



## City of North Miami Beach, Florida

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One City

### Travel Expense Report

<b>Traveler's Name</b> Phillip Ford	<b>Department</b> Procurement Management	<b>Traveler's Vendor Number</b> <b>527843</b>
<b>Destination</b> Dallas, Texas P3C 2022 Conference	<b>Departure Date</b> March 13, 2022	<b>Return Date</b> March 17, 2022

ITEM	Day						TOTAL
	Date	3/13	3/14	3/15	3/16	3/17	
Lodging		\$254.30	\$254.30	\$254.30	\$254.31		\$ 1,017.21
Meals	<b>Rate</b>						
Breakfast	\$		\$16.00	\$16.00	\$16.00		\$ 48.00
Lunch	\$		\$17.00	\$17.00	\$17.00		\$ 51.00
Dinner	\$	\$51.75	\$31.00	\$31.00	\$31.00	\$51.75	\$ 196.50
Registration Fee		\$595.00					\$ 595.00
Airfare		\$959.20					\$ 959.20
Taxi/Shuttle							\$
Tolls/Parking							\$
Vehicle Rental		\$803.82					\$ 803.82
Mileage							\$
Other							\$
<b>Total</b>		<b>\$2,664.07</b>	<b>\$ 318.30</b>	<b>\$ 318.30</b>	<b>\$ 318.31</b>	<b>\$ 51.75</b>	<b>\$ 3,670.73</b>

- Instructions:**
- This form must be completed and submitted after each trip.
  - Complete each section for which travel expenses are claimed. Include totals for each day and for each line item.
  - This form is to be supported by paid receipts for all claims except meals.
  - Within ten (10) working days of return, accounting must be made on this form, properly signed, and submitted to the Finance Department. Excess advanced funds shall be returned to the Finance Department with submission of this form.
  - Use additional forms as needed.

<b>Grand Total from above</b>		<b>\$ 3,670.73</b>
<b>Less Prior Payments or Advances</b>		
<b>Hotel</b>	Hotel name chk# xxxxxx	
<b>Per Diem</b>	Prepaid Chk# xxxxxx	
<b>Registration</b>	Org name Chk# xxxxxx	
<b>Other</b>		
<b>Amount Due</b>		
City or Traveler		<b>\$3,670.73</b>

I certify that the expenses reported were actually incurred by me as necessary traveling expenses in the performance of my official duties. Any costs paid by another agency have been deducted from this travel claim. This claim is true and correct and conforms to the Travel Policy of the City of North Miami Beach.

Traveler (signature)
 

 10/11/22  
 Date
 

  
 Approved - Dept Head (signature)
 

 11/18/22  
 Date

For use by Finance Department: