



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Cyrus Writer DEPARTMENT: 7202
 LOCATION: Daytona Beach TRIP/TRAINING DATE: 8/5/15 to 8/8/15
 PURPOSE: Training

Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #F-2006-1000)

REVIEW COURSE FEES (attach conference brochure) _____
 LODGING (# of nights) _____
 MEALS (per diem) _____
 OTHER INCIDENTAL EXPENSES:
 TRANSPORTATION 47.19
 EXAM FEES _____
 OTHER TRANSPORTATION _____
 SUPPLIES/MATERIALS _____
TOTAL ESTIMATED EXPENSES: \$47.19

This seminar is required for: Certification General Training
 License Other _____

Note any overnight or out of state travel events attended in the last 12 months:

Employee Signature: [Signature]

[Signature]
Department Director

TRAVEL AUTHORIZATION:
[Signature]
Finance Director

[Signature]
City Manager

*(By commission ratification)
travel already occurred*

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:		\$ -			
Lodging:		-			
Transportation:	<u>GAG</u>	<u>47.19</u>	<u>8/8/15</u>	<u>47.19</u>	
Traveler:		-			
Others:		-			
Account #:		<u>\$47.19</u>		<u>47.19</u>	<u>—</u>

OCEAN RESCUE Lifeguard
Cyrus Writer

DAYTONA BEACH MARKET
386-333-9713
T012651970-001 SUNOCO 0119463800
645 N. ATLANTIC AVE
DAYTONA BEAC FL 32118

Descr.	qty	amount
<CUSTOMER COPY> UNLD CR #01	19.1736	38.1
	2.899/ G	
Sub Total		38.1
Tax		0.01
TOTAL		38.11
DEBIT \$		38.11

CARD TYPE: DEBIT
CARD NAME: WRITER/CYRUS P
ACCT NUMBER: XXXXXXXXXXXX
TRANS TYPE: SALE
APPROVAL: 752959 INVOICE: 038166
AMOUNT: \$ 38.19

APPROVED 752959

THANKS, COME AGAIN

REG# 0002 CSH# 001 DR# 01 TRAN# 23375
08/08/15 14:43:49 ST# AB123

DAYTONA BEACH MARKET
386-333-9713
J12651970-001 SUNOCO 0119483800
45 N. ATLANTIC AVE
AYTONA BEAC FL 32118

Descr.	qty	amount
<CUSTOMER COPY> Prepay CR#01		9.00
Sub Total		9.00
Tax		0.00
TOTAL		9.00
DEBIT \$		9.00

CARD TYPE: DEBIT
CARD NAME: WRITER/CYRUS P
ACCT NUMBER: XXXXXXXXXXXX
TRANS TYPE: SALE
APPROVAL: 153146 INVOICE: 038158
AMOUNT: \$ 9.00

PROVED 153146

THANKS, COME AGAIN

REG# 0002 CSH# 001 DR# 01 TRAN# 23370
08/08/15 14:39:57 ST# AB123

Pollard, Antoine

From: Writer, Cyrus
Sent: Friday, September 11, 2015 3:07 PM
To: Pollard, Antoine
Subject: Petty Cash (Lifeguard Cyrus Writer)

Hi Antoine,

I head out to a gas station to fueled up before my departure from Daytona (USLA Lifeguard Nationals) back to Dania Beach. I inserted my credit in the slot at the gas pump, my next instruction was select fuel. I selected regular 87 and start it to fuel truck. I noticed it stop at \$9 dollars and wouldn't let me continue fueling. As I was wondering what happen, the clerk came outside and told me that was a prepaid fuel for a customer who was next to my pump. Clerk made a mistake on his part. To make everything right, I paid the \$9 dollars for the gas that I had put in City vehicle and then had to re-insert my credit card to continue fueling truck.

If any further questions, please don't hesitate to contact me.

Regards,

Cyrus Writer.