



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 10/13/2022

File ID: TMP-1241

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:

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

RESOLUTION NO. 22 - _____

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 13th day of October, 2022.

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

APPROVED this the 13th day of October, 2022.

Mayor of the City of
Huntsville, Alabama

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

Employee No.: N/A
Employee Name: Justin Craft

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: AL narcotics Officers Assoc Annual Conference
Purpose of trip: Additional training
Departed>> Date: 08/22/22 Time: 8:00 AM
Returned>> Date: 08/26/22 Time: 4:00 PM

Comments about the trip:

Off Graham and Craft shared a hotel room.
Officer Craft is NOT a City employee.

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$0.00		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast	No receipt	No receipt	No receipt	\$18.15	No receipt							↑ lesser of actual or limit ↓
Lunch	No receipt	No receipt	No receipt	No receipt	No receipt							
Dinner	\$36.90	\$50.73	\$64.14	No receipt	No receipt							
Total	\$36.90	\$50.73	\$64.14	\$18.15	\$0.00	\$0.00	\$0.00	\$169.92				\$156.78
Meal limit	\$38.25	\$51.00	\$51.00	\$1.00	\$38.25	\$0.00	\$0.00	\$229.50				\$0.00
Meal Reimbursement	\$36.90	\$50.73	\$51.00	\$1.00	\$0.00	\$0.00	\$0.00	\$156.78				\$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								\$919.92	\$0.00	\$150.00	\$0.00	\$156.78

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: N/A
Vendor No:
Vendor No:
Name: Justin Craft
Amount: \$156.78
G/L Acct: 3430-41-00000-515520-00000000
Amount:
G/L Acct: 3430-41-00000-515520-00000000
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

Department Head approval / date

Finance approval / date

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

Employee No.: N/A
Employee Name: Jesse Cunningham

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL

Event description: AL narcotics Officers Assoc Annual Conference

Purpose of trip: Additional training

Departed>> Date: 08/22/22 Time: 8:00 AM

Returned>> Date: 08/26/22 Time: 4:00 PM

Comments about the trip:

Off Cunningham and Ownes shared a hotel room.
Officer Cunningham is NOT a City employee.

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$202.27	\$202.27	\$202.27	\$202.27	\$0.00	\$0.00	\$0.00	\$809.08	\$0.00	\$809.08		\$0.00
Meals (actual)												
Breakfast	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt					
Lunch	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt					
Dinner	Not itemized	Not itemized	\$62.30	Not itemized								
Total	\$0.00	\$0.00	\$62.30	\$18.70	\$0.00	\$0.00	\$0.00	\$81.00				
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				
Meal Reimbursement	\$0.00	\$0.00	\$51.00	\$18.70	\$0.00	\$0.00	\$0.00	\$69.70				
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								\$1,040.08	\$0.00	\$959.08	\$0.00	\$69.70

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: N/A

Vendor No: []

Vendor No: []

Name: Jesse Cunningham

Name: []

Name: []

Amount: \$69.70

Amount: []

Amount: []

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

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

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

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

Employee signature / date

Department Head approval / date

Finance approval / date

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

Employee No.: N/A
Employee Name: Russ Owens

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: AL narcotics Officers Assoc Annual Conference
Purpose of trip: Additional training
Departed>> Date: 08/22/22 Time: 9:00 AM
Returned>> Date: 08/26/22 Time: 4:00 PM

Comments about the trip:

Off Cunningham and Owens shared a hotel room.
Officer Owens is NOT a City employee.

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Meals (actual)												
Breakfast	\$20.70	\$20.70	No receipt	No receipt	\$18.03			\$20.70				\$0.00
Lunch	\$13.54	\$13.65	\$15.02	\$21.04				\$13.54				\$0.00
Dinner	\$24.98	No receipt	\$61.21	\$64.60				\$24.98				\$0.00
Total	\$38.57	\$34.35	\$96.93	\$85.64	\$18.03	\$0.00	\$0.00	\$273.52				\$0.00
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				\$0.00
Meal Reimbursement	\$38.25	\$34.35	\$51.00	\$51.00	\$18.03	\$0.00	\$0.00	\$192.63				\$192.63
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								\$379.50	\$0.00	\$150.00	\$0.00	\$192.63

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$192.63
Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: N/A Name: Russ Owens Amount: \$192.63 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

Department Head approval / date

Finance approval / date

J. Boustick 9/30/22

Employee No.: 15044
Employee Name: James Dike

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: Paratech University Class
Purpose of trip: Continuing Education
Departed>> Date: 09/14/22 Time: 6am
Returned>> Date: 09/15/22 Time: 8pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	Mon 9/19/22	Tue 9/20/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$100.00							\$100.00		\$100.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.585				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$90.85							\$90.85		\$90.85		\$0.00
Lodging limit	\$90.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.85	\$0.00	\$90.85		\$0.00
Meals (actual)	\$16.80							\$16.80				\$0.00
Breakfast												↑ lesser of actual or limit ↓
Lunch												
Dinner												
Total	\$16.80	\$27.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.27				\$44.27
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				\$0.00
Meal Reimbursement	\$16.80	\$27.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.27				\$44.27
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								\$235.12	\$0.00	\$190.85	\$0.00	\$44.27
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												
Owed BY employee (attach receipt from Clerk-Treasurer to report)												
								\$44.27				\$0.00

3 - PAYMENT INFORMATION

Employee No: 15044 Name: James Dike Amount: \$44.27 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

Department Head approval / date

Finance approval / date

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: Paratech University Class
Purpose of trip: Continuing Education
Departed>> Date: 09/14/22 Time: 6am
Returned>> Date: 09/15/22 Time: 8pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	Mon 9/19/22	Tue 9/20/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$100.00							\$100.00		\$100.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel		\$94.50						\$94.50		\$94.50		\$0.00
Personal miles												
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$90.85							\$90.85		\$90.85		\$0.00
Lodging limit	\$90.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.85	\$0.00	\$90.85		\$0.00
Meals (actual)	\$19.78											
Breakfast												
Lunch												
Dinner		\$25.61										
Total	\$19.78	\$25.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.39				
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				
Meal Reimbursement	\$19.78	\$25.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.39				\$45.39
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
Grand Total	\$330.74	\$0.00	\$285.35	\$0.00	\$0.00	\$0.00	\$0.00	\$45.39				\$0.00
Owed TO employee (employee will be reimbursed on earliest possible paycheck)								\$45.39				\$45.39
Owed BY employee (attach receipt from Clerk-Treasurer to report)												

3 - PAYMENT INFORMATION

Employee No: 13347 Name: Calvin Hadden Amount: \$45.39
Vendor No: Name: Amount:
Vendor No: Name: Amount:

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

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

Calvin Hadden 9/20/22

Crystal McKenzie 9/20/22

Employee signature / date

Department Head approval / date

Finance approval / date

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

Employee No.: 14191
Employee Name: Allen Painter

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
 Event description: Paratech University Class
 Purpose of trip: Continuing Education
 Departed>> Date: 09/14/22 Time: 6am
 Returned>> Date: 09/15/22 Time: 8pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	Mon 9/19/22	Tue 9/20/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$100.00							\$100.00		\$100.00		\$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	\$90.85							\$90.85		\$90.85		\$0.00
Meals (actual)	\$90.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.85	\$0.00	\$90.85		\$0.00
Breakfast	\$13.36							\$13.36				\$0.00
Lunch												\$0.00
Dinner		\$25.28						\$25.28				\$0.00
Total	\$13.36	\$25.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.64				\$38.64
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				\$0.00
Meal Reimbursement	\$13.36	\$25.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.64				\$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								\$229.49	\$0.00	\$190.85	\$0.00	\$0.00
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												
												\$38.64
Owed BY employee (attach receipt from Clerk-Treasurer to report)												
												\$0.00

3 - PAYMENT INFORMATION

Employee No: 14191
 Vendor No:
 Vendor No:

Name: Allen Painter
 Amount: \$38.64
 Amount:
 Amount:

G/L Acct: 1000-42-42100-515790-000000000
 G/L Acct: 1000-42-42100-515790-000000000
 G/L Acct: 1000-42-42100-515790-000000000

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

Allen Painter 9/20/22

Employee signature / date

Department Head approval / date

L. D. D. D. 9/30/22
 Finance approval / date

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

Employee No.: 15052
Employee Name: Michael Mahoney

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

1 - GENERAL INFORMATION

Destination city, state: Tuscaloosa, AL
Event description: Paratech University Class
Purpose of trip: Continuing Education
Departed>> Date: 09/14/22 Time: 6am
Returned>> Date: 09/15/22 Time: 8pm

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	Mon 9/19/22	Tue 9/20/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$100.00							\$100.00		\$100.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.585				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$90.85							\$90.85		\$90.85		\$0.00
Meals (actual)	\$13.73							\$13.73				\$0.00
Breakfast												
Lunch												
Dinner		\$21.98						\$21.98				
Total	\$13.73	\$21.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.71				\$35.71
Meal limit	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$267.75				
Meal Reimbursement	\$13.73	\$21.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.71				\$35.71
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								\$226.56	\$0.00	\$190.85	\$0.00	\$35.71
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												\$35.71
Owed BY employee (attach receipt from Clerk-Treasurer to report)												\$0.00

3 - PAYMENT INFORMATION

Employee No: 15052
Vendor No: Name: Michael Mahoney
Vendor No: Name: Amount: \$35.71
Vendor No: Name: Amount: 1000-42-42100-515790-000000000
Vendor No: Name: Amount: 1000-42-42100-515790-000000000
Vendor No: Name: Amount: 1000-42-42100-515790-000000000

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

Crystal McKenzie 9/30/22

Michael Mahoney 9/30/22

(multi-day outside of Alabama)

Employee No.: 14827

Employee Name: Jeff Kreiter

Department:

Departmental Contact:

Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state;

Event description:

Purpose of trip:

Additional training

Departed>> Date: 09/24/22 Time: 3:00 PM

Returned>> Date: 09/28/22 Time: 9:00 PM

Nashville, TN

ROCOC 31st Annual Homicide Conference

Additional trainign

09/24/22 Time: 3:00 PM

09/28/22	Time:	9:00 PM
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2 - ACTUAL COST OF TRAVEL

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.585				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$110.44	\$110.44	\$110.44					\$331.32		\$331.32		\$0.00
Meals (actual)	\$110.44	\$110.44	\$110.44	\$0.00	\$0.00	\$0.00	\$0.00	\$331.32	\$0.00	\$331.32	\$0.00	\$0.00
Breakfast		\$9.70	\$9.70	\$7.21								
Lunch		\$12.96	\$10.78	No receipt								
Dinner	\$26.50	\$27.60	\$37.48									
Total	\$26.50	\$50.26	\$47.96	\$7.21	\$0.00	\$0.00	\$0.00	\$131.93				
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$0.00	\$0.00	\$0.00	\$228.75				
Meal Reimbursement	\$26.50	\$50.26	\$47.96	\$7.21	\$0.00	\$0.00	\$0.00	\$131.93				
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
								\$0.00				\$0.00
								\$0.00				\$0.00
								\$0.00				\$0.00

↑
lesser of actual or limit
141.9
~~\$331.93~~

Grand Total!

\$613.25	\$0.00	\$481.32	\$0.00
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Owed TO employee (employee will be reimbursed on earliest possible paycheck)

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

3 - PAYMENT INFORMATION

Employee No:

Vendor No:

Vendor No:

14827

Name: Jeff Kreiter

Name:

DATE: _____

SECRET

G/L Acct:

1000-41-41305-515790-00000000

1000-41-41305-515790-00000000

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

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Department Head approval / date

J. Corstuck 9/29/22
Finance approval / date

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

Employee No.: 14070
Employee Name: Matthew Edger

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

1 - GENERAL INFORMATION

Destination city, state: **Nashville, TN**
 Event description: **ROCOC 31st Annual Homicide Conference**
 Purpose of trip: **Additional training**
 Departed>> Date: **09/24/22** Time: **3:00 PM**
 Returned>> Date: **09/28/22** Time: **9:00 PM**

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sat 9/24/22	Sun 9/25/22	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	Thu 9/29/22	Fri 9/30/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$110.44	\$110.44	\$110.44					\$331.32		\$331.32		\$0.00
Meals (actual)	\$110.44	\$110.44	\$110.44	\$0.00	\$0.00	\$0.00	\$0.00	\$331.32	\$0.00	\$331.32		\$0.00
Breakfast	10.15	\$9.45	\$8.20	\$11.00								↑
Lunch	16.56	\$9.01	\$11.98	No receipt								lesser of
Dinner	\$21.50	10.50	\$27.48									actual or
Total	\$21.50	\$39.96	\$47.66	\$11.00	\$0.00	\$0.00	\$0.00	\$120.12				limit
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$0.00	\$0.00	\$0.00	\$228.75				↓
Meal Reimbursement	\$21.50	\$39.96	\$47.66	\$11.00	\$0.00	\$0.00	\$0.00	\$120.12				\$120.12
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Daily Parking	\$13.68	\$13.68	\$13.68					\$41.04		\$41.04		\$0.00
								\$0.00				\$0.00
Grand Total								\$642.48	\$0.00	\$522.36	\$0.00	\$120.12

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$120.12**
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: **14070** Name: **Matthew Edger** Amount: **\$120.12** G/L Acct: **1000-41-41305-515790-00000000**
 Vendor No: Name: Amount: G/L Acct: **1000-41-41305-515790-00000000**
 Vendor No: Name: Amount: 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: Kyle Dukes 08-28-22 Department Head approval / date: 9/29/22
 Finance approval / date: 9/29/22

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

Employee No.: 11031
Employee Name: M. Bruce Pitts

Department: Legal
Departmental Contact: Jennifer Cox
Contact Phone #: 427-5034

1 - GENERAL INFORMATION

Destination city, state: Gulf Shores, AL
Event description: Alabama League of Municipalities
Purpose of trip: Satisfy CLE

Departed>> Date: 09/21/22 Time: 8:00a
Returned>> Date: 09/25/22 Time: 3:00p

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 9/21/22	Thu 9/22/22	Fri 9/23/22	Sat 9/24/22	Sun 9/25/22	Mon 9/26/22	Tue 9/27/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$350.00							\$350.00			\$350.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles	\$0.625							\$0.00				\$0.00
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$297.51	\$297.51	\$297.51					\$892.53	\$0.00	\$0.00		\$892.53
Meals (actual)	\$297.51	\$297.51	\$297.51	\$0.00	\$0.00	\$0.00	\$0.00	\$892.53				\$892.53
Breakfast												↑
Lunch												lesser of
Dinner												actual or
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				limit
Meal limit	\$38.25	\$51.00	\$51.00	\$0.00	\$38.25	\$38.25	\$38.25	\$306.00				↓
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								\$1,242.53	\$0.00	\$0.00	\$350.00	\$892.53
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												\$892.53
Owed BY employee (attach receipt from Clerk-Treasurer to report)												\$0.00

3 - PAYMENT INFORMATION

Employee No: 11031
Vendor No:
Vendor No:

Name: M. Bruce Pitts
Amount: \$892.53
G/L Acct: 1000-18-00000-515790-000000000

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

M. Bruce Pitts 9-29-22
Employee signature / date
Department Head approval / date
Finance approval / date

1 - GENERAL INFORMATION

Destination city, state:

Montgomery, AL

Written Exam for AL Polygraph Examiners Board

Certification Test

Date: 09/19/22 Time: 12:00 PM

Date:	09/15/00	Time:	12:00 PM
Date:	09/10/00	Time:	12:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 9/19/22	Tue 9/20/22	Wed 9/21/22	Thu 9/22/22	Fri 9/23/22	Sat 9/24/22	Sun 9/25/22	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												
	\$112.65							\$112.65		\$112.65		\$0.00
Meals (actual)								\$112.65	\$0.00	\$112.65		\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$35.72							\$35.72				\$35.72
Meal limit	\$38.25	\$250.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288.75				\$0.00
Meal Reimbursement	\$35.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.72				\$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								\$148.37	\$0.00	\$112.65	\$0.00	\$35.72

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:

12712

Name:

Lauren McDaniel

Amount

5.72

G/I Acct.

1000-11-11101 515700 00000000

Vendor No:

Vendor No:

Vendor No:

1

Name: _____

1000

2000

9/5/2006

000000000=06/CTC-TOTT4-T4-0001

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.: 13771
Employee Name: Ricky McCarver

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

1 - GENERAL INFORMATION

Destination city, state: Jacksonville, AL
Event description: AL Investigator Academy (Block # 4 of 4)
Purpose of trip: Additional training
Departed: 09/12/22 Time: 3:00 PM
Returned: 09/15/22 Time: 5:00 PM
Comments about the trip: Off McCarver and Inv. Woods shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 9/12/22	Tue 9/13/22	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	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	\$109.89	\$109.89	\$109.89	\$109.89				\$329.67		\$329.67		\$0.00
Meals (actual)								\$329.67	\$0.00	\$329.67		\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$14.17	\$19.56	\$11.72	\$12.25				\$57.70				\$57.70
Meal limit	\$38.25	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$131.75				
Meal Reimbursement	\$14.17	\$19.56	\$11.72	\$12.25	\$0.00	\$0.00	\$0.00	\$57.70				\$57.70
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								\$387.37	\$0.00	\$329.67	\$0.00	\$57.70

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: 13771
Vendor No:
Vendor No:
Name: Ricky McCarver
Amount: \$57.70
G/L Acct: 1000-41-41204-515790-00000000
Amount:
G/L Acct: 1000-41-41204-515790-00000000
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: Ricky McCarver 09-22-22
Department Head approval / date: J. Austin 9/22/22
Finance approval / date:

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

Comments about the trip:
Off McCarver and Inv. Woods shared a hotel room

Destination city, state: Jacksonville, AL
Event description: AL Investigator Academy (Block # 4 of 4)
Purpose of trip: Additional training

Date:	09/12/22	Time:	5:00 PM
Date:	09/15/22	Time:	5:00 PM

	Mon 9/12/22	Tue 9/13/22	Wed 9/14/22	Thu 9/15/22	Fri 9/16/22	Sat 9/17/22	Sun 9/18/22	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												
	\$109.89	\$109.89	\$109.89					\$329.67		\$329.67		\$0.00
	\$109.89	\$109.89	\$109.89	\$0.00	\$0.00	\$0.00	\$0.00	\$329.67	\$0.00	\$329.67		\$0.00
Meals (actual)												
Breakfast				Provided								
Lunch				\$15.42								
Dinner												
Total	\$0.00	\$0.00	\$0.00	\$15.42	\$0.00	\$0.00	\$0.00	\$15.42				\$15.42
Meal limit	\$38.25	\$34.00	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$131.75				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$15.42	\$0.00	\$0.00	\$0.00	\$15.42				\$0.00
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
Grand Total								\$345.09	\$0.00	\$329.67	\$0.00	\$0.00

↑
lesser of
actual or
limit
↓

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

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

\$0.00

\$15.42

\$0.00

Employee No:	15141	Name:	Jeremy Woods	Amount:	G/L Acct:	1000-41-41204-515790-000000000
Vendor No:		Name:		Amount:	G/L Acct:	1000-41-41204-515790-000000000
Vendor No:		Name:		Amount:	G/L Acct:	1000-41-41204-515790-000000000

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

Finance approval / date L. Buxton 9/22/22

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

Employee No.: 11458
Employee Name: Jeffrey Rice

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: 2022 Annual Alabama LECC Conference
Purpose of trip: Additional training
Departed: Date: 08/31/22 Time: 8:00 AM
Returned: Date: 09/02/22 Time: 8:30 PM

Comments about the trip:
Employee left one day early for conference (8/30) and paid for all expenses on his own.

2 - ACTUAL COST OF TRAVEL

	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Sat 9/3/22	Sun 9/4/22	Mon 9/5/22	Tue 9/6/22	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								\$0.00				\$0.00
Mileage reimbursement	\$0.625	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging								\$250.86	\$0.00	\$250.86		\$0.00
Meals (actual)	\$125.43	\$125.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.86	\$0.00	\$250.86		\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$0.00	\$47.30	\$27.50	\$0.00	\$0.00	\$0.00	\$0.00	\$74.80				\$61.50
Meal limit	\$25.50	\$34.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.50				\$0.00
Meal Reimbursement	\$0.00	\$34.00	\$27.50	\$0.00	\$0.00	\$0.00	\$0.00	\$61.50				\$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								\$625.66	\$300.00	\$250.86	\$0.00	\$61.50

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: 11458
Vendor No: 1000-41-41100-515790-00000000
Vendor No: 1000-41-41100-515790-00000000
Name: Jeffrey Rice
Amount: \$61.50
G/L Acct: 1000-41-41100-515790-00000000
Name:
Amount:
G/L Acct: 1000-41-41100-515790-00000000
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.

Employee signature / date

Department Head approval / date

Finance approval / date

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

Employee No.: 11215
Employee Name: Chris Riley

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: 2022 Annual Alabama LECC Conference
Purpose of trip: Additional training
Departed>> Date: 08/31/22 Time: 6:30 PM
Returned>> Date: 09/02/22

Comments about the trip:
Employee left one day early for conference (8/30) and paid for all expenses on his own.

2 - ACTUAL COST OF TRAVEL

	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Sat 9/3/22	Sun 9/4/22	Mon 9/5/22	Tue 9/6/22	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								\$0.00				\$0.00
Mileage reimbursement	\$0.625	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$125.43	\$125.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.86	\$0.00	\$250.86		\$0.00
Meals (actual)								\$250.86				\$0.00
Breakfast		Provided	Provided									
Lunch	Not itemized	\$10.90	\$13.42									
Dinner	Provided	No receipt	\$21.43									
Total	\$0.00	\$10.90	\$34.85	\$0.00	\$0.00	\$0.00	\$0.00	\$45.75				
Meal limit	\$25.50	\$34.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.50				
Meal Reimbursement	\$0.00	\$10.90	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.90				\$44.90
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								\$596.61	\$300.00	\$250.86	\$0.00	\$44.90
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: 11215
Vendor No:
Vendor No:
Name: Chris Riley
Amount: \$44.90
G/L Acct: 1000-41-41100-515790-00000000
Name:
Amount:
G/L Acct: 1000-41-41100-515790-00000000
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.

Employee signature / date: Chris Riley 9/20/22
Department Head approval / date: Finance approval / date

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

Employee No.: 11390
Employee Name: Steve Graham

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL

Event description: AL narcotics Officers Assoc Annual Conference

Purpose of trip: Additional training

Departed>> Date: 08/22/22 Time: 9:00 AM
Returned>> Date: 08/26/22 Time: 4:00 PM

Comments about the trip:

Off Graham and Craft shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee	
Registration	\$150.00							\$150.00		\$150.00		\$0.00	
Airfare								\$0.00				\$0.00	
Vehicle rental								\$0.00				\$0.00	
Fuel								\$0.00				\$0.00	
Personal miles	\$0.625							\$0.00				\$0.00	
Mileage reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	
Lodging	\$202.27	\$202.27	\$202.27	\$202.27	\$0.00	\$0.00	\$0.00	\$809.08	\$0.00	\$809.08		\$0.00	
Meals (actual)	\$202.27	\$202.27	\$202.27	\$202.27	\$0.00	\$0.00	\$0.00	\$809.08				\$0.00	
Breakfast	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt	No receipt						
Lunch	\$7.68	No receipt	No receipt	\$18.29	\$10.53								
Dinner	\$20.61	\$24.18	\$46.75	\$50.60									
Total	\$28.26	\$24.18	\$46.75	\$58.89	\$10.53	\$0.00	\$0.00	\$178.61				\$160.72	
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				\$0.00	
Meal Reimbursement	\$28.26	\$24.18	\$46.75	\$31.00	\$10.53	\$0.00	\$0.00	\$160.72				\$0.00	
Taxi, shuttle, etc.								\$0.00				\$0.00	
Luggage fees								\$0.00				\$0.00	
Describe other costs here								\$0.00				\$0.00	
Describe other costs here								\$0.00				\$0.00	
Grand Total								\$1,137.69	\$0.00	\$959.08	\$0.00	\$160.72	
Owed TO employee (employee will be reimbursed on earliest possible paycheck)													\$160.72
Owed BY employee (attach receipt from Clerk-Treasurer to report)													\$0.00

3 - PAYMENT INFORMATION

Employee No: 11390
Vendor No:
Vendor No:

Name: Steve Graham
Amount: \$160.72
Amount:

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

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

Employee signature / date

Department Head approval / date

Finance approval / date

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

Employee No.: 13759
 Employee Name: Dustin Bragg

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
 Event description: AL narcotics Officers Assoc Annual Conference
 Purpose of trip: Additional training
 Departed>> Date: 08/22/22 Time: 8:00 AM
 Returned>> Date: 08/26/22 Time: 5:00 PM

Comments about the trip:
 Off Bragg and Lee shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$202.27	\$202.27	\$202.27	\$202.27	\$0.00	\$0.00	\$0.00	\$809.08	\$0.00	\$809.08		\$0.00
Meals (actual)												
Breakfast	\$18.00	\$18.00	\$18.00	No receipt	\$9.18			\$809.08	\$0.00	\$809.08		\$0.00
Lunch	\$12.65	\$12.65	No receipt	\$11.43	\$11.53							↑ lesser of actual or limit ↓
Dinner	\$17.32	\$20.89	\$53.36	\$39.60								
Total	\$17.32	\$51.54	\$71.36	\$51.03	\$20.71	\$0.00	\$0.00	\$211.96				\$191.03
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				
Meal Reimbursement	\$17.32	\$51.00	\$51.00	\$51.00	\$20.71	\$0.00	\$0.00	\$191.03				
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								\$1,171.04	\$0.00	\$959.08	\$0.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$191.03**
 Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No.: 13759 Name: Dustin Bragg Amount: \$191.03 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

Dustin Bragg 08/22/22
 Department Head approval / date

Jessica Winn 9/30/22
 Finance approval / date

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

Employee No.: 12464
Employee Name: Philip Lee

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL

Event description: AL narcotics Officers Assoc Annual Conference

Purpose of trip: Additional training

Departed: 08/22/22 9:00 AM
Returned: 08/26/22 4:00 PM

Comments about the trip:

Off Bragg and Lee shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging								\$0.00	\$0.00	\$0.00		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast												
Lunch	\$23.83	\$20.98	\$36.85	\$20.00	\$13.24							
Dinner	\$17.32	\$19.79	\$53.90	\$49.00								
Total	\$41.15	\$40.77	\$90.75	\$69.00	\$13.24	\$0.00	\$0.00	\$254.91				\$194.26
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				\$0.00
Meal reimbursement	\$38.25	\$40.77	\$51.00	\$51.00	\$13.24	\$0.00	\$0.00	\$194.26				\$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								\$379.50	\$0.00	\$150.00	\$0.00	\$194.26

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: 12464
Vendor No:
Vendor No:

Name: Philip Lee
Name:
Name:

Amount: \$194.26
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

Department Head approval / date

Finance approval / date

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

Employee No.: 13977
Employee Name: Joseph h Kennington

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: AL narcotics Officers Assoc Annual Conference
Purpose of trip: Additional training
Departed>> Date: 08/22/22 Time: 9:00 AM
Returned>> Date: 08/26/22 Time: 8:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 8/22/22	Tue 8/23/22	Wed 8/24/22	Thu 8/25/22	Fri 8/26/22	Sat 8/27/22	Sun 8/28/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$150.00							\$150.00		\$150.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$202.27	\$202.27	\$202.27	\$202.27	\$0.00	\$0.00	\$0.00	\$809.08	\$0.00	\$809.08		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast	\$8.79	\$20.48	\$20.48	No receipt	No receipt							
Lunch	\$20.46	\$14.85	No receipt	\$31.56	\$14.04							
Dinner	No receipt	\$19.79	\$65.08	\$42.10								
Total	\$29.25	\$55.12	\$85.56	\$73.66	\$14.04	\$0.00	\$0.00	\$257.63				\$196.29
Meal limit	\$38.25	\$51.00	\$51.00	\$51.00	\$38.25	\$0.00	\$0.00	\$229.50				
Meal Reimbursement	\$29.25	\$51.00	\$51.00	\$51.00	\$14.04	\$0.00	\$0.00	\$196.29				
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								\$1,188.58	\$0.00	\$959.08	\$0.00	\$196.29

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

3 - PAYMENT INFORMATION

Employee No: 13977 Name: Joseph Kennington Amount: \$196.29 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

Department Head approval / date

Finance approval / date

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

Employee No.: 17085
 Employee Name: Matthew-John Comstock

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

1 - GENERAL INFORMATION

Destination city, state: Montgomery, AL
 Event description: Gangs- Secret Codes, Signs, & Symbols Training
 Purpose of trip: Additional training
 Departed: 09/11/22 8:00 PM
 Returned: 09/12/22 8:00 PM

Comments about the trip:
 Officer Comstock and Hartley shared a hotel room

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												
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	\$107.37							\$107.37	\$0.00	\$107.37		\$0.00
Meals (actual)	\$107.37							\$107.37				\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$4.39	\$12.98	\$11.31					\$28.68				\$28.68
Meal limit	\$4.39	\$12.98	\$11.31					\$28.68				\$28.68
Meal Reimbursement	\$4.39	\$12.98	\$11.31					\$28.68				\$28.68
Taxi, shuttle, etc.												\$0.00
Luggage fees												\$0.00
Describe other costs here												\$0.00
Describe other costs here												\$0.00
Grand Total								\$151.31	\$0.00	\$107.37	\$0.00	\$28.68

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: 17085
 Vendor No: 1000-41-41204-515790-000000000
 Vendor No: 1000-41-41204-515790-000000000
 Name: Matthew-John Comstock
 Amount: 28.68
 G/L Acct: 1000-41-41204-515790-000000000
 Amount: 28.68
 G/L Acct: 1000-41-41204-515790-000000000
 Amount: 28.68
 G/L Acct: 1000-41-41204-515790-000000000

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

Finance approval / date

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

Employee No.: 3643
Employee Name: Kirk Giles

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

1 - GENERAL INFORMATION

Destination city, state: Orange Beach, AL
Event description: 2022 Annual Alabama LECC Conference
Purpose of trip: Additional training
Departed>> Date: 08/31/22 Time: 6:00 AM
Returned>> Date: 09/02/22 Time: 7:30 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Sat 9/3/22	Sun 9/4/22	Mon 9/5/22	Tue 9/6/22	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								\$0.00				\$0.00
Mileage reimbursement	\$0.625							\$0.00				\$0.00
Lodging	\$125.43	\$125.43						\$250.86	\$0.00	\$250.86		\$0.00
Meals (actual)								\$250.86				\$0.00
Breakfast	\$6.95	Provided	Provided									
Lunch	\$10.46	No receipt	No receipt									
Dinner	Provided	\$29.74										
Total	\$17.41	\$29.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47.15				\$47.15
Meal limit	\$25.50	\$34.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.50				\$0.00
Meal Reimbursement	\$17.41	\$29.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47.15				\$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								\$598.01	\$300.00	\$250.86	\$0.00	\$47.15
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: 3643
Vendor No:
Vendor No:

Name: Kirk Giles
Amount: \$47.15
G/L Acct: 1000-41-41100-515790-000000000

G/L Acct: 1000-41-41100-515790-000000000
G/L Acct: 1000-41-41100-515790-000000000
G/L Acct: 1000-41-41100-515790-000000000

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

Kirk Giles 08/20/22
Employee signature / date

Jessica Winn
Department Head approval / date

Jessica Winn 9/30/22
Finance approval / date

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

Employee No.: 17832
Employee Name: John Lang

Department:
Departmental Contact:
Contact Phone #:

1 - GENERAL INFORMATION

Destination city, state: Gulf Shores, AL
Event description: Alabama League of Municipalities Fall Law Conference
Purpose of trip: CLE Hours: Continuing Education
Departed>> Date: 09/22/22 Time: 5:30 AM
Returned>> Date: 09/24/22 Time: 5:35 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Thu 9/22/22	Fri 9/23/22	Sat 9/24/22	Sun 9/25/22	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	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	377.4		377.4					\$471.26				\$471.26	
Mileage reimbursement	\$235.63	\$0.00	\$235.63	\$0.00	\$0.00	\$0.00	\$0.00	471.50				471.50	
	235.75	236.15						493.50				493.50	
Lodging	\$246.75	\$246.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$493.50	\$0.00	\$0.00		\$0.00	
Lodging limit	8.78												
Meals (actual)	\$7.08												
Breakfast	\$18.20												
Lunch													
Dinner													
Total	\$26.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18				\$26.18	
Meal limit	\$45.75	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$45.75	\$335.50					
Meal Reimbursement	\$26.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18					
Taxi, shuttle, etc.								\$0.00				\$0.00	
Luggage fees								\$0.00				\$0.00	
Describe other costs here	11.00	11.00						22.00				22.00	
Describe other costs here								\$0.00				\$0.00	
Grand Total								\$1,465.94	\$0.00	\$0.00	\$475.00	\$990.94	
Owed TO employee (employee will be reimbursed on earliest possible paycheck)													\$990.94
Owed BY employee (attach receipt from Clerk-Treasurer to report)													\$0.00

3 - PAYMENT INFORMATION

Employee No: 17832 Name: John Lang Amount: \$990.94 G/L Acct: 1000-14-14100-515790-00000000
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: John Lang 9/26/22
Finance approval / date: LaBourick 9/30/22

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

Employee No.: 10681

Employee Name: Snyder Kimon Washington

Department: Human Resources

Departmental Contact: Ashley Jones

Contact Phone #: 256-883-3726

1 - GENERAL INFORMATION

Destination city, state: Miramar Beach, FL

Event description: ASIA Conference

Purpose of trip: ASIA conference

Departed>> Date: 08/06/22 Time: 1:00 PM

Returned>> Date: 08/09/22 Time: 8:00 PM

Comments about the trip:

ASIA conference required for administering worker's compensation hours

2 - ACTUAL COST OF TRAVEL

	Sat 8/6/22	Sun 8/7/22	Mon 8/8/22	Tue 8/9/22	Wed 8/10/22	Thu 8/11/22	Fri 8/12/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$500.00							\$500.00			\$500.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel	\$35.27			\$26.19				\$61.46				\$61.46
Personal miles	\$0.625							\$0.00				\$0.00
Mileage reimbursement								\$0.00				\$0.00
Lodging	\$280.68	\$280.68	\$280.68					\$842.04	\$0.00	\$842.04		\$0.00
Meals (actual)								\$842.04				\$0.00
Breakfast												↑
Lunch	\$17.47	\$20.95		\$10.58				\$49.00				lesser of
Dinner	\$45.75	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$45.75	\$350.75				actual or
Total	\$17.47	\$20.95	\$0.00	\$10.58	\$0.00	\$0.00	\$0.00	\$49.00				limit
Meal limit								\$49.00				↓
Meal Reimbursement	\$17.47	\$20.95	\$0.00	\$10.58	\$0.00	\$0.00	\$0.00	\$49.00				\$49.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Describe other costs here	\$15.00	\$15.00	\$15.00					\$45.00		\$45.00		\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,497.50	\$0.00	\$887.04	\$500.00	\$110.46
												\$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: 10681

Vendor No:

Vendor No:

Name: Snyder Kimon Washington

Name:

Name:

Amount: \$110.46

Amount:

Amount:

G/L Acct:

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: *Ashley Jones* 9/17/22

Department Head approval / date: *Snyder Kimon Washington* 9/24/22

Finance approval / date: *L. D. Bristow* 9/30/22

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

Employee No.: 18362
Employee Name: Melissa Huppenberger

Department:
Departmental Contact:
Contact Phone #:

1 - GENERAL INFORMATION

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

Date: 08/07/22
Date: 08/12/22

Time: 8:00 AM
Time: 5:00 PM

Comments about the trip:

Training to advance veterinary surgery skills in North Carolina

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	\$125.00						8/13/22	\$125.00			\$125.00	\$0.00
Airfare								\$0.00				\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel			\$77.28					\$77.28		\$107.86		\$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	\$158.20	\$158.20	\$158.20	\$158.20	\$0.00	\$791.00	\$0.00	\$791.00	\$0.00	\$791.00	\$0.00	\$0.00
Meals (actual)												↑ lesser of actual or limit ↓
Breakfast		\$9.62		\$13.78	\$18.78							
Lunch		\$11.48	\$18.47	\$23.41	\$28.11							
Dinner		\$21.10	\$18.47	\$42.19	\$46.89	\$0.00		\$128.65				
Total	\$0.00	\$45.75	\$61.00	\$61.00	\$61.00	\$45.75	\$0.00	\$381.25				
Meal Reimbursement	\$0.00	\$21.10	\$18.47	\$42.19	\$46.89	\$0.00	\$0.00	\$128.65				\$128.65
Taxi, shuttle, etc.			\$3.00	\$15.00	\$15.00			\$33.00				\$33.00
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$1,185.51	\$0.00	\$898.86	\$125.00	

Owed TO employee (employee will be reimbursed on earliest possible paycheck) **\$161.65**
Owed BY employee (attach receipt from Clerk-Treasurer to report) **\$0.00**

3 - PAYMENT INFORMATION

Employee No: 18362
Vendor No:
Vendor No:

Name: Melissa Huppenberger
Name:
Name:

Amount: \$161.65
Amount:
Amount:

G/L Acct: 1000-50-06000
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: *Melissa Huppenberger* 9/13/22
Department Head approval / date: *James D. Smith* 9/13/22
Finance approval / date: *Julia Burt* 9/15/22

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 13960

Employee Name: BILL STEINER

Department: ITS

Departmental Contact: TRACY ROSSER

Contact Phone #: 256-427-5097

1 - GENERAL INFORMATION

Destination city, state:

BALTIMORE, MARYLAND

Event description:

MS-ISAC

Purpose of trip:

TRAINING AND COLLABORATION

Departed>>

Date: 08/07/22

Time: 8AM

Returned>>

Date: 08/10/22

Time: 4:30PM

Comments about the trip:

FLIGHT HOME CANCELLED ADDED EXTRA NIGHT FOR F

2 - ACTUAL COST OF TRAVEL

	Sun 8/7/22	Mon 8/8/22	Tue 8/9/22	Wed 8/10/22	Thu 8/11/22	Fri 8/12/22	Sat 8/13/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$0.00							\$0.00				\$0.00
Airfare	\$389.19				\$389.18			\$778.37		\$778.37		\$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	\$198.58	\$198.58	\$198.58	\$255.92				\$851.66		\$198.58		\$653.08
Meals (actual)	\$198.58	\$198.58	\$198.58	\$255.92	\$0.00	\$0.00	\$0.00	\$851.66	\$0.00	\$198.58		\$653.08
Breakfast	\$8.06	PROV	PROV	PROV	\$26.40							
Lunch	\$19.25	PROV	PROV	PROV	\$7.26							
Dinner	\$27.31	\$39.85	\$39.85	\$46.25	\$33.66	\$0.00	\$0.00	\$186.92				
Total	\$45.75	\$80.13	\$80.13	\$145.75	\$45.75	\$0.00	\$0.00	\$350.75				
Meal limit	\$27.31	\$40.81	\$40.81	\$45.75	\$45.75	\$0.00	\$0.00	\$186.42				
Meal Reimbursement	\$27.31	\$40.81	\$40.81	\$45.75	\$45.75	\$0.00	\$0.00	\$186.42				
Taxi, shuttle, etc.				\$75.00	\$70.00			\$145.00				\$145.00
Luggage fees								\$0.00				\$0.00
AIRPORT PARKING								\$0.00				\$0.00
HOTEL TIP								\$0.00				\$0.00
Grand Total								\$1,961.95	\$0.00	\$976.95	\$0.00	\$940.18
Owed TO employee (employee will be reimbursed on earliest possible paycheck)												
Owed BY employee (attach receipt from Clerk-Treasurer to report)												
\$4381.66												

3 - PAYMENT INFORMATION

Employee No:	13960	Name:	BILL STEINER	Amount:	\$1,381.66	G/L Acct:	1000-17-17100-515790-
Vendor No:		Name:		Amount:		G/L Acct:	1000-17-17100-515790-
Vendor No:		Name:		Amount:		G/L Acct:	1000-17-17100-515790-

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

Wm. Steiner 8/19/22
Employee signature / date

Bill Steiner
Department Head approval / date

Shirley 9/12/22
Finance approval / date

(multi-day outside of Alabama)

Employee Name: Patrick Salvail

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

Returned>>

Date:	09/07/22
Time:	6:00 PM

Inv Salvail prepaid the hotel using his personal credit card.

[illegible]

\$838.99	\$425.00	\$0.00
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Owed TO employee (employee will be reimbursed on earliest possible paycheck)
Owed BY employee (attach receipt from Clerk-Treasurer to report)

Employee No:	11911
Vendor No:	
Vendor No:	

Patrick Salvail

Amount:	\$413.99
Amount:	
Amount:	

1000-41-41101-515790-00000000
1000-41-41101-515790-00000000
1000-41-41101-515790-00000000

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

Department Head's approval / date

Finance approval / date

(multi-day outside of Alabama)

Employee No.: 13702

Employee Name: Samuel Lane

Department: Police

Departmental Contact: Jessica Winn

Contact Phone #: 427-7002

1 - GENERAL INFORMATION

Destination city, state:

Event description:

Purpose of trip:

Departed>>

Returned>>

Nashville, TN

Non-Confrontational Internal Affairs Investigations

Additional training

Date: 09/05/22

Date: 09/07/22

Time: 2:00 PM

Time: 6:00 PM

2 - ACTUAL COST OF TRAVEL

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	9/5/22							\$425.00	\$425.00			\$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
Lodging								\$0.00				\$0.00
	185.75	208.80						\$394.54	\$394.54	\$394.54		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast												\$0.00
Lunch												\$0.00
Dinner												\$0.00
Total								\$0.00				\$0.00
Meal limit								\$72.17				\$72.17
Meal Reimbursement								\$116.91				\$0.00
								\$72.17				\$0.00
Taxi, shuttle, etc.								\$0.00				\$0.00
Luggage fees								\$0.00				\$0.00
Hotel Parking								\$54.62				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$946.33	\$425.00	\$449.16	\$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)

\$72.17
\$0.00
\$0.00

3 - PAYMENT INFORMATION

Employee No:

Vendor No:

Vendor No:

13762

Name:

Name:

Name: Samuel Lane

31/05/2019

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Amount:

Amount: [

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\$72.17

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G/L Acct:

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G/L Acct:

1000-41-41101-515790-000000000

1000-41-41101-515750-00000000
1000-41-41101-515780-00000000

2000-41-41101-515790-00000000
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

Department Head approval / date

Finance approval / date

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

Employee No.: 17422
Employee Name: Julie Schenck-Brown

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

1 - GENERAL INFORMATION

Destination city, state: Pittsburgh, PA

Event description: 2022 CIT International Conference

Purpose of trip: Additional training/CEU's

Departed>> Date: 08/27/22 Time: 5:30 AM
Returned>> Date: 08/31/22 Time: 11:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Sat 8/27/22	Sun 8/28/22	Mon 8/29/22	Tue 8/30/22	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$855.00							\$855.00		\$855.00		\$0.00
Airfare	\$442.19							\$442.19		\$442.19		\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles	\$0.625							\$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	\$215.46	\$215.46	\$215.46	\$215.46	\$215.46			\$861.84	\$0.00	\$861.84		\$0.00
Meals (actual)								\$861.84				\$0.00
Breakfast	Provided	Provided	Provided	Provided	Provided							
Lunch	\$14.55	Provided	\$16.56	No rece	\$15.48							
Dinner	\$20.17	\$16.07	\$23.94	\$32.11	\$16.45							
Total	\$34.72	\$16.07	\$40.50	\$32.11	\$31.93	\$0.00	\$0.00	\$155.33				
Meal limit	\$45.75	\$20.33	\$40.66	20.33	\$30.50	\$0.00	\$0.00	\$177.90				
Meal Reimbursement	\$34.72	\$16.07	\$40.50	\$32.11	\$30.50	\$0.00	\$0.00	\$153.90				
Taxi, shuttle, etc.	\$55.65				\$57.50			\$113.15				\$0.00
Luggage fees								\$0.00				\$0.00
Airport Parking					\$40.00			\$40.00		\$40.00		\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total	\$2,467.51							\$0.00	\$2,312.18	\$0.00	\$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)												

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3 - PAYMENT INFORMATION

Employee No: 17422
Vendor No:
Vendor No:

Name: Julie Schenck-Brown
Amount:
Amount:

G/L Acct: 1000-41-41100-515790-00000000
G/L Acct: 1000-41-41100-515790-00000000
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.

Employee signature / date

Department Head approval / date

Finance approval / date

City of Huntsville

Travel Expense Report

(multi-day outside of Alabama)

Employee No.: 17664

Employee Name: Randy Silk

Department: ITS

Departmental Contact: Tracy Rosser

Contact Phone #: 256-427-5097

1 - GENERAL INFORMATION

Destination city, state:

San Francisco, CA

VMWare Conference

Purpose of trip: Training and Collaboration

Departed>>

Date: 08/28/22

Time: 7:00AM

Returned>>

Date: 09/01/22

Time: 10:00PM

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	\$1,495.00							\$1,495.00			\$1,495.00	\$0.00
Airfare	\$1,278.20							\$1,278.20		\$1,278.20		\$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	\$441.92	\$441.92	\$441.92	\$441.91	\$441.91	\$0.00		\$1,767.66	\$0.00	\$1,767.66		\$0.00
Meals (actual)												
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	\$45.75	\$45.75	\$45.75	\$366.00				
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Taxi, shuttle, etc.	\$67.15				\$72.24			\$139.39				\$139.39
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$4,680.25	\$0.00	\$3,045.86	\$1,495.00	\$139.39
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: 17664

Vendor No:

Vendor No:

Name:

Randy Silk

Amount:

\$139.39

G/L Acct:

1000-17-17100-515790-

Amount:

\$139.39

G/L Acct:

1000-17-17100-515790-

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

Employee signature / date

9/13/2022

Department Head approval / date

9/13/22

Finance approval / date

9/15/22

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

Employee No.: 18192
 Employee Name: Jason Benson
 Department: ITS
 Departmental Contact: Tracy Rosser
 Contact Phone #: 256-427-5097

1 - GENERAL INFORMATION

Destination city, state: Denver, CO
 Event description: NATOA CONFERENCE
 Purpose of trip: TELECOMMUNICATION PROFESSIONALS
 Departed>> Date: 08/29/22 Time: 7:30 AM
 Returned>> Date: 09/02/22 Time: 4:00 PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 8/29/22	Tue 8/30/22	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Sat 9/3/22	Sun 9/4/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$725.00							\$725.00			\$725.00	\$0.00
Airfare	\$786.20							\$786.20		\$786.20		\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles	\$0.585							\$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	\$230.34	\$230.34	\$230.34	\$230.34	\$230.34			\$921.36	\$0.00	\$921.36		\$0.00
Meals (actual)					\$12.50			\$12.50				\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$30.76	\$0.00	\$0.00	\$0.00	\$12.50	\$0.00	\$0.00	\$43.26				\$43.26
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$366.00				\$0.00
Meal Reimbursement	\$30.76	\$0.00	\$0.00	\$0.00	\$12.50	\$0.00	\$0.00	\$43.26				\$0.00
Taxi, shuttle, etc.					\$40.99			\$40.99				\$40.99
Luggage fees								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Describe other costs here								\$0.00				\$0.00
Grand Total								\$2,516.81	\$0.00	\$1,707.56	\$725.00	\$84.25

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: 18192 Name: Jason Benson Amount: \$84.25 G/L Acct: 1000-17-17100-515790-00000000
 Vendor No: Name: Amount: G/L Acct: 1000-17-17100-515790-00000000
 Vendor No: Name: Amount: G/L Acct: 1000-17-17100-515790-00000000

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

Employee signature / date: 9/12/22
 Department Head approval / date: 9/15/22

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

Employee No.: 18587
Employee Name: Joshua Smith

Department: ITS
Departmental Contact: Tracy Rosser
Contact Phone #: 256-427-5097

1 - GENERAL INFORMATION

Destination city, state: Denver, CO
Event description: NATOA CONFERENCE
Purpose of trip: TELECOMMUNICATION PROFESSIONALS
Departed>> Date: 08/29/22 Time: 7:30AM
Returned>> Date: 09/02/22 Time: 4:00PM

Comments about the trip:

2 - ACTUAL COST OF TRAVEL

	Mon 8/29/22	Tue 8/30/22	Wed 8/31/22	Thu 9/1/22	Fri 9/2/22	Sat 9/3/22	Sun 9/4/22	Total Cost	Paid City check	Paid by T-Card	Paid by P-Card	To (From) Employee
Registration	\$725.00							\$725.00			\$725.00	\$0.00
Airfare	\$786.20							\$786.20		\$786.20		\$0.00
Vehicle rental								\$0.00				\$0.00
Fuel								\$0.00				\$0.00
Personal miles								\$0.00				\$0.00
Mileage reimbursement	\$0.585							\$0.00				\$0.00
Lodging	\$230.34	\$230.34	\$230.34	\$230.34	\$230.34			\$921.36	\$0.00	\$921.36		\$0.00
Meals (actual)								\$0.00				\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$31.25	\$0.00	\$0.00	\$0.00	\$16.73	\$0.00	\$0.00	\$47.98				\$0.00
Meal limit	\$45.75	\$61.00	\$61.00	\$61.00	\$45.75	\$45.75	\$45.75	\$366.00				\$0.00
Meal Reimbursement	\$31.25	\$0.00	\$0.00	\$0.00	\$16.73	\$0.00	\$0.00	\$47.98				\$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								\$2,480.54	\$0.00	\$1,707.56	\$725.00	\$88 \$47.98

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: 18587
Vendor No:
Vendor No:
Name: Joshua Smith
Amount: \$47.98
G/L Acct: 1000-17-17100-515790-00000000
Amount:
G/L Acct: 1000-17-17100-515790-00000000
Amount:
G/L Acct: 1000-17-17100-515790-00000000

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

Employee signature / date: Wm. Smith 9/12/22
Department Head approval / date: Wm. Smith 9/15/22
Finance approval / date: Wm. Smith 9/15/22

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

Employee No.: 15507
Employee Name: Stephanie Mathewson

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

1 - GENERAL INFORMATION

Destination city, state: Jacksonville, AL
Event description: AL Investigator Academy (Block # 4 of 4)
Purpose of trip: Additional training
Departed>> Date: 08/15/22 Time: 6:00 PM
Returned>> Date: 08/17/22 Time: 6:00 PM

Comments about the trip:

No meal receipts are being submitted for reimbursement.

2 - ACTUAL COST OF TRAVEL

	Mon 8/15/22	Tue 8/16/22	Wed 8/17/22	Thu 8/18/22	Fri 8/19/22	Sat 8/20/22	Sun 8/21/22	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	\$109.89	\$109.89						\$219.78	\$0.00	\$219.78		\$0.00
Meals (actual)	\$109.89	\$109.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.78	\$0.00	\$219.78		\$0.00
Breakfast												
Lunch												
Dinner												
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Meal limit	\$38.25	\$51.00	\$38.25	\$38.25	\$38.25	\$38.25	\$38.25	\$0.00				\$0.00
Meal Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.50				\$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								\$219.78	\$0.00	\$219.78	\$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: 15507
Vendor No:
Vendor No:
Name: Stephanie Mathewson
Amount: \$0.00
G/L Acct: 1000-41-41204-515790-00000000
Name: Amount:
G/L Acct: 1000-41-41204-515790-00000000
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: Stephanie Mathewson 9/8/22
Department Head approval / date: Stephanie Mathewson 9/8/22
Finance approval / date: Stephanie Mathewson 9/8/22

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

Employee No.: 14819
Employee Name: Jeremiah Long

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

1 - GENERAL INFORMATION

Destination city, state: Jacksonville, AL
Event description: AL Investigator Academy (Block # 4 of 4)
Purpose of trip: Additional training
Departed: 08/15/22 Time: 8:00 PM
Returned: 08/17/22 Time: 5:00 PM

Comments about the trip:

Inv Long and Draper shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 8/15/22	Tue 8/16/22	Wed 8/17/22	Thu 8/18/22	Fri 8/19/22	Sat 8/20/22	Sun 8/21/22	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	\$0.585	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Lodging	\$109.89	\$109.89	\$109.89	\$0.00	\$0.00	\$0.00	\$0.00	\$219.78	\$0.00	\$219.78	\$0.00	\$0.00
Meals (actual)								\$219.78				\$0.00
Breakfast	Provided	Provided	Provided									
Lunch	No receipt	No receipt	No receipt									
Dinner	No receipt	No receipt	No receipt									
Total	\$0.00	\$25.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.24				\$25.24
Meal limit	\$38.25	\$34.00	\$25.50	\$0.00	\$0.00	\$0.00	\$0.00	\$97.75				\$0.00
Meal Reimbursement	\$0.00	\$25.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.24				\$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								\$245.02	\$0.00	\$219.78	\$0.00	\$25.24

Owed TO employee (employee will be reimbursed on earliest possible paycheck) \$25.24
Owed BY employee (attach receipt from Clerk-Treasurer to report) \$0.00

3 - PAYMENT INFORMATION

Employee No: 14819
Vendor No: 1000-41-41204-515790-00000000
Vendor No: 1000-41-41204-515790-00000000
Name: Jeremiah Long
Amount: \$25.24
G/L Acct: 1000-41-41204-515790-00000000
Amount: \$0.00
G/L Acct: 1000-41-41204-515790-00000000
Amount: \$0.00
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

Jeremiah Long 08-07-22
Department Head approval / date

Finance approval / date
9/8/22

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

Employee No.: 12844
Employee Name: Charles Draper

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

1 - GENERAL INFORMATION

Destination city, state:

Jacksonville, AL

Event description:
Purpose of trip: AL Investigator Academy (Block # 4 of 4)

Departed>>

Date: 08/15/22

Time: 8:00 PM

Returned>>

Date: 08/17/22

Time: 5:00 PM

Comments about the trip:

Inv Long and Draper shared a hotel room

2 - ACTUAL COST OF TRAVEL

	Mon 8/15/22	Tue 8/16/22	Wed 8/17/22	Thu 8/18/22	Fri 8/19/22	Sat 8/20/22	Sun 8/21/22	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	\$0.585	\$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
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
Meal limit								\$31.79				\$31.79
Meal Reimbursement								\$31.79				\$31.79
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								\$31.79	\$0.00	\$0.00	\$0.00	\$31.79

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: 12844
Vendor No:
Vendor No:

Name: Charles Draper
Name:
Name:

Amount: \$31.79
Amount:
Amount:

G/L Acct: 1000-41-41204-515790-00000000
G/L Acct: 1000-41-41204-515790-00000000
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

Department Head approval / date

Finance approval / date