

City of Norman Gillig Visit 9/13/2022-9/16/2022 (2 Employee's Traveled)		
Description	Cost	PO or Petty Cash #
Per Diem Jeff Parker (\$79/Day)	\$316.00	10602
Per Diem James 'JT' McCracken (\$79/Day)	\$316.00	10603
Airfare (2 tickets round trip OKC-SJC-OKC)	\$1,659.92	23002504
Hotel for McCracken	\$548.55	23002984
Hotel for Parker	\$548.55	23002984
Rental Car	\$395.89	23002984
Gas	\$39.31	23002984
Airport Parking	\$48.00	23002984
Total	\$3,872.22	

Airfare (Charged on PublicWorks Administration card ending in 2693)	PO# 23002504	\$1,659.92
Other Expenses (hotel, rental car, etc) (Charged on PW Transit Maint card ending in 9191)	PO# 23002984	\$1,580.30
Per Diem	Petty Cash	\$632.00
Total :		\$3,872.22



TRAVEL VOUCHER FOR REIMBURSEMENT OF TRAVEL OUTSIDE CITY LIMITS

NAME OF TRAVELER	Jeff Parker	DATE	9/20/2022
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DEPARTMENT Public Works – Transit

PURPOSE OF TRAVEL Gillig Bus Construction Oversight

INCLUSIVE DATES FROM: 9/13/2022 THRU: 9/16/2022

POINTS OF TRAVEL From OKC, OK to Livermore, CA (via flights to San Jose, CA)

		City	Vendor #408	
		Credit Card	City Check	
REGISTRATION FEES	To <u>N/A</u>			(1)
AIRFARE	<u>Southwest Airlines</u>	\$829.96 PO# 23002504		
LODGING	<u>9/13/2022 – 9/16/2022</u>	\$548.55 PO# 23002984		(2)
Dates Required:				
Price per Day:	<u>\$182.85</u> x <u>3</u> Days (tax included)			
PER DIEM MEAL ALLOWANCE			\$316.00 Petty Cash	(3)
# of Days	<u>4</u> x Daily Rate <u>\$79.00</u>			
MILEAGE				
Origination	<u>to</u>	\$395.89		
# of Miles	<u>N/A – Rental Car</u>	PO# 23002984		(4)
MISCELLANEOUS	Check for (taxi , tips, etc)			(5)
Parking	<u>\$48.00</u> Cab Fare <u></u>	\$87.31		
Gas	<u>\$39.31</u> Other (List on back) <u></u>	PO# 23002984		
TOTAL TRAVEL COSTS PAID (Add Lines 1 - 5)		\$1,861.71	\$316.00	(6)
TOTAL AMOUNT OF PURCHASE ORDER		\$1,861.71	\$316.00	(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 _____

TRAVEL VOUCHER FOR REIMBURSEMENT OF TRAVEL OUTSIDE CITY LIMITS



Fiscal Year 2023

Page 1 of 1

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

PWAD

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

PWAD

Purchase Order Number

23002504

Purchase Order Date

09/13/2022

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	32303574	Esther Rojo	

NOTES

Gillig Inspection Trip Sept 2022 - Airfare

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	Roundtrip Airfare to Gillig factory in Livermore, CA - Sept 13-16, 2022 (On PW Admin card ending 2693) GL #: 27550277 - 44603	1.0000	EA	\$1,659.9200	\$1,659.92

Approver Name: munis User

Approval Date: 09/13/2022

Total Ext. Price

\$1,659.92

Purchase Order Total

\$1,659.92



Fiscal Year 2023

Page 1 of 1

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

PWAD

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

PWAD

Purchase Order Number

23002984

Purchase Order Date

09/23/2022

Department

Public Works Admin

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

7361

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
		7361	32303970	Frederick Duke	

NOTES

Gillig Oversight Trip Sept 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 Oversight Trip Sept 2022 - OKC Airport Parking GL #: 27550277 - 44603	1.0000	EA	\$48.0000	\$48.00
2	Gillig Oversight Trip Sept 2022 - Homewood Suites Hotel for Parker GL #: 27550277 - 44603	1.0000	EA	\$548.5500	\$548.55
3	Gillig Oversight Trip Sept 2022 - Homewood Suites Hotel for McCracken GL #: 27550277 - 44603	1.0000	EA	\$548.5500	\$548.55
4	Gillig Oversight Trip Sept 2022 - Gas for Rental Car GL #: 27550277 - 44603	1.0000	EA	\$39.3100	\$39.31
5	Gillig Oversight Trip Sept 2022 - Budget Rental Car GL #: 27550277 - 44603	1.0000	EA	\$395.8900	\$395.89

Approver Name: munis User

Approval Date: 09/23/2022

Total Ext. Price

\$1,580.30

Purchase Order Total

\$1,580.30

City Of Norman

10602

PETTY CASH

Date 9/12/22 Charge PW-Transit Dept. 28

Account No. 27550277-44603 Dollars \$ 316.00

FOR: Jeff Parker Per Diem Gillig Trip 13-16th

Purchased By: _____

Employee Name/Signature _____

PURCHASE APPROVED: _____

VENDOR: 408

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

10603

PETTY CASH

Date 9/12/22 Charge PW-Transit Dept. 28

Account No. 27550277-44603 Dollars \$ 316.00

FOR: JT McCracken Per Diem
Gillig Trip 13th-16th

Purchased By: _____

Employee Name/Signature _____

PURCHASE APPROVED: _____

VENDOR: 408

Department Head _____

Name/Signature _____

PAID RECEIPT MUST BE ATTACHED

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