



City of Haines City

Travel/Training Advance Form

Employee: Omar Arroyo Department: City Commissioner Date: 9/30/22

Destination: City Summitt - Kansas Mo

Purpose: NLC City Summitt

Departure Date: Nov 15 2022 Time:

Return Date: Nov 20 2022 Time:

Expenses Paid by P-Card or Check

Conference Name: NLC City Summitt Registration Amt: \$780.00

Lodging: Hotel Name: Loews Hotel

Single Rate : 299 Nights: 5 Total Lodging: \$ 1,495.00

Name of Airline: Southwest Airline Total Ticket: \$664.97

Advance to Employee

Mileage: Personal vehicle 74 miles @ .585 per mile \$ 46.25
(please provide mapquest)

Meals : Breakfast 6 @ \$10.00 \$ 60.00
(travel must begin prior to 6:00 am)

Lunch 6 @ \$15.00 \$ 90.00
(travel must begin before noon and extend beyond 2:00 pm)

Dinner 6 @ \$30.00 \$ 180.00
(travel must begin before 6:00 pm and extend beyond 8:00 pm)

Misc Expenses: Other Car Rental \$ 509.00

Total Advance To Employee: \$ 3,825.22

Employee Signature _____ Date _____

Department Head _____ Date _____

Reviewed by Finance _____ Date _____