



For Accounting Only

Registration Advance Voucher # _____ Expense Advance Voucher # _____
Lodging Advance Voucher # _____ Other # _____
Reimbursement Voucher # _____

Employee Name & Employee ID# Terrell Jacobs
Department/Division Name City Manager
Destination (City, State) Atlanta, Georgia
Departure Date 10 / 30 / 25 Return Date 10 / 31 / 25
Purpose of Trip to attend the 2025 Hub Cities Fall Meeting

Registration Advance \$ 0.00
201.7630
(Division #)

Registration Check Payable to:
No Registration Required

Lodging Advance \$ 144.11
201.7600
(Division #)

Lodging Check Payable to:
Origin Atlanta - Wyndham - PCard
\$119 nightly +taxes and fees= \$144.11

Expense Advance \$ 129.00
201.7600.
(Division #)

Expense Advance Payable to:
Terrell Jacobs
\$64.50(30th) + 64.50(31st) = \$129.00

Transportation Advance \$ 254.80
201.7600
(Division #)

Transportation Advance Payable to and Mode of Travel:
Mode of Travel: (type=city vehicle/airline/taxi/car rental/parking/etc.)
Terrell Jacobs Privately Owned Vehicle
182 miles X2(R/T)=364miles X .70 p/mile = \$254.80

Other Advance \$ _____
201.7600
(Division #)

Other Advance Payable to:

Total Advance \$ 527.91
Budgeted Not Budgeted

Department Head/Deputy Signature _____

EXPENSE ACCOUNTING

DETAIL ACCOUNTING OF EXPENSES MUST BE SUBMITTED TO BUDGET OFFICE WITHIN 10 WORKING DAYS UPON RETURN.

1. Travel \$ 254.80
2. Lodging \$ 144.11
3. Per Diem \$ 129.00 (Division # 201.7600.)
4. Registration \$ 0.00
Total Expenses \$ 527.91
Total Advance \$ 527.91
Credit (Refund) \$ _____
Net Due Employee \$ 0.00 (Division # 201.7600.)
Due City \$ 0.00 Receipt # _____

1 a. Mileage* _____
(Personal Auto) x current IRS standard mileage rate per mile =
\$ 0.00

1 b. Mode of Travel: (type=city vehicle/airline/taxi/car rental/parking/etc.)
Type: _____ Amt\$ _____
Type: _____ Amt\$ _____
Type: _____ Amt\$ _____
Type: _____ Amt\$ _____
Travel Sum (1a + 1b) \$ 0.00

Travel Expense Verified by Department Head/ Deputy _____

Traveler's Signature _____