TP 16 #2673

PIMA COUNTY

PIMA COUNTY
FINAL TRAVEL RECONCILIATION
(to be completed upon traveler's return)

Traveler's Name:	Deborah A. Miller
Vendor Number:	121746
Department Name:	BOS Dist 3

Destination:	Ajo
Purpose:	Meetings
Departure Date/Time:	3/3/16 1:00pm
Return Date/Time:	3/4/16 1:30pm

Travel Expenditures Itemized Per Day

Date	Registration	Transportation	Mileage Expense (Mileage x Rate)	Lodging	Per Diem	Other	Line Total
3/3/16			$ 66.31	$ 95.24	$ 19.00		$ 180.55
3/4/16			$ 61.86		$ 20.00		$ 81.86
							$ 0.00
							$ 0.00
							$ 0.00
						Total Allowable Expense:	$ 262.40

Advances/Prepaid Expenses

Type Of Expense	Document Type	Document Number	Amount	Prepaid Payee	Line Total
Registration:					$ 0.00
Transportation:					$ 0.00
Lodging:					$ 0.00
Per Diem:					$ 0.00
Other:					$ 0.00
				Total Advances/Pre-Paid Expenses	$ 0.00

Amount Due Employee: $ 262.40

Travel Payment No.:_____ Date_____

Amount Due Pima County:

Cash Receipt No.:_____ Date_____

I hereby certify that the above travel was completed in the performance of official duties, that the information given above is true in all respects, and that no travel payment (TP) document has before been made for any part thereof, and that i am not indebted to Pima County in any manner.

Deborah A. Miller
Traveler's Signature

3/8/16
Date

*Note: Receipts must be attached for Lodging, Transportation, and Miscellaneous expenses.

Revised: 01/29/15

PIMA COUNTY MILEAGE REPORT

EMPLOYEE NAME: Deborah A. Miller
EMPLOYEE IDENTIFICATION NUMBER: 121746

DEPARTMENT: BOS - District 3
MILEAGE FOR MONTH/YEAR: March 2016

DATE	DEPARTED FROM	BEGINNING ODOMETER	ARRIVED AT	ENDING ODOMETER	ADDRESS *	TOTAL MILEAGE
3/3/16	Residence	107895	Ajo	108044	290 5th St., Ajo, AZ	149
3/4/16	Ajo	108044	Residence	108183	1651 E. Glenn St, Tucson, AZ	139
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0

PERSONAL MILEAGE IS DEFINED IN THE LOCAL MILEAGE ADMINISTRATIVE PROCEDURE. TO CALCULATE PERSONAL MILEAGE FOR A COMMUTER THAT HAS A REGULAR WORK PLACE, COMPLETE THE FOLLOWING: ADD THE NUMBER OF DAYS TRAVELED, THEN MULTIPLY THIS NUMBER BY THE REGULAR COMMUTE MILES TO AND/OR FROM YOUR REGULAR WORK PLACE. (10 DAYS X 12 MILES = 120)

TO CALCULATE **PERSONAL MILEAGE** IF YOU DO NOT HAVE A REGULAR JOB SITE, ADD THE NUMBER OF MILES FROM YOUR HOME TO THE FIRST WORK SITE, THEN ADD THE NUMBER OF MILES FROM THE LAST WORK SITE BACK TO YOUR HOME. ADD EACH DAY'S PERSONAL MILEAGE TO OBTAIN THE MONTHLY PERSONAL MILEAGE.

TOTAL MILEAGE	288
LESS PERSONAL MILEAGE	
REIMBURSABLE MILES	288

* PUBLIC HEALTH NURSING AND CONSUMER HEALTH AND FOOD SAFETY ARE NOT REQUIRED TO COMPLETE THE ADDRESS COLUMN. DETAILED LOGS ARE COMPLETED AND MAINTAINED BY THE HEALTH DEPARTMENT.

MILEAGE REIMBURSEMENT # OF MILES 288 X RATE $0.445 = $ 128.16 + PARKING $_____ (ATTACH RECEIPTS) = TOTAL REIMBURSEMENT $ 128.16

BY SIGNING BELOW:
1) AS THE CLAIMANT, I CERTIFY I HAVE A VALID DRIVER LICENSE, CURRENT VEHICULAR LIABILITY INSURANCE, AND THE VEHICLE DRIVEN HAS CURRENT REGISTRATION.
2) CLAIMANT AND SUPERVISOR CERTIFY THAT THE ABOVE AMOUNTS ARE CORRECT AND WERE EXPENDED IN DISCHARGE OF DUTIES TO THE BENEFIT OF THE COUNTY.

Deborah A. Miller — CLAIMANT'S SIGNATURE
3/8/16 — DATE
SUPERVISOR'S SIGNATURE
3/9/16 — DATE

THE MILEAGE REIMBURSEMENT WARRANT WILL BE MAILED TO THE HOME ADDRESS ON FILE IN THE PAYROLL SYSTEM.

REVISED 02/01/13

BOOKING 26610

Booking date: 03/02/2016

BOOKING INFO

NAME
Deb Miller

COMPANY OR C/O
Pima County

ADDRESS
130 W Congress
85701 Tucson, AZ
United States

PHONE
+1 5206616500

EMAIL
dnmiller@cox.net

CHECK-IN
03/03/2016

CHECK-OUT
03/04/2016

NIGHTS
1

NUMBER OF ADULTS
1

WILL YOU BE ARRIVING AFTER 5PM?
no

IF YES, APPROXIMATELY WHAT TIME?
3:30

WILL YOU BE TRAVELING WITH A DOG?
no

HOW MANY CHILDREN UNDER 18 ARE IN YOUR PARTY?
0

ARE YOU HERE FOR A SPECIFIC EVENT OR WITH A GROUP?
yes

DESCRIPTION	UNITS	UNIT PRICE	TOTAL
Standard Room - Two Queen Beds 1 person	1	85.00	85.00
		Sales Tax (TPT):	5.10
		Lodging Tax:	5.14
		In total:	**$95.24**
		Online payment (check account to confirm):	-95.24
		Remaining:	0.00