

City of Norman Gillig Visit 12/05/2022-12/09/2022 (2 Employee's Traveled)		
Description	PO or Petty Cash #	Cost
Per Diem Jeff Parker (\$79/Day- 5 days)	10605	\$395.00
Per Diem James 'JT' McCracken (\$79/Day- 5 days)	10606	\$395.00
Airfare (2 tickets round trip OKC-SJC-OKC)	23006621	\$1,381.92
Hotel (shared)	23006621	\$2,091.43
Rental Car	23006619	\$117.25
Gas (rental car)	23006621	\$31.48
Airport Parking	23006621	\$60.00
<b>Total</b>		<b>\$4,472.08</b>

**Per Disbursement/PO**

Airfare, Hotel, other expenses (gas, parking) (Charged on PW Transit Maint card ending in 9191)	PO# 23006621	\$3,564.83
Rental Car (Charged on Jeff Parker personal card ending in 4263)	PO# 23006619	\$117.25
Per Diem	Petty Cash	\$790.00
<b>Total :</b>		<b>\$4,472.08</b>

pay to cash/vendor 408

**Per Traveler**

Jeff Parker		
Per Diem	10605	\$395.00
Airfare	23006621	\$690.96
Hotel	23006621	\$2,091.43
Rental Car	23006619	\$117.25
Gas (rental car)	23006621	\$31.48
Airport Parking	23006621	\$60.00
<b>Total :</b>		<b>\$3,386.12</b>

<b>Total using 1/2 cost of Hotel (\$1,045.71):</b>	<b>\$2,340.40</b>
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amount for reimbursement

James 'JT' McCracken		
Per Diem	10606	\$395.00
Airfare	23006621	\$690.96
Hotel	shared	0
Rental Car	shared	0
Gas (rental car)	shared	0
Airport Parking	shared	0
<b>Total :</b>		<b>\$1,085.96</b>

<b>Total :</b>	<b>\$4,472.08</b>
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Requisition No. 32307830 and 32307832**TRAVEL VOUCHER FOR REIMBURSEMENT  
OF TRAVEL OUTSIDE CITY LIMITS**NAME OF TRAVELER Jeff Parker DATE 12/20/2022DEPARTMENT Public Works / Transit AdminPURPOSE OF TRAVEL Gillig Bus Final Inspection of Electric Buses & Pre-Production for CNG busesINCLUSIVE DATES FROM: 12/5/2022 THRU: 12/9/2022POINTS OF TRAVEL From OKC, OK to Livermore, CA (via flights to San Jose, CA)

		City	Vendor #408	
		Credit Card	City Check	
REGISTRATION FEES	To N/A			
AIRFARE	Southwest Airlines	\$690.96 PO# 23006621		(1)
LODGING	Dates Required: 12/5/2022 – 12/9/2022 Price per Day: \$522.88 x 4 Days (tax included)	\$2,091.43 PO# 23006621		(2)
PER DIEM MEAL ALLOWANCE	# of Days 5 x Daily Rate \$79.00		\$395.00 Petty Cash	(3)
MILEAGE	Origination N/A- Rental Car # of Miles (Rental Clerk erroneously charged Mr. Parker's personal credit card – needs to be reimbursed in cash)		\$117.25 PO# 23006619 Paid to Cash	(4)
MISCELLANEOUS	Check for (taxi , tips, etc) Parking \$60.00 Cab Fare Gas \$31.48 Other (List on back)	\$91.48 PO# 23006621		(5)
TOTAL TRAVEL COSTS PAID (Add Lines 1 - 5)		\$2,873.87	\$512.25	(6)
TOTAL AMOUNT OF PURCHASE ORDERS		Amount spent on this traveler \$3,386.12		(7)
BALANCE DUE TO TRAVELER (Line 6 minus Line 7)		\$0	\$0	(8)
BALANCE DUE TO CITY (Line 7 minus Line 6)		\$0	\$0	(9)

SIGNATURE OF CLAIMANT

Requisition No. 32307830**TRAVEL VOUCHER FOR REIMBURSEMENT  
OF TRAVEL OUTSIDE CITY LIMITS**NAME OF TRAVELER James 'JT' McCracken DATE 12/20/2022DEPARTMENT Public Works / Transit AdminPURPOSE OF TRAVEL Gillig Bus Final Inspection of Electric Buses & Pre-Production for CNG busesINCLUSIVE DATES FROM: 12/5/2022 THRU: 12/9/2022POINTS OF TRAVEL From OKC, OK to Livermore, CA (via flights to San Jose, CA)

		City	Vendor #408	
		Credit Card	City Check	
REGISTRATION FEES	To N/A			
AIRFARE	Southwest Airlines	\$690.96 PO# 23006621		(1)
LODGING	12/5/2022 – 12/9/2022	Shared w/ Jeff Parker		(2)
Dates Required:				
Price per Day:	x Days (tax included)			
PER DIEM MEAL ALLOWANCE			\$395.00	
# of Days	5 x Daily Rate \$79.00		Petty Cash	(3)
MILEAGE		Shared w/ Jeff Parker		
Origination	N/A- Rental Car			(4)
# of Miles				
MISCELLANEOUS	Check for (taxi , tips, etc)			(5)
Parking	Cab Fare			
Gas	Other (List on back)			
TOTAL TRAVEL COSTS PAID (Add Lines 1 - 5)		\$690.96	\$395.00	(6)
TOTAL AMOUNT OF PURCHASE ORDERS		Amount spent on this traveler		(7)
	PO# 23006621 \$3,564.83	\$1,085.96		
BALANCE DUE TO TRAVELER (Line 6 minus Line 7)		\$0	\$0	(8)
BALANCE DUE TO CITY (Line 7 minus Line 6)		\$0	\$0	(9)

SIGNATURE OF CLAIMANT



Fiscal Year 2023

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Bill To PWAD  
PUBLIC WORKS - ADMIN  
201-A West Gray St  
Norman, OK 73069

Ship To PWAD  
PUBLIC WORKS - ADMIN  
201-A West Gray St  
Norman, OK 73069

Purchase Order Number **23006621**  
Purchase Order Date **12/20/2022**  
Department **Public Works Admin**

Vendor 7361  
CITY CONTROLLER - CREDIT CARD  
CREDIT CARD  
NORMAN, OK 73070

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
		7361	32307830	Esther Rojo	

## NOTES

Gillig Inspection Trip December 2022

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

Ship Via  
F O B: Destination  
Terms: NET/30

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	Gillig Inspection Trip December 2022 - Airfare GL #: 27550277 - 44603	1.0000	EA	\$1,381.9200	\$1,381.92
2	Gillig Inspection Trip December 2022 - hotel GL #: 27550277 - 44603	1.0000	EA	\$2,091.4300	\$2,091.43
3	Gillig Inspection Trip December 2022- gas for rental car GL #: 27550277 - 44603	1.0000	EA	\$31.4800	\$31.48
4	Gillig Inspection Trip December 2022 - airport parking GL #: 27550277 - 44603	1.0000	EA	\$60.0000	\$60.00

Approver Name: munis User

Approval Date: 12/20/2022

Total Ext. Price \$3,564.83  
Purchase Order Total **\$3,564.83**



Fiscal Year 2023

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Bill To PWAD  
PUBLIC WORKS - ADMIN  
201-A West Gray St  
Norman, OK 73069

Ship To PWAD  
PUBLIC WORKS - ADMIN  
201-A West Gray St  
Norman, OK 73069

Purchase Order Number **23006619**  
Purchase Order Date **12/20/2022**  
Department **Public Works Admin**

Vendor 408  
CITY CONTROLLER - TRIP EXPENSE  
FINANCE DEPARTMENT  
NORMAN, OK 73070

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
		408	32307832	Esther Rojo	

## NOTES

Gilling Inspection Trip December 2022 - rental car

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

Ship Via:  
F.O.B: Destination  
Terms: NET/30

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	Gilling Inspection Trip December 2022 - rental car GL #: 27550277 - 44603	1.0000	EA	\$117.2500	\$117.25

Approver Name: munis User

Approval Date: 12/20/2022

Total Ext. Price \$117.25  
Purchase Order Total **\$117.25**



City Of Norman

# 10606

PETTY CASH

Date 12-1-22 Charge PU - Transit + Parking Dept.

Account No. 27550277-44603 Dollars \$ 395.00

FOR: JT McCracken per diem Gilling trip 12-5 → 12-9

Purchased By: JT McCracken

Employee Name/Signature

PURCHASE APPROVED:

VENDOR: CASH

Department Head

Name/Signature

PAID RECEIPT MUST BE ATTACHED

The City of Norman is exempt from State Sales Tax and  
Federal Excise Tax by Article 13, Section 1356 (A), Title 68,  
O.S. 1986 Supp., F.E.I. No. 73-6005350.

City Of Norman

# 10605

PETTY CASH

Date 12-1-22 Charge PU - Transit + Parking Dept.

Account No. 27550277-44603 Dollars \$ 395.00

FOR: Jeff Parker per diem Gilling trip 12-5 → 12-9

Purchased By: Jeff Parker

Employee Name/Signature

PURCHASE APPROVED:

VENDOR: CASH

Department Head

Name/Signature

PAID RECEIPT MUST BE ATTACHED

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Federal Excise Tax by Article 13, Section 1356 (A), Title 68,  
O.S. 1986 Supp., F.E.I. No. 73-6005350.