

VENDOR: 05079 - TRAVIS MITCHELL

03/02/2022

625305

| DATE | INVOICE # | PO # | DESCRIPTION | GL ACCT # | AMOUNT |
|-----------|---------------|------|--|-------------------|--------|
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 20.72 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 7.89 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 10.80 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 6.03 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 6.03 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 5.03 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-522360 | 50.99 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-522360 | 48.69 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 12.20 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 8.28 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 6.03 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 9.63 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-522360 | 38.55 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 6.53 |
| 2/28/2022 | 02.28.22 - TM | | December 2021 - February 2022 reimbursements | 1100-10000-521730 | 9.52 |

252.95

Fw: Receipts

Jennifer Holm <jholm@cityofkyle.com>

Mon 2/28/2022 2:01 PM

To: Yvette Aleman <yaleman@cityofkyle.com>

Cc: Andy Alejandro <talejandro@cityofkyle.com>

1 attachments (110 KB)

2022 0228 TM Reimbursement Request.pdf;

Good afternoon Yvette,

Please prepare a reimbursement for Mayor Mitchell in the amount of \$321.58. Details are provided below and receipts are attached. For dry cleaning, I put in the line item for General Office Supplies - this may be incorrect, please let me know. I tried Perwez but was unable to reach him.

| DATE | DESCRIPTION | LINE | AMOUNT |
|------------|---------------------------|-------------------|-----------------|
| 12/29/2021 | Aviator Pizza & Drafhouse | 1100-10000-521730 | \$20.72 |
| 1/21/2022 | Plum Creek Bread Baske | 1100-10000-522360 | \$38.55 |
| 1/26/2022 | Summer Moon Coffee | 1100-10000-521730 | \$6.03 |
| 1/28/2022 | Summer Moon Coffee | 1100-10000-521730 | \$6.03 |
| 1/31/2022 | Summer Moon Coffee | 1100-10000-521730 | \$9.63 |
| 2/2/2022 | Summer Moon Coffee | 1100-10000-521730 | \$9.52 |
| 2/4/2022 | Plum Creek Bread Basket | 1100-10000-521730 | \$10.80 |
| 2/4/2022 | Plum Creek Bread Basket | 1100-10000-522360 | \$48.69 |
| 2/10/2022 | Summer Moon Coffee | 1100-10000-521730 | \$7.89 |
| 2/10/2022 | Summer Moon Coffee | 1100-10000-521730 | \$6.53 |
| 2/14/2022 | Summer Moon Coffee | 1100-10000-521730 | \$8.28 |
| 2/19/2022 | Summer Moon Coffee | 1100-10000-521730 | \$5.03 |
| 2/19/2022 | Plum Creek Bread Basket | 1100-10000-522360 | \$50.99 |
| 2/21/2022 | Summer Moon Coffee | 1100-10000-521730 | \$6.03 |
| 2/22/2022 | Summer Moon Coffee | 1100-10000-521730 | \$6.03 |
| 2/23/2022 | Jack Brown Cleaners | 1100-10000-521110 | \$68.63 |
| 2/24/2022 | Jack in the Box | 1100-10000-521730 | \$12.20 |
| | | TOTAL | \$321.58 |

- Email attached in back.

\$250.95
 *Only receipt turned in.
 JH

Jennifer Holm, TRMC

City Secretary
 Assistant to the City Manager
 City of Kyle

Pie Capital of Texas®

jholm@cityofkyle.com
 (o) 512.262.3981

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge and Employee Accountability

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From: Jennifer Holm
Sent: Monday, February 28, 2022 11:30 AM
To: Travis Mitchell <mayormitchell@cityofkyle.com>
Subject: Re: Receipts

I haven't turned them in yet, I was out for training all day Friday and haven't had the chance to scan or compile or code them yet today. I will do it this afternoon.

Sent from my iPhone

On Feb 28, 2022, at 11:24 AM, Travis Mitchell <mayormitchell@cityofkyle.com> wrote:

Jennifer,

Can you please find out the status of my reimbursement check from receipts submitted on Thursday? I'll be at city hall later today and can pick it up if ready.

—

Travis Mitchell

Mayor, City of Kyle
512-944-0948 (cell)

Kelly 's Cajun Grill
2601 Preston Rd #2050
Frisco, TX 75034
(469) 920-8784

Take #93
02/12/2022 01:05:58 PM
Placed By Cashier
Server: Cashier

| | | |
|---------------|--------------------|--------------|
| 1 | 1 Side 1 Entre | 7.99 |
| 1 | Large Drink \$2.99 | 2.99 |
| Subtotal: | | 10.98 |
| Tax:(8.25%) | | 0.91 |
| Total: | | 11.89 |

Payment: CREDIT-VISA
Card Number: XX2464
Auth Code: 044357
Thank You!

Fw: Receipts

Jennifer Holm <jholm@cityofkyle.com>

Mon 2/28/2022 2:35 PM

To: Yvette Aleman <yaleman@cityofkyle.com>

Cc: Andy Alejandro <talejandro@cityofkyle.com>

Please see below.

Jennifer Holm, TRMC

City Secretary
Assistant to the City Manager
City of Kyle

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jholm@cityofkyle.com

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From: Travis Mitchell <mayormitchell@cityofkyle.com>
Sent: Monday, February 28, 2022 2:29 PM
To: Jennifer Holm <jholm@cityofkyle.com>
Subject: Re: Receipts

The dry cleaning is for business attire used for city business.

—
Travis Mitchell

Mayor, City of Kyle
512-944-0948 (cell)

From: Jennifer Holm <jholm@cityofkyle.com>
Sent: Monday, February 28, 2022 2:27:59 PM
To: Travis Mitchell <mayormitchell@cityofkyle.com>
Subject: Fw: Receipts

Re: Receipts

Perwez Moheet <pmoheet@cityofkyle.com>

Tue 3/1/2022 2:54 PM

To: James Earp <jrearp@cityofkyle.com>

Cc: Yvette Aleman <yaleman@cityofkyle.com>; Andy Alejandro <talejandro@cityofkyle.com>

Yes sir, we will process reimbursement for total amount claimed less dry-cleaning charges pending review against city policy/city charter requirements.

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: James Earp <jrearp@cityofkyle.com>

Sent: Monday, February 28, 2022 3:39 PM

To: Perwez Moheet <pmoheet@cityofkyle.com>

Cc: Yvette Aleman <yaleman@cityofkyle.com>

Subject: Re: Receipts

Reimbursements and Credit Card purchases need to follow policy.

The fuel is already under review, so continue to respond as you have been.

Dry cleaning charges, if there are no budgeted dollars for it, should be withheld for 'review' against city policy.

James R. Earp, CPM

Assistant City Manager

City of Kyle, TX

(o/c) 512.262.3924

(f) 512.262.3987

From: Yvette Aleman <yaleman@cityofkyle.com>

Sent: Monday, February 28, 2022 3:12 PM

To: James Earp <jrearp@cityofkyle.com>

Subject: Fw: Receipts

Good afternoon Mr. Earp,

I need your expertise... Jennifer turned in a reimbursement for me to process for Mayor Mitchell. He is wanting to get reimbursed for dry cleaning, you can see his response to Jennifer below. We have never reimbursed anyone for this so Perwez has asked me to reach out to you and ask how we should proceed. Should we go ahead and reimburse him for it or should we push back? Any advice would be appreciated.

Yvette Aleman

Staff Accountant
City of Kyle
100 W. Center Street
Kyle, TX 78640
Direct Line (512) 262-3972
Fax (512) 262-3987

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Please see below.

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Mayor Mitchell,

Finance is requesting explanation for the dry-cleaning reimbursement request. Please see below.

Jennifer Holm, TRMC

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Sent: Monday, February 28, 2022 2:26 PM
To: Jennifer Holm <jholm@cityofkyle.com>
Cc: Andy Alejandro <talejandro@cityofkyle.com>
Subject: Re: Receipts

Jennifer,

Do we know what the dry cleaning is for? I know I will be asked by the auditors.

Yvette Aleman

Staff Accountant
City of Kyle
100 W. Center Street
Kyle, TX 78640
Direct Line (512) 262-3972
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Just to confirm, he only turned in one receipt? Just making sure I'm not missing anything.

Yvette Aleman

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