

# Purchasing Card

Employee Name Tarrah S. Johnson  
 Expense Purpose 0  
 Fund 01 General

Employee Number 608  
 Daily Meal Limit \$ -  
 Report Start Date 1/31/2023

## APPROVED TRAVEL EXPENSES (FROM PAGE 2)

01-11-11-42-294



Total Meals 25.61  
 Total Lodging -  
 Total Mileage -

## MISCELLANEOUS TRAVEL EXPENSES (AIR FARE, RENTAL CARS, TAXI, GASOLINE, ETC.)

DATE	DAY	DESCRIPTION - CITY	EXPENSE GL ACCOUNT	
<b>Total Miscellaneous Travel</b>				<b>-</b>

## OTHER MISCELLANEOUS EXPENSE ITEMS

DATE	DESCRIPTION	EXPENSE GL ACCOUNT	AMOUNT
1/3/2023	Straight Talk	01-11-11-45-512	15.00
1/5/2023	NE Municipalities League	01-10-10-42-294	1,844.00
1/10/2023	NE Municipalities League	01-10-10-42-294	461.00
<b>Total Miscellaneous</b>			<b>2,320.00</b>

Travel Advance -

**Card No. = 5290**

**Total Purchasing Card \$ 2,345.61**

**Comments**

Employee Signature *Tarrah S. Johnson*  
Tarrah S. Johnson

Date 2/17/23

Supervisor Approval *[Signature]*

Date 2/16/23

**Finance Office Use Only:**  
 Comments

Receipts   
 Signed \_\_\_\_\_  
 Date \_\_\_\_\_

Employee Name Tarah S. Johnson

Employee Number 608

### Approved Travel Expenses

#### MEALS

DATE	DAY	RESTAURANT AND CITY (Note Individuals)	No.	MEAL	TIP	TOTAL
1/31/2023	1	Hiro 88 Haymarket - Lincoln, NE		21.34	4.27	25.61
	1					-
	1					-
	2					-
	2					-
	2					-
	3					-
	3					-
	3					-
	4					-
	4					-
	4					-
	5					-
	5					-
	5					-
	6					-
	6					-
	6					-
	7					-
	7					-
	7					-
<b>Total Meals</b>				21.34	4.27	25.61

20%

##

#### LODGING

DATE	DAY	MOTEL/HOTEL - CITY	LODGING	TIP	TOTAL
1/31/2023	1				-
	2				-
	3				-
	4				-
	5				-
	6				-
	7				-
<b>Total Lodging</b>			-	-	-

#### MILEAGE

DATE	DAY	DESTINATION CITY	MILES	RATE	TOTAL
1/31/2023	1				
	2				
	3				
	4				
	5				
	6				
	7				
<b>Total Mileage</b>			-	-	-

149024



### Purchasing Card

Employee Name **MIKE DAFNEY**

Expense Purpose **CONFERENCE**

Fund **01 General**

Employee Number **0**

Daily Meal Limit **\$ -**

Report Start Date **1/0/1900**

#### APPROVED TRAVEL EXPENSES (FROM PAGE 2)



Total Meals **-**

Total Lodging **-**

Total Mileage **-**

#### MISCELLANEOUS TRAVEL EXPENSES (AIR FARE, RENTAL CARS, TAXI, GASOLINE, ETC.)

DATE	DAY	DESCRIPTION - CITY	EXPENSE GL ACCOUNT	AMOUNT
1/23/2023		EXPEDIA	01-10-10-42-294	50.92
1/23/2023		DENVER AIR	01-10-10-42-294	276.00
1/23/2023		FRONTIER AL	01-10-10-42-294	368.00
1/23/2023		FRONTIER AL	01-10-10-42-294	575.92
<b>Total Miscellaneous Travel</b>				<b>1,270.84</b>

#### OTHER MISCELLANEOUS EXPENSE ITEMS

DATE	DESCRIPTION	EXPENSE GL ACCOUNT	AMOUNT
1/23/2023	NATIONAL LEAGUE OF CITIES	01-10-10-42-294	645.00
<b>Total Miscellaneous</b>			<b>645.00</b>

Travel Advance **-**

Card No. = 415746

**Total Purchasing Card \$ 1,915.84**

#### Comments

REIMBURSED \$739.96 FOR EXTRA PASSENGER AIR FARE EXPENSES(SPOUSE)

Employee Signature *Mike Dafney* Date

MIKE DAFNEY

Supervisor Approval *[Signature]* Date **2/14/23**

Finance Office Use Only:

Comments  Receipts Signed \_\_\_\_\_ Date \_\_\_\_\_



