Huntsville, Alabama

Cover Memo

308 Fountain Circle
Huntsville, AL 35801

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/25/2024 **File ID:** TMP-4129

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. 24 - ______

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 25th day of April, 2024.

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

APPROVED this the 25th day of April, 2024.

____
Mayor of the City of
Huntsville, Alabama

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

Employee No.: 15044
Employee Name: James Dike

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa AL
Event description: Structural Collapse Train the Trainer
Purpose of trip: Continuing Education
Departed>> Date: 03/17/24 Time: 5am
Returned>> Date: 03/18/24 Time: 8pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

		Sun 3/17/24	Mon 3/18/24	Tue 3/19/24	Wed 3/20/24	Thu 3/21/24	Fri 3/22/24	Sat 3/23/24	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	$0.670		144										
Mileage reimbursement		$0.00	$96.48	$0.00	$0.00	$0.00	$0.00	$0.00	$96.48				$96.48 ✓
Lodging									$0.00				
Lodging limit		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													↑ lesser of actual or limit ↓
Breakfast													
Lunch		$17.37 ✓	$11.29 ✓										
Dinner		$28.00 ✓											
Total		$45.37	$11.29	$0.00		$0.00	$0.00	$0.00	$56.66				
Meal limit		$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$267.75				
Meal Reimbursement		$38.25	$11.29	$0.00	$38.25	$0.00	$0.00	$0.00	$87.79				$87.79
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									**$153.14**	**$0.00**	**$0.00**	**$0.00**	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$184.27** ✓
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No: 15044	Name: James Dike	Amount: $184.27 ✓	G/L Acct: 1000-42-42100-515790-00000000
Vendor No:	Name:	Amount:	G/L Acct: 1000-42-42100-515790-00000000
Vendor No:	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 ordinances.

Employee signature / date

[illegible signature] 4/1/24
Department Head approval / date

[illegible signature] 4/9/24
Finance approval / date

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

Employee No.: 15044
Employee Name: James Dike

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

1 - GENERAL INFORMATION

Destination city, state:		Tuscaloosa AL		
Event description:		Structural Collapse Train the Trainer		
Purpose of trip:		Continuing Education		
Departed>>	Date:	03/10/24	Time:	5am
Returned>>	Date:	03/18/24	Time:	8pm

Comments about the trip:
No agenda
Employee stayed onsite.
No meals provided

2 - ACTUAL COST OF TRAVEL

		Sun 3/10/24	Mon 3/11/24	Tue 3/12/24	Wed 3/13/24	Thu 3/14/24	Fri 3/15/24	Sat 3/16/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		1170.00							$0.00			1170.00	$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.670	144											
Mileage reimbursement		$96.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$96.48				$96.48
Lodging									$0.00				
Lodging limit		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													↑
Breakfast			$21.54 ✓										lesser of
Lunch			$7.08 ✓	$21.44 ✓		$16.15 ✓	$17.06 ✓	$14.93 ✓					actual or
Dinner		$10.53 ✓	$24.28 ✓	~~$19.33~~	$19.19 ✓		$31.00 ✓	~~$30.93~~ OK					limit
Total		$10.53	$52.90	$40.77		$16.15	$48.06	$45.86	$214.27				↓
Meal limit		$38.25	$51.00	$51.00	$51.00	$51.00	$51.00	$51.00	$344.25				
Meal Reimbursement		$10.53	$51.00	$40.77	$51.00	$16.15	$48.06	$45.86	$263.37				$263.37
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		$310.75	$0.00	$0.00	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $359.85 ✓
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	15044	Name:	James Dike	Amount:	$359.85 ✓	G/L Acct:	1000-42-42100-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-42-42100-515790-00000000
Vendor No:		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 ordinances.

Employee signature / date

4/1/24
Department Head approval / date

4/9/24
Finance approval / date

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

Employee No.: N/A
Employee Name: Tyler Young*

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: West Monroe, LA
Event description: Basic Narcotics Investigations
Purpose of trip: Additional training
Departed>> Date: 03/24/24 Time: 12:00 PM
Returned>> Date: 03/29/24 Time: 8:30 PM

Comments about the trip:
Tyler Young was unable to attend this training.

2 - ACTUAL COST OF TRAVEL

		Sun 3/24/24	Mon 3/25/24	Tue 3/26/24	Wed 3/27/24	Thu 3/28/24	Fri 3/29/24	Sat 3/30/24	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	$0.655												
Mileage reimbursement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging									$0.00				
Lodging limit		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													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				
Meal limit		$45.75	$61.00	$61.00	$61.00	$61.00	$45.75	$0.00	$335.50				
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
Grand Total									$0.00	$0.00	$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:	N/A	Name:	Tyler Young*	Amount:	$0.00	G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		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

04-08-24
Department Head approval / date

4/9/24
Finance approval / date

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

Employee No.: 16760
Employee Name: Joshua Shubert

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: 2024 Alabama Bomb Technician Symposium
Purpose of trip: Additional training
Departed>> Date: 03/17/24 Time: 3:00 PM
Returned>> Date: 03/22/24 Time: 5:30 PM

Comments about the trip:
Lodging and registration costs covered by Dept. of Homeland Security. Officer Shubert is claiming no expenses for reimbursement.

2 - ACTUAL COST OF TRAVEL

		Sun 3/17/24	Mon 3/18/24	Tue 3/19/24	Wed 3/20/24	Thu 3/21/24	Fri 3/22/24	Sat 3/23/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$0.00							$0.00				$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		$0.00	$0.00	$0.00	$0.00	$0.00			$0.00				
Lodging limit		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Meals (actual)													↑
Breakfast			PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED						lesser of
Lunch			PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED						actual or
Dinner			PROVIDED	PROVIDED	PROVIDED	PROVIDED							limit
Total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				↓
Meal limit		$38.25	$0.00	$0.00	$0.00	$0.00	$12.75	$0.00	$51.00				
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
							Grand Total		$0.00	$0.00	$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:	16760	Name:	Joshua Shubert	Amount:	$0.00	G/L Acct:	1000-41-41250-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41250-515790-00000000
Vendor No:		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

[illegible] 04·08·24
Department Head approval / date

[illegible] 4/9/24
Finance approval / date

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

Employee No.: **19976**
Employee Name: **Zach McGovern**

Department: 10-Administration
Departmental Contact: Carol Atchley
Contact Phone #: 256-427-5005

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: Annual Chamber Trip
Purpose of trip: Legislative Networking and Addressing Critial State Issues
Departed>> Date: 03/04/24 Time: 5:30PM
Returned>> Date: 03/06/24 Time: 2:30PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 3/4/24	Tue 3/5/24	Wed 3/6/24	Thu 3/7/24	Fri 3/8/24	Sat 3/9/24	Sun 3/10/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$475.00							$475.00			$475.00	$0.00
Airfare								$0.00				$0.00
Vehicle rental								$0.00				$0.00
Fuel								$0.00				$0.00
Personal miles $0.670												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	$265.60	$265.60						$531.20		$531.20		
Lodging limit	$265.60	$265.60	$0.00	$0.00	$0.00	$0.00	$0.00	$531.20	$0.00	$531.20	$0.00	$0.00
Meals (actual)												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				
Meal limit	$38.25	$51.00	$38.25	$38.25	$38.25	$38.25	$38.25	$280.50				
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
[redacted]								$0.00				$0.00
Describe other costs here								$0.00				$0.00
Grand Total								**$1,006.20**	**$0.00**	**$531.20**	**$475.00**	

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:	19976	Name:	Zach McGovern	Amount:	$0.00	G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000

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

3/21/24
Employee signature / date

Department Head approval / date

3/27/24
Finance approval / date

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

Employee No.: 17413
Employee Name: Cody Downs

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: West Monroe, LA
Event description: Basic Narcotics Investigations
Purpose of trip: Additional training
Departed>> Date: 03/24/24 Time: 12:00 PM
Returned>> Date: 03/29/24 Time: 8:30 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sun 3/24/24	Mon 3/25/24	Tue 3/26/24	Wed 3/27/24	Thu 3/28/24	Fri 3/29/24	Sat 3/30/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$0.00							$0.00				$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	$182.03	$261.32	$275.01	$284.14	$215.67			$1,218.17		$1,218.17		
Lodging limit	$182.03	$261.32	$275.01	$284.14	$215.67	$0.00	$0.00	$1,218.17	$0.00	$1,218.17	$0.00	$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast		$18.65	$17.38	$13.31	$13.32	$20.48						
Lunch		$12.26	$11.90	$14.19	$24.77	$15.64						
Dinner	$23.08	$15.66	$34.91	$21.64	not itemized							
Total	$23.08	$46.57	$64.19	$49.14	$38.09	$36.12	$0.00	$257.19				
Meal limit	$45.75	$61.00	$61.00	$61.00	$61.00	$45.75	$0.00	$335.50				
Meal Reimbursement	$23.08	$46.57	$61.00	$49.14	$38.09	$36.12	$0.00	$254.00				$254.00
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								$1,475.36	$0.00	$1,218.17	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $254.00
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	17413	Name:	Cody Downs	Amount:	$254.00	G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		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

[signature] 04.08.24
Department Head approval / date

[signature] 4/9/24
Finance approval / date

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

Employee No.: 16768
Employee Name: Andrew Como

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: West Monroe, LA
Event description: Basic Narcotics Investigations
Purpose of trip: Additional training
Departed>> Date: 03/24/24 Time: 12:00 PM
Returned>> Date: 03/29/24 Time: 8:30 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

		Sun 3/24/24	Mon 3/25/24	Tue 3/26/24	Wed 3/27/24	Thu 3/28/24	Fri 3/29/24	Sat 3/30/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$0.00							$0.00				$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		$182.03	$261.32	$275.01	$284.14	$215.67			$1,218.17		$1,218.17		
Lodging limit		$182.03	$261.32	$275.01	$284.14	$215.67	$0.00	$0.00	$1,218.17	$0.00	$1,218.17	$0.00	$0.00
Meals (actual)													↑
Breakfast				$9.92	$8.02		$18.94						lesser of
Lunch			$13.37		$16.70		$10.22						actual or
Dinner		$33.96	$17.70	$24.85		$35.34							limit
Total		$33.96	$31.07	$34.77	$24.72	$35.34	$29.16	$0.00	$189.02				↓
Meal limit		$45.75	$61.00	$61.00	$61.00	$61.00	$45.75	$0.00	$335.50				
Meal Reimbursement		$33.96	$31.07	$34.77	$24.72	$35.34	$29.16	$0.00	$189.02				$189.02
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									$1,407.19	$0.00	$1,218.17	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $189.02
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	16768	Name:	Andrew Como	Amount:	$189.02	G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		G/L Acct:	3430-41-00000-515520-00000000
Vendor No:		Name:		Amount:		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

04-08-24
Department Head approval / date

4/9/24
Finance approval / date

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

Employee No.: 15518
Employee Name: Cody Izzo

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Irondale, AL
Event description: Reid Technique of Investigative Interviewing course
Purpose of trip: Additional training
Departed>> Date: 04/01/24 Time: 4:00 PM
Returned>> Date: 04/05/24 Time: 2:00 PM

Comments about the trip:
Investigators Izzo and Higgins shared a hotel room.

2 - ACTUAL COST OF TRAVEL

	Mon 4/1/24	Tue 4/2/24	Wed 4/3/24	Thu 4/4/24	Fri 4/5/24	Sat 4/6/24	Sun 4/7/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$630.00							$630.00		$630.00		$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	$145.14	$145.14	$145.14	$145.14				$580.56		$580.56		
Lodging limit	$145.14	$145.14	$145.14	$145.14	$0.00	$0.00	$0.00	$580.56	$0.00	$580.56	$0.00	$0.00 ↑
Meals (actual)												
Breakfast		PROVIDED	PROVIDED	PROVIDED	PROVIDED							lesser of
Lunch		$8.88	$13.30	$12.94								actual or
Dinner	$16.19	$41.40	$28.71	$36.56								limit
Total	$16.19	$50.28	$42.01	$49.50	$0.00	$0.00	$0.00	$157.98				↓
Meal limit	$38.25	$34.00	$34.00	$34.00	$25.50	$0.00	$0.00	$165.75				
Meal Reimbursement	$16.19	$34.00	$34.00	$34.00	$0.00	$0.00	$0.00	$118.19				$118.19
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								$1,368.54	$0.00	$1,210.56	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $118.19
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	15518	Name:	Cody Izzo	Amount:	$118.19	G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000

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

Employee signature / date

[signature] 04-09-24
Department Head approval / date

[signature] 4/9/24
Finance approval / date

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

Employee No.: 14403
Employee Name: Jeremiah Higgins

Department: Police
Departmental Contact: Jeffrey Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Irondale, AL
Event description: Reid Technique of Investigative Interviewing course
Purpose of trip: Additional training
Departed>> Date: 04/01/24 Time: 4:00 PM
Returned>> Date: 04/05/24 Time: 2:00 PM

Comments about the trip:
Investigators Izzo and Higgins shared a hotel room.

2 - ACTUAL COST OF TRAVEL

	Mon 4/1/24	Tue 4/2/24	Wed 4/3/24	Thu 4/4/24	Fri 4/5/24	Sat 4/6/24	Sun 4/7/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$630.00							$630.00		$630.00		$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								$0.00				
Lodging limit	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00 ↑
Meals (actual)												lesser of
Breakfast		PROVIDED	PROVIDED	PROVIDED	PROVIDED							actual or
Lunch		$25.44 ✓	$10.66 ✓	$11.31 ✓	$21.27 ✓							limit
Dinner	$29.47 ✓	$17.60 ✓	$13.42 ✓	$28.91 ✓								↓
Total	$29.47	$43.04	$24.08	$40.22	$21.27	$0.00	$0.00	$158.08				
Meal limit	$38.25	$34.00	$34.00	$34.00	$25.50	$0.00	$0.00	$165.75				
Meal Reimbursement	$29.47	$34.00	$24.08	$34.00	$21.27	$0.00	$0.00	$142.82				$142.82
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								$788.08	$0.00	$630.00	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $142.82 ✓
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	14403	Name:	Jeremiah Higgins	Amount:	$142.82 ✓	G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41204-515790-00000000

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

Employee signature / date

04-08-24
Department Head approval / date

4/9/24
Finance approval / date

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

Employee No.: 15520
Employee Name: Jessica Coleman

Department: Police
Departmental Contact: Jeff Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: CALEA Spring Conference
Purpose of trip: Additional training
Departed>> Date: 03/19/24 Time: 12:00 PM
Returned>> Date: 03/24/24 Time: 12:00 PM

Comments about the trip:
Ms. Coleman drove her personal vehicle to the conference, so her parking fees will be deducted from her meal reimbursement.

2 - ACTUAL COST OF TRAVEL

		Tue 3/19/24	Wed 3/20/24	Thu 3/21/24	Fri 3/22/24	Sat 3/23/24	Sun 3/24/24	Mon 3/25/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$780.00							$780.00		$780.00		$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		$219.60	$219.60	$219.60	$219.60	$219.60			$1,098.00		$1,098.00		
Lodging limit		$219.60	$219.60	$219.60	$219.60	$219.60	$0.00	$0.00	$1,098.00	$0.00	$1,098.00	$0.00	$0.00
Meals (actual)													↑
Breakfast			PROVIDED	PROVIDED	PROVIDED	PROVIDED	$24.20						lesser of
Lunch		$16.45		$17.05	$12.93	$17.05							actual or
Dinner			$23.60	$15.16	$13.99	PROVIDED							limit
Total		$16.45	$23.60	$32.21	$26.92	$17.05	$24.20	$0.00	$140.43				↓
Meal limit		$38.25	$34.00	$34.00	$34.00	$17.00	$38.25	$0.00	$195.50				
Meal Reimbursement		$16.45	$23.60	$32.21	$26.92	$17.00	$24.20	$0.00	$140.38				$140.38
Taxi, shuttle, etc.									$0.00				$0.00
Luggage fees									$0.00				$0.00
Parking fees			$0.00	$0.00	$0.00	$0.00			$0.00		$110.40		-$110.40
Describe other costs here									$0.00				$0.00
							Grand Total		$2,018.43	$0.00	$1,988.40	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $29.98
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No: 15520 Name: Jessica Coleman Amount: $29.98 G/L Acct: 1000-41-41101-515790-00000000
Vendor No: Name: Amount: G/L Acct: 1000-41-41101-515790-00000000
Vendor No: 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

04-01-24
Department Head approval / date

4/1/24
Finance approval / date

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

Employee No.: 19374
Employee Name: Deborah Riggs

Department: Police
Departmental Contact: Jeff Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: CALEA Spring Conference
Purpose of trip: Additional training
Departed>> Date: 03/19/24 Time: 11:00 AM
Returned>> Date: 03/24/24 Time: 9:30 AM

Comments about the trip:
Ms. Riggs and Ms. Coleman had separate hotel rooms.

2 - ACTUAL COST OF TRAVEL

	Tue 3/19/24	Wed 3/20/24	Thu 3/21/24	Fri 3/22/24	Sat 3/23/24	Sun 3/24/24	Mon 3/25/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$780.00							$780.00		$780.00		$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	$219.60	$219.60	$438.10	$219.60	$219.60			$1,316.50		$1,316.50		
Lodging limit	$219.60	$219.60	$438.10	$219.60	$219.60	$0.00	$0.00	$1,316.50	$0.00	$1,316.50	$0.00	$0.00
Meals (actual)												↑
Breakfast		PROVIDED	PROVIDED	PROVIDED	PROVIDED							lesser of
Lunch		$13.15	$13.00	$12.10	$14.02							actual or
Dinner	$12.39	$12.38	PROVIDED	$16.48	PROVIDED							limit
Total	$12.39	$25.53	$13.00	$28.58	$14.02	$0.00	$0.00	$93.52				↓
Meal limit	$38.25	$34.00	$17.00	$34.00	$17.00	$38.25	$0.00	$178.50				
Meal Reimbursement	$12.39	$25.53	$13.00	$28.58	$14.02	$0.00	$0.00	$93.52				$93.52
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Parking fees	$27.60	$27.60	$0.00	$0.00	$35.20	$26.40		$116.80		$116.80		$0.00
Describe other costs here								$0.00				$0.00
Grand Total								$2,306.82	$0.00	$2,213.30	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $93.52
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	19374	Name:	Deborah Riggs	Amount:	$93.52	G/L Acct:	1000-41-41101-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41101-515790-00000000
Vendor No:		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

Kirk Giles 04.01.24
Department Head approval / date

L Bustick 4/1/24
Finance approval / date

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

Employee No.: 14602
Employee Name: Tommy Battle, Mayor

Department: 10-Administration
Departmental Contact: Carol Atchley
Contact Phone #: 256-427-5005

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: Annual Chamber Trip
Purpose of trip: Legislative Networking and Addressing Critial State Issues

	Date:		Time:	
Departed>>	Date:	03/04/24	Time:	5:30PM
Returned>>	Date:	03/06/24	Time:	2:30PM

Comments about the trip:
Mayor & McGovern left day prior to Smith who could not leave due to work responsibilities

2 - ACTUAL COST OF TRAVEL

		Mon 3/4/24	Tue 3/5/24	Wed 3/6/24	Thu 3/7/24	Fri 3/8/24	Sat 3/9/24	Sun 3/10/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration		$475.00							$475.00			$475.00	$0.00
Airfare									$0.00				$0.00
Vehicle rental									$0.00				$0.00
Fuel									$0.00				$0.00
Personal miles	$0.670	190 ~~380~~		190									
Mileage reimbursement		$254.60	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$254.60				$254.60
Lodging		$265.60	$265.60						$531.20		$531.20		
Lodging limit		$265.60	$265.60	$0.00	$0.00	$0.00	$0.00	$0.00	$531.20	$0.00	$531.20	$0.00	$0.00
Meals (actual)													↑ 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				
Meal limit		$38.25	$51.00	$38.25	$38.25	$38.25	$38.25	$38.25	$280.50				
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
Self Parking on Hotel Bill		$27.60	$27.60						$55.20		$55.20		$0.00
Describe other costs here									$0.00				$0.00
Grand Total									$1,316.00	$0.00	$586.40	$475.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$254.60**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	14602	Name:	Tommy Battle, Mayor	Amount:	$254.60	G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000

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

Tommy Battle
Employee signature / date

[illegible]
Department Head approval / date

[illegible] 3/27/24
Finance approval / date

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

Employee No.: **18313**
Employee Name: **Adam Smith**

Department: 10-Administration
Departmental Contact: Carol Atchley
Contact Phone #: 256-427-5005

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: Annual Chamber Trip
Purpose of trip: Legislative Networking and Addressing Critial State Issues
Departed>> Date: 03/05/24 Time: 12:30PM
Returned>> Date: 03/06/24 Time: 2:30PM

Comments about the trip:
Mayor + McGovern left a day earlier than Smith who could not leave due to work responsibilities.

2 - ACTUAL COST OF TRAVEL

	Tue 3/5/24	Wed 3/6/24	Thu 3/7/24	Fri 3/8/24	Sat 3/9/24	Sun 3/10/24	Mon 3/11/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	$475.00	√						$475.00			$475.00	$0.00
Airfare								$0.00				$0.00
Vehicle rental								$0.00				$0.00
Fuel								$0.00				$0.00
Personal miles $0.670	190 380	190										
Mileage reimbursement	$254.60	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$254.60				$254.60
Lodging	$265.60							$265.60		$275.50		
Lodging limit	$265.60	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$265.60	$0.00	$275.50	$0.00	-$9.90
Meals (actual)												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				
Meal limit	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$267.75				
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
Gift Shop - Peanuts - No Receipt	$9.90							$9.90		$9.90		$0.00
Describe other costs here								$0.00				$0.00
Grand Total								$1,005.10	$0.00	$285.40	$475.00	

No receipt

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **$244.70** √
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	18313	Name:	Adam Smith	Amount:	$244.70 √	G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-10-10000-515790-00000000

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

L Bostick 3/27/24
Finance approval / date

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

Employee No.: 17049
Employee Name: Tia Clayton

Department: Parks and Re
Departmental Contact: Brian Wilson
Contact Phone 256-883-329

1 - GENERAL INFORMATION

Destination city, state:
Event description:
Purpose of trip:

	Date	Time
Departed>>	02/04/24	8:00AM
Returned>>	02/07/24	5:00PM

Comments about the trip:
I attended the Alabama Parks and Recreation Confrence.

2 - ACTUAL COST OF TRAVEL

	Sun 2/4/24	Mon 2/5/24	Tue 2/6/24	Wed 2/7/24	Thu 2/8/24	Fri 2/9/24	Sat 2/10/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	275.00							$0.00			~~$579.00~~	~~-$579.00~~
Airfare								$0.00				$0.00
Vehicle rental								$0.00				$0.00
Fuel								$0.00				$0.00
Personal miles $0.670												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	~~$579.00~~ 179.80	179.80	179.80					$579.00		539.40		
Lodging limit	$579.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$579.00	$0.00	$0.00	$0.00	~~$579.00~~
Meals (actual)												lesser of actual or limit
Breakfast		$14.00 ✓		$17.67 ✓								
Lunch		PROV	$24.18 ✓	$9.87 ✓								
Dinner	PROV	PROV	PROV									
Total	$0.00	$14.00	$24.18	$27.54	$0.00	$0.00	$0.00	$65.72				
Meal limit	$38.25	17 ~~$51.00~~	34 ~~$51.00~~	$38.25	$38.25	$38.25	$38.25	$293.25				
Meal Reimbursement	$0.00	$14.00	$24.18	$27.54	$0.00	$0.00	$0.00	$65.72				$65.72 ✓
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Describe other costs here Parking	13.20	13.20	13.20					$0.00		39.60		~~$0.00~~
Describe other costs here								$0.00				$0.00
Grand Total								$644.72	$0.00	~~$0.00~~ 579.00	$579.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $65.72 ✓
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

1000-30-30100-515790-00000000

Employee No:	17049	Name: Tia Clayton	Amount: $65.72	G/L Acct:	
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.

Employee signature / date

Department Head approval / date

Finance approval / date 4/4/24

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

Employee No.: 3693
Employee Name: Kirk Giles

Department: Police
Departmental Contact: Jeff Towry
Contact Phone #: 705-3141

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
Event description: CALEA Spring Conference
Purpose of trip: Additional training
Departed>> Date: 03/21/24 Time: 8:00 AM
Returned>> Date: 03/24/24 Time: 12:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Thu 3/21/24	Fri 3/22/24	Sat 3/23/24	Sun 3/24/24	Mon 3/25/24	Tue 3/26/24	Wed 3/27/24	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
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 $0.655												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	$219.60	$219.60	$219.60					$658.80		$658.80		
Lodging limit	$219.60	$219.60	$219.60	$0.00	$0.00	$0.00	$0.00	$658.80	$0.00	$658.80	$0.00	$0.00
Meals (actual)												↑
Breakfast	$8.49	PROVIDED	PROVIDED	$7.44								lesser of
Lunch 9.44	~~$9.88~~	$11.63	$15.18									actual or
Dinner	$31.90	$20.80	PROVIDED									limit
Total	$50.27	$32.43	$15.18	$7.44	$0.00	$0.00	$0.00	$105.32				↓
Meal limit	$38.25	$34.00	$17.00	$38.25	$0.00	$0.00	$0.00	$127.50				
Meal Reimbursement	$38.25	$32.43	$15.18	$7.44	$0.00	$0.00	$0.00	$93.30				$93.30
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Hotel parking	$27.60	$27.60	$27.60					$82.80		$82.80		$0.00
Describe other costs here								$0.00				$0.00
							Grand Total	$1,146.92	$0.00	$1,041.60	$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) $93.30
Owed BY employee (attach receipt from Clerk-Treasurer to report) $0.00

3 - PAYMENT INFORMATION

Employee No:	3693	Name:	Kirk Giles	Amount:	$93.30	G/L Acct:	1000-41-41100-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41100-515790-00000000
Vendor No:		Name:		Amount:		G/L Acct:	1000-41-41100-515790-00000000

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

Kirk Giles 04·01·24
Employee signature / date

Department Head approval / date

4/11/24
Finance approval / date

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

Employee No.: 19747
Employee Name: Jessie Hernandez

Department: Municipal Court
Departmental Contact: Anquenetta C. Smith
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state: Heflin-Tolbert Judical
Event description: 300 Dexter Avenue Montgomery, Al
Purpose of trip: Magistrate Certification
Departed>> Date: 02/08/24 Time: 12:00pm
Returned>> Date: 02/09/24 Time: 5:00pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Thu 2/8/24	Fri 2/9/24	Sat 2/10/24	Sun 2/11/24	Mon 2/12/24	Tue 2/13/24	Wed 2/14/24	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												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	$125.30							$125.30		$125.30		
Lodging limit	$125.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$125.30	$0.00	$125.30	$0.00	$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast												
Lunch	17.75 ~~$13.75~~											
Dinner	81.90 $65.30											
Total	$79.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$79.05				
Meal limit	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$267.75				
Meal Reimbursement	$38.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38.25				$38.25
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Tip Lunch	$4.00							$4.00				~~$4.00~~
Tip Dinner	$16.60							$16.60				~~$16.60~~
Grand Total								**$474.95**	**$250.00**	**$125.30**	**$0.00**	38.25

Owed TO employee (employee will be reimbursed on earliest possible paycheck) ~~$58.85~~
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No:	19747	Name:	Jessie Hernandez	Amount:	38.25 ~~$58.85~~	G/L Acct:
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.

Jessie Hernandez
Employee signature / date

4/10/2024
Department Head approval / date

4/11/24
Finance approval / date

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

Employee No.: 19744
Employee Name: Raven Grier

Department: Municipal Court
Departmental Contact: Anquenetta C. Smith
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state: Heflin-Tolbert Judical
Event description: 300 Dexter Avenue Montgomery, AL
Purpose of trip: Magistrate Certification
Departed>> Date: 02/08/24 Time: 12:00pm
Returned>> Date: 02/09/24 Time: 5:00pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Thu 2/8/24	Fri 2/9/24	Sat 2/10/24	Sun 2/11/24	Mon 2/12/24	Tue 2/13/24	Wed 2/14/24	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												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	$125.30							$125.30		$125.30		
Lodging limit	$125.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$125.30	$0.00	$125.30	$0.00	$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast												
Lunch	$11.00											
Dinner	$35.50											
Total	$46.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46.50				
Meal limit	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$267.75				
Meal Reimbursement	$38.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38.25				$38.25
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Tip Lunch	$2.00							$2.00				~~$2.00~~
								$0.00				$0.00
Grand Total								**$423.80**	**$250.00**	**$125.30**	**$0.00**	38.25

Owed TO employee (employee will be reimbursed on earliest possible paycheck) ~~$40.25~~
Owed BY employee (attach receipt from Clerk-Treasurer to report) **$0.00**

3 - PAYMENT INFORMATION

Employee No: 19744	Name:	Raven Grier	Amount:	~~$40.25~~ 38.25	G/L Acct:
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.

Raven Grier 4/9/24
Employee signature / date

4/10/2024
Department Head approval / date

4/11/24
Finance approval / date

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

Employee No.: 19750
Employee Name: Halyna Didky

Department: Municipal Court
Departmental Contact: Anquenetta C. Smith
Contact Phone #: 256-427-7803

1 - GENERAL INFORMATION

Destination city, state: Heflin-Tolbert Judical
Event description: 300 Dexter Avenue Montgomery, AL
Purpose of trip: Magistrate Certification
Departed>> Date: 02/08/24 Time: 12:00pm
Returned>> Date: 02/09/24 Time: 5:00pm

Comments about the trip:
The city car was used for travel and Halyna covered the gas cost.

2 - ACTUAL COST OF TRAVEL

	Thu 2/8/24	Fri 2/9/24	Sat 2/10/24	Sun 2/11/24	Mon 2/12/24	Tue 2/13/24	Wed 2/14/24	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	$24.25							$24.25				$24.25
Personal miles $0.670												
Mileage reimbursement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				$0.00
Lodging	$125.30							$125.30		$125.30		
Lodging limit	$125.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$125.30	$0.00	$125.30	$0.00	$0.00
Meals (actual)												lesser of actual or limit
Breakfast												
Lunch	$9.50											
Dinner	$27.90											
Total	$37.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37.40				
Meal limit	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$38.25	$267.75				38.25
Meal Reimbursement	~~$37.40~~ 38.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37.40				~~$37.40~~
Taxi, shuttle, etc.								$0.00				$0.00
Luggage fees								$0.00				$0.00
Tip Lunch	$2.00							$2.00				~~$2.00~~
Tip Dinner	$7.80							$7.80				~~$7.80~~
Grand Total								**$446.75**	**$250.00**	**$125.30**	**$0.00**	62.50
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												~~$71.45~~
Owed BY employee (attach receipt from Clerk-Treasurer to report)												$0.00

3 - PAYMENT INFORMATION

Employee No:	19750	Name:	Halyna Didky	Amount:	~~$71.45~~ 62.50	G/L Acct:
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.

Employee signature / date

4/10/2024
Department Head approval / date

4/11/24
Finance approval / date