

VENDOR: 06569 - ROBERT RIZO

11/16/2022

628653

DATE	INVOICE #	PO #	DESCRIPTION	GL ACCT #	AMOUNT
11/2/2022	20221102 RR		Mileage Reimbursement-TML Conference San AntonioTx	1100-10003-511730	71.88

71.88

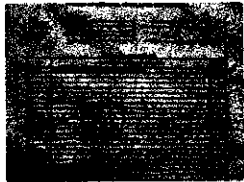
Fw: Travel Mileage Claim by MPT R Rizo

Perwez Moheet

To: Accounts Payable

Cc: Jennifer Holm; Jerry Hendrix

Mon 11/14/2022 1:21 PM



Assistance Provided to MPT ... 175 KB

2 attachments (2 MB) Save all to OneDrive - City of Kyle Download all

Gus/Yvette,

Please process payment but use the email below from MPT R Rizo as supporting documentation for the date of mileage claim submission. Also print and attach the second email as supporting documentation as well.

Thanks...
Perwez

Perwez A. Moheet, CPA
Director of Finance
City of Kyle
100 W. Center Street
Kyle, TX 78640-9450
Tel: (512) 262-3952
Fax: (512) 262-3800

From: Robert Rizo <rrizo@cityofkyle.com>
Sent: Monday, November 14, 2022 1:14 PM
To: Perwez Moheet <pmoheet@cityofkyle.com>
Subject: Travel

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Re: Travel

Perwez Moheet <pmoheet@cityofkyle.com>

Wed 11/2/2022 2:19 PM

To: Robert Rizo <rrizo@cityofkyle.com>

Cc: Jennifer Holm <jholm@cityofkyle.com>; Jerry Hendrix <jhendrix@cityofkyle.com>

 2 attachments (4 MB)

MPT Rizo - Mileage Claim Form.xlsx; Image.jpeg;

Mayor Pro Tem Rizo,

I have received your request for mileage reimbursement for the trip to attend the 2022 TML Conference held in San Antonio, Texas. To assist you, I have prepared and attached a semi-completed Mileage Reimbursement Request Form.

Please complete the following and then return the form to the City Secretary for processing per the Council Policy:

1. Review the attached mileage reimbursement request form for accuracy.
2. Fill in your vehicle information (make and model) in the top left corner.
3. Sign and date the form.
4. Return to City Secretary for processing.

Please let us know if you have any questions.

Thanks...

Perwez

Perwez A. Moheet, CPA

Director of Finance

City of Kyle

100 W. Center Street

Kyle, TX 78640-9450

Tel: (512) 262-3952

Fax: (512) 262-3800

From: Robert Rizo <rrizo@cityofkyle.com>**Sent:** Tuesday, November 1, 2022 5:35 PM**To:** Perwez Moheet <pmoheet@cityofkyle.com>**Subject:** Travel

Mr. Moheet, here is my milage from TML.

MPT Rizo

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