

City of Temple, Texas  
 City Council Travel & Training - Account 110-1000-511-25-14  
 For the Quarter ending June 30, 2008

Date	Description	Amount	Council Member						Not for a Specific Member	
			Mayor Jones	Tyroch	Luna	Schneider	Jeter	Janczak		
Total 1st & 2nd Quarter			\$ 4,764.21	\$ 920.63	\$ 1,909.31	\$ 546.63	\$ -	\$ -	\$ -	\$ 1,387.64
4/3/2008	Transportation Forum-Registration	300.00	300.00	-	-	-	-	-	-	-
4/30/2008	Reimb Transportation Forum	220.04	220.04	-	-	-	-	-	-	-
Total 3rd Quarter			520.04	-	-	-	-	-	-	-

Total	\$ 5,284.25	\$ 1,440.67	\$ 1,909.31	\$ 546.63	\$ -	\$ -	\$ -	\$ -	\$ 1,387.64
% of Total	27.26%	36.13%	10.34%	0.00%	0.00%	0.00%	0.00%	26.26%	

Budget \$13,870.00 \*  
 % of Budget 38.10%

\* The budget amount includes 2 budget adjustments totaling \$6,130 posted in July to reduce the travel account and fund some annexation expenditures.

# CITY OF TEMPLE TRAVEL REQUEST & EXPENSE REPORT

13421

**INSTRUCTIONS:** This form should be completed before any travel costing over \$50 occurs. A separate form is required for each travel day after the travel is completed. You must complete Sections 1, 2, and 3 (if requesting a Travel Advance) before travel occurs. Section 4 should be completed within 5 working days after the travel is completed.

### 1. GENERAL INFORMATION:

Traveler:	Mayor Bill Jones, III	Date of Request:	1-Apr-08
Department:	Mayor/ Council	Travel to:	Austin
Departure Date:	20-Apr-08	Return Date:	22-Apr-08
Purpose of Travel:	3rd Annual Transportation Forum	Account #:	110-1000-511-25-14
Vehicle to be used:	<input checked="" type="checkbox"/> Personal Auto <input type="checkbox"/> City Auto—fuel purchases must be coordinated thru Fleet Mgmt Other: _____	Co-Worker Auto:	_____

### 2. ESTIMATE OF COST:

	Meal Per Diem Rates:		Travel To Regional Daily Rate per GSA							TOTAL	
	or before	or after	SUN	MON	TUES	WED	THU	FRI	SAT		
\$ 206.04	Mileage:	408 Miles	\$ 0.505								\$ 206.04
\$ -	Meals - Per Diem									\$ -	
\$ 300.00	Registration Fee									\$ 300.00	
	Airfare									\$ -	
	Lodging									\$ -	
	Other									\$ -	
\$ 506.04	<b>TOTAL COST ESTIMATE OF TRAVEL</b>									\$ 506.04	
			Leave at: _____ Return at: _____ Breakfast 7:00 a.m. - 8:00 a.m. \$39 \$44 \$49 \$54 \$59 \$64 Lunch 11:00 a.m. - 1:00 p.m. \$8 \$9 \$10 \$11 \$12 \$13 Dinner 5:00 p.m. - 7:00 p.m. \$19 \$22 \$25 \$27 \$30 \$32								
			Employee Signature/Date: _____ Authorizing Department Signature/Date: _____								

### 3. REQUEST FOR ADVANCE:

When requesting an Advance, a Requisition must be entered into HTE. A copy of this form along with the Receiving Report must be submitted to Purchasing. Please allow adequate time for a Cash Advance Check to be processed.

By signature hereon, employee authorizes deduction of travel advance from paycheck if expense report is not turned in to Finance within the allotted time or deduction of the amount owed the City if not reimbursed within the allotted time.

Employee Signature/Date: \_\_\_\_\_

Authorizing Department Signature/Date: \_\_\_\_\_

### 4. TRAVEL EXPENSE REPORT:

	Mileage:	408 Miles	\$ 0.505	Rate/mile	SUN	MON	TUES	WED	THU	FRI	SAT	TOTAL
\$ 206.04	Mileage:	408 Miles	\$ 0.505	Rate/mile								\$ 206.04
\$ -	Meals - Per Diem				Breakfast							\$ -
\$ 300.00	Registration Fee				Lunch							\$ -
\$ -	Airfare				Dinner							\$ -
\$ -	Reimbursable Lodging				Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 14.00	Other											\$ 14.00
\$ 220.04	<b>TOTAL REIMBURSABLE ACTUAL EXPENSES</b>											
3%	<b>Actual Expenses Over (Under) Estimate</b> →											
If actual Reimbursable Expenses is OVER 10% of Estimate, explanation of overage: _____												
					PO #: pcard PO #: _____ PO #: _____							
					Employee Signature/Date: _____ Authorizing Department Signature/Date: _____ Finance Signature/Date: _____							
\$ 220.04	<b>TOTAL AMOUNT DUE TO EMPLOYEE</b>											
\$ -	<b>TOTAL REIMBURSEMENT DUE CITY</b>											

City of Temple, Texas  
 City Council Food Items/Supplies - Account 110-1000-511-21-12  
 For the Quarter ending June 30, 2008

Date	Description	Amount	Council Member					Not for a Specific Member
			Mayor Jones	Luna	Schneider	Jeter	Janczak	
Total 1st & 2nd Quarter		\$ 5,264.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,264.18
3rd Qtr	Misc Food items	395.24	-	-	-	-	-	395.24
4/17/2008	Airport Award Dinner	240.00	-	-	-	-	-	240.00
Total 3rd Quarter		635.24	-	-	-	-	-	635.24
Year to Date Total		\$ 5,899.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,899.42

% of Total	Budget	% of Budget*
0.00%	\$ 5,500.00	107.26%
0.00%		
0.00%		
0.00%		
0.00%		
100.00%		

\* Total expenditures exceed the budget by \$399.42. Budgetary control is at the element level which is within budget.

Transaction Inquiry - City of Temple

\*\*\*\*\*PUBLIC SECTION  
NewLine



Transaction Inquiry

Card/Cardholder Information

Card number: \*\*\*\*\*7666  
Cardholder name: GOWAN, SHANNON  
Department: 00011 CITY MANAGER  
Division: 00000 NA

Transaction Information

Transaction type:	D	DEBIT	Transaction date:	4/15/08	Status:	AP
Amount:		240.00	Posting date:	4/17/08		
Approved ID:	FGARCIA		Date:	4/25/08		

Merchant Information

Merchant: TEXAS TRANSPORTATION I      City:      TX  
GL vendor: 7875 TEXAS TRNSPRTN INST BUS OFC

Interface Information and Notes

GL account:	110-1000-511-21.12	Work request:		Job order:	
Project number:		Reference:			
Equipment number:		Job number:			
Fleet job order:	4/15/08				
	AIRPORT AWARD DINNER				

OK

X Esc

< Cancel

Cardholder

## Perform Transaction -- Result

[Help](#)

Your transaction has been submitted. Details about the transaction are displayed below.

### Transaction Information

**Result Code:** 0

**Response Message:** Approved

**Transaction ID:** VUJN2ACAF6ED

**Authorization Code:** 072144

**AVS Street Match:**

**AVS Zip Match:**

**International AVS Indicator:** X

**Card Security Code Match:**

**Merchant:** TXTRANSINST

**User:** teresakohnt

**Transaction Type:** S(Sale)

**Credit Card Number:** 5567XXXXXXX7666

**Expiration Date:** 08 / 2009

**Amount:** USD 240.00

**Comment 1:** TAC08

**Comment 2:** reg-Gowan

### Purchase Order / Merchant Reference #:

**Settlement Date:**

**Customer Code:**

**Tax Amount:** USD 0.00

**Shipping/Freight Amount:** USD 0.00

**Duty Amount:** USD 0.00

**Shipping Zip:**

**Shipping Country:**

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[Start a New Transaction](#)