

DATE: December 2, 2019
TO: Matt Jordan, General Manager
FROM: Christina Sackett, Chief Financial Officer *CS*
SUBJECT: General Manager's Quarterly Travel Report – *Approve*

SUMMARY

Attached is a quarterly travel report for the General Manager for the fourth quarter of the 2019 fiscal year.

RECOMMENDATION

Approve General Manager's Quarterly Travel

COST/FUNDING SOURCE

N/A

DISCUSSION

The attached quarterly travel report reflects the travel expenditures incurred by the General Manager for the period of July 1, 2019 through September 30, 2019.

Attachment

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TAMPA BAY WATER

MATTHEW JORDAN - General Manager 2019 Expenses 2018/2019

Through September 2019

	<u>FOURTH QUARTER</u>	<u>YEAR TO DATE</u>
Gasoline	0.00	0.00
Air Travel	0.00	760.55
Lodging	0.00	2275.63
Parking-Gd Trans	0.00	650.69
Meals	0.00	622.00
Miscellaneous	0.00	0.00
Year To Date Total	<u><u>0.00</u></u>	<u><u>4,308.87</u></u>

REVIEWED
[Signature]
12-04-19