

**PIMA COUNTY
FINAL TRAVEL RECONCILIATION**

(to be completed upon traveler's return)

Traveler's Name:	Jennifer Wong	Destination:	Flagstaff, Arizona
Vendor Number:	03222013	Purpose:	2013 W/R NACo Conference
Department Name:	Board of Supervisor - District 4	Departure Date/Time:	May 22, 2013 / 6:30 am
		Return Date/Time:	May 24, 2013 / 4:30 pm

Travel Expenditures Itemized Per Day							
Date	Registration	Transportation	Mileage Expense (Mileage x Rate)	Lodging	Per Diem	Other	Line Total
05/22/2013	420.00			113.69	39.00		572.69
05/23/2013				113.69	39.00		152.69
05/24/2013					39.00		39.00
							0.00
							Total Allowable Expense: \$764.38

Advances/Prepaid Expenses						
Type Of Expense	Document Type	Document Number	Amount	Prepaid Payee	Line Total	
Registration:		420.00	420.00	PCard	420.00	
Transportation:					0.00	
Lodging:			227.38	PCard	227.38	
Per Diem:					0.00	
Other:					0.00	
						Total Advances/Pre-Paid Expenses \$647.38

Amount Due Employee: **\$117.00**

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.

Traveler's Signature:  Date: 6/11/2013

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



- [My Information](#)
- [Upcoming Events](#)
- [Open Invoices](#)
- [Workshop Recordings](#)
- [Submit a Job Listing](#)

Shopping Cart | Receipt - Hotel

Thank you for your order.

Your Confirmation Number is **VTJEA7226D39**. You may [Print](#) this page for your records.

NACo Online Community

- [My Groups](#)
- [Events Calendar](#)
- [Resources](#)
- [My Discussions](#)
- [My Contacts](#)

item	quantity	price	discount	tax	shipping	net-total
WIR Conference Registration Fee	1.00	420.00	\$0.00	\$0.00	\$0.00	\$420.00
Yes, I'd like a Tote Bag	1.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

Logout

customer name: Wong Jennifer
phone:

billing name: AZPima County

shipping label: Ms. Jennifer Wong
Executive Assistant to
Supervisor Ray Carroll
Pima County
130 W. Congress St., 11th floor
Tucson, AZ 85701

billing label: Pima County
130 W. Congress Street, 6th Floor
County Administration Building
Tucson, AZ 85701-1332

payment amount: 420.00
payment method: VISA
cardholder's name: Jade Lizbeth T. Sia
credit card number: 47*****3044

net-total: \$420.00
net-applied: \$420.00
net-balance: \$0.00

authorization code: 045820
reference number: VTJEA7226D39

[Hotel Reservations](#)

[EXIT \(no hotel registrations needed\)](#)



Jennifer Wong
United States

Room No. : 304
Arrival : 05-22-13
Departure : 05-24-13
Page No. : 1 of 1
Folio No. :
Conf. No. : 1975601
Cashier No. : 56

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : 130522CNAC
Company Name : National Association of Counties

05-24-13 08:19:23 AM EST

Date	Text	Charges	Credits
05-22-13	Room	102.00	
05-22-13	State Tax 7.737%	7.89	
05-22-13	City Tax 3.721%	3.80	
05-23-13	Room	102.00	
05-23-13	State Tax 7.737%	7.89	
05-23-13	City Tax 3.721%	3.80	
Total		227.38	0.00
Balance			227.38

Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Woodlands Hotel Flagstaff
1175 West Route 66
Flagstaff, AZ 86001
Telephone: 928-773-8888 Fax: 928-773-1827
www.flagstaffwoodlandshotel.com

Attachment 2

TA #: 03222013

PIMA COUNTY TRAVEL AUTHORIZATION #1

1. NAME: Jennifer Wong 2. DEPARTMENT: Board of Supervisor - D4
 3. PLANNED DEPARTURE DATE: May 22, 2013 4. PLANNED RETURN DATE: May 24, 2013
 5. DESTINATION: Flagstaff, Arizona
 6. PURPOSE OF TRAVEL: 2013 WIR NACo Conference

7. ESTIMATED EXPENDITURES:

ITEM	AMOUNT	VOUCHER
a. Transportation		
b. Lodging	<u>\$250.35</u>	
c. Per Diem	<u>\$117.00</u>	
d. Registration	<u>\$420.00</u>	
e. Other		
f. Total	<u>\$793.35</u>	

I, employee, am fully aware that advances made for this trip are to be repaid/closed for this trip within 15 days of the close of the trip, or a lien against my wages and salary may be institute.

8. J. Wong 4/8/2013
 Employee/Traveler Signature Date
9. [Signature] 4/8/13
 Authorized Signer Date
 (Admin. Procedure 22-10)

THE ORIGINAL OF THE FORM MUST BE FORWARDED TO THE FINANCE DEPARTMENT-ACCOUNTS PAYABLE SECTION

- SEE INSTRUCTIONS ON REVERSE SIDE -

INSTRUCTIONS FOR COMPLETION

- Enter employee's name.
- Enter employee's Department.
- Enter planned departure date.
- Enter planned return date.
- Enter place of destination.
- Describe purpose of travel.
- a.-e. Enter estimated expenditure amounts by category.
- f. Add 7.a. - 7.e. and enter result in 7.f.
- Signature of employee/traveler and date.
- Signature of Department Authorized Signer (Administrative Procedure 22-10). If the TRAVELER IS AN APPOINTED DEPARTMENT HEAD, OBTAIN SIGNATURE OF COUNTY ADMINISTRATOR, OR BOARD OF SUPERVISORS AS APPROPRIATE.