



IIR Travel Reimbursement Form

(See reverse side of form for instructions.)

IIR, Post Office Box 12729
Tallahassee, FL 32317
Phone: (850) 385-0600

AMENDED CLAIM

Name: Phil Lakin, Jr. Purpose of Travel: Visit RTCC with Las Vegas PD

Mailing Address: 175 E 2nd Street, 4th Floor, Tulsa, OK 74103

Agency: City of Tulsa Phone: 918-596-1990 E-Mail: dist8@tulsacouncil.org; cc SarahCDavis@tulsacouncil.org

Departure Date: 2/25/2022 Time: 7:20 a.m. Return Date: 2/26/2022 Time: 11:30 p.m.

Travel Dates:	2/25/22	2/26/22						
Location								
From:	Departed Burbank, CA on 2/25, Arrived Las Vegas, NV on 2/25							
To:	Departed Las Vegas, NV on 2/26, Arrived Tulsa, OK 2/26							
To:								Total
Vehicle Mileage	0							0
Lodging*	136.06							136.06
Per Diem	103.50							103.50
Travel (Air/Rail/Bus) and related fees (Baggage)*	177.96							177.96
Rental Vehicle*	0.00							0.00
Taxi (Receipt required if over \$25)	144.72							144.72
Vehicle Expenses @ 57.5 cents per mile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking*	0.00							0.00
Gas*	0.00							0.00
Miscellaneous (Include explanation. Receipt required if over \$25.)								0.00
TOTAL	562.24	0.00	0.00	0.00	0.00	0.00	0.00	562.24
Project Number (IIR Internal Use Only)								Total Reimbursed

Comments/Explanation (Attach additional sheets if necessary.)

The following receipts are attached in this order: (1) Flight 2/25 (\$93.98) from Burbank to Las Vegas, (2) Flight (\$83.98) Las Vegas to Tulsa, (3) Las Vegas Marriott Receipt - 1 night (\$136.06), (4) Uber Receipt (\$13.82) 2/25 Lakin - Airport to hotel, (5) Uber Receipt 2/25 (\$11.25) Lakin & TPD officer - hotel to LVPD, (6) Uber Receipt (\$24.77) Mayor and Lakin - LVPD to Hotel, (7) Uber Receipt (\$51.87) Tulsa Attendees to Dinner, (8) Uber Receipt (\$29.97) Tulsa Attendees, Dinner to Hotel, (9) Uber Receipt (\$13.04) Lakin to Airport (Note: This is an amended claim to remove tips from Uber Receipts)

Please sign below and select either option 1 or 2 - Only one payee per travel reimbursement form.

Signature: Phil Lakin, Jr. Date: 3/23/22

☒ 1) Make check payable to the agency listed above. Under penalty of law, including applicable perjury laws, I hereby certify that this is an accurate accounting of my expenses and that I have already been reimbursed by another source.

or

☐ 2) Make check payable to me. Under penalty of law, including applicable perjury laws, I hereby certify that I have not been, nor will I be, reimbursed for this travel by any other source.

Accounting Use Only

GB	/	TC	
Payee:			
Check #:	Check Date:	Check Amt:	
Cost Center	G/L Acct	Amount	