

Warren-Newport Public Library

Travel Expenses

Name	Amy Meyer					
Department	Technical Services					
Purpose	Innovative Users Group Conference					
Travel/Work Time	Dates	Hours				
Travel Travel	4/2	7 hours				
work	4/3	8.5 hours				
work	4/4	9.5 hours				
Travel	4/5	7 hours				
Expenses	Dates	Details				Amount
Transportation	4/2 and 4/5	<input checked="" type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	275.40
		Other:				
Own car		Total Mileage _____ @ \$0.555/mile				7831.93
Lodging	4/2 - 4/5	Location: Gaylord Hotel (National Harbor, MD) pre-paid				
If Lodging is prepaid, please include a copy of the bill received at check-out and enter "0" in the Amount column.						
Meals	Date	Location				Amount
Breakfast/Lunch	4/3	Nandos / Cocoa Bean House				30.74
Breakfast/Lunch	4/4	Subway / Coca Bean House				17.97
Other	Date	Purpose				Amount
SuperShuttle	4/2 and 4/5	Transport to and from hotel				42.24
Subtotal					1,198.28 ✓	
LESS Travel Advance					—	
Total Amount Returned with this Report					—	
Total Amount Due to Staff Member					1,198.28 ✓	
Signature:	Amy Meyer				Date:	4/4/17
Account(s) to be charged:	1- 50 - 51500					
Approved:					Date:	

Please attach receipts for all listed expenses, sign the form, and submit for approval. Please forward to Administration for processing.

I acknowledge receipt of a Travel Advance in the amount of \$ _____.

Staff Member Signature: _____ Date: _____

Please



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For questions regarding this folio, please call
Marriott Business Services toll-free 1-866-435-7627

GUEST FOLIO

201 Waterfront Street, National Harbor, MD 20745 • gaylordhotels.com

10088 MEYER/A

237.00 04/05/17 11:00

**51762 56347
ACCT# GROUP**

T2

40 04/02/17 17:49

19

RWD#:

Room Clerk	Address	Payment	RWD#:
DATE	REFERENCE	CHARGES	CREDITS
04/02	GP ROOM	10088, 1 237.00	
04/02	STATETAX	10088, 1 40.31	
04/03	GP ROOM	10088, 1 237.00	
04/03	STATETAX	10088, 1 40.31	
04/04	GP ROOM	10088, 1 237.00	
04/04	STATETAX	10088, 1 40.31	
04/05	MC CARD		\$831.93

TO BE SETTLED TO: MASTERCARD CURRENT BALANCE .00

**EXPRESS CHECK-OUT OPTIONS HAVE BEEN PROVIDED ON THE BACK TO
HELP EXPEDITE YOUR DEPARTURE. ANY ADDITIONAL CHARGES
INCURRED WILL BE CHARGED TO YOUR CREDIT CARD. THANK YOU.**

**AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
RXXXXXXXXXXXXX@GMAIL.COM
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM**

This statement is your only receipt. You have agreed to pay in cash or by approved personal check, or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.25% per month (ANNUAL RATE 15%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature _____