

Amount:

G/L Acct:

1000-41-41303-515790-00000000

Vendor No:

Name:

Amount:

G/L Acct:

1000-41-41303-515790-00000000

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

Employee signature / date

Kierlaues 11-22-22
Department Head approval / dateL. B. Boster 11/22/22
Finance approval / date

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

Employee No.: 15866
Employee Name: Brandon West

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: NIBIN Users Training
Purpose of trip: Additional training
Departed>> Date: 11/15/22 Time: 1:30 PM
Returned>> Date: 11/16/22 Time: 6:30 PM

Comments about the trip:
Joseph Rittenberry and Brandon West shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 11/15/22	Wed 11/16/22	Thu 11/17/22	Fri 11/18/22	Sat 11/19/22	Sun 11/20/22	Mon 11/21/22	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		\$0.625						\$0.00				\$0.00
Lodging		\$159.85						\$159.85				\$0.00
Meals (actual)								\$159.85	\$0.00	\$159.85		\$0.00
Breakfast												
Lunch												
Dinner												
Total								\$67.87				\$0.00
Meal limit								\$63.75				\$0.00
Meal Reimbursement								\$63.75				\$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								\$223.60	\$0.00	\$159.85	\$0.00	\$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: 15866
Vendor No:
Vendor No:

Name: Brandon West
Amount: \$63.75
G/L Acct: 1000-41-41303-515790-000000000

Name: Brandon West
Amount: \$63.75
G/L Acct: 1000-41-41303-515790-000000000

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

Signature: Kieclaves 11/22/22
Department Head approval / date

Signature: Kieclaves 11/22/22
Finance approval / date

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 11390

Employee Name: Steve Graham

Department:

Police

Departmental Contact:

Jessica Winn

Contact Phone #:

427-7002

1 - GENERAL INFORMATION

Destination city, state:

Sharpsville, PA

Event description:

N/A

Purpose of trip:

Pick-up STAC unit dog

Departed>>

Date: 10/04/22

Time: 8:00 AM

Returned>>

Date: 10/06/22

Time: 10:00 PM

Comments about the trip:

Officer Graham and Schrader shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 10/4/22	Wed 10/5/22	Thu 10/6/22	Fri 10/7/22	Sat 10/8/22	Sun 10/9/22	Mon 10/10/22	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								\$319.68	\$0.00	\$319.68		\$0.00
Meals (actual)								\$319.68				\$0.00
Breakfast												
Lunch	\$7.88	Provided	Provided									
Dinner	\$16.80	No receipt	\$15.44									
Total	\$20.12	\$19.08	\$15.44					\$79.32				\$0.00
Meal limit	\$44.80	\$19.08	\$15.44	\$0.00	\$0.00	\$0.00	\$0.00	\$79.32				\$0.00
Meal Reimbursement	\$45.75	\$40.66	\$30.50	\$0.00	\$0.00	\$0.00	\$0.00	\$116.91				\$0.00
	\$44.80	\$19.08	\$15.44	\$0.00	\$0.00	\$0.00	\$0.00	\$79.32				\$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								\$399.00	\$0.00	\$319.68	\$0.00	\$79.32

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:

11390

Vendor No:

Vendor No:

Name:

Steve Graham

Amount:

\$79.32

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

No request for travel
 Department Head approval / date
 11/21/22

Finance approval / date
 11/21/22

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 12399

Employee Name: David Schrader

Department:

Police

Departmental Contact:

Jessica Winn

Contact Phone #:

427-7002

1 - GENERAL INFORMATION

Destination city, state:

Sharpville, PA

Event description:

N/A

Purpose of trip:

Pick-up STAC unit dog

Departed>>

Date: 10/04/22

Time: 8:00 AM

Returned>>

Date: 10/06/22

Time: 10:00 PM

Comments about the trip:

Officer Graham and Schrader shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Tue 10/4/22	Wed 10/5/22	Thu 10/6/22	Fri 10/7/22	Sat 10/8/22	Sun 10/9/22	Mon 10/10/22	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	\$0.625							\$0.00				\$0.00
Lodging								\$0.00				\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast								\$0.00				\$0.00
Lunch								\$0.00				\$0.00
Dinner								\$0.00				\$0.00
Total	\$24.12	\$23.08	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$68.95				\$68.95
Meal limit	\$45.75	\$40.66	\$30.50	\$0.00	\$0.00	\$0.00	\$0.00	\$116.91				\$0.00
Meal Reimbursement	\$24.12	\$23.08	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$68.95				\$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								\$68.95	\$0.00	\$0.00	\$0.00	\$68.95

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:

12399

Vendor No:

Name:

David Schrader

Amount:

\$68.95

G/L Acct:

3430-41-00000-515520-00000000

Vendor No:

Name:

Amount:

Amount:

G/L Acct:

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

David Schrader 10/21/22

Finance approval / date

No request for travel