

CITY OF KYLE

636067

VENDOR: 09057 - LAURALEE HARRIS

03/06/2024

636067

DATE INVOICE # PO #

DESCRIPTION

GL ACCT #

AMOUNT

2/14/2024 24.02.14

Mileage reimbursement - 12/23 - 02/24

1100-10004-511750

366.78

366.78



REQUEST FOR MILEAGE REIMBURSEMENT FORM
FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS

Name: Raunelle Harris
 Position Title: City Council
 Council District: 4
 Report Period: Dec 2023 - Feb 14, 2024
 Vehicle: 2024 Hyundai
Year Make

Date Completed: 02 14 2024
MO DY YR

Funding: 1100-10004-51170
FUND- DEPT- LINE ITEM

Complete Information Required

Date	Destination and City Business Purpose of Trip	Miles Driven
12-12-23	Houston-Heroes Park Award Westin Galleria	169
12-14-23	Houston to Kyle return trip	169
1-18-24	San Antonio - TM training (early start) Menger Hotel	69
1-19-24	San Antonio Kyle return trip	69
2-9-24	Hyatt Lost Pines - Council workshop (Bastrop)	39
2-11-24	Lost Pines - Kyle return trip	40

Total Miles Driven for City Business: 555

I certify that this claim for reimbursement of personal vehicle mileage is true, correct, justly due and unpaid and that all mileage reported was reasonable and necessary to conduct official business for the City of Kyle, Texas.

Rate Effective: 11.24 \$.67 Per Mile x 217 mi = 145.3
 Rate Effective: 11.23 \$.655 Per Mile x 338 mi = 221.31

Signature: Raunelle Harris

Amount Claimed: \$366.79

Re: Mileage Reimbursement Request - Council Member Lauralee Harris

Jennifer Kirkland <Jholm@cityofkyle.com>

Tue 2/27/2024 3:54 PM

To: Yvette Aleman <yaleman@cityofkyle.com>

 1 attachments (99 KB)

2024 0227 LH Mileage Reimbursement Request.pdf;

Here is the updated form, Yvette, thank you so much!

Jennifer

From: Yvette Aleman <yaleman@cityofkyle.com>

Sent: Thursday, February 22, 2024 10:10 AM

To: Jennifer Kirkland <Jholm@cityofkyle.com>

Subject: Re: Mileage Reimbursement Request - Council Member Lauralee Harris

Hi Jennifer,

While processing Councilmember Harris's mileage reimbursement request, we noticed that some of the mileage is from 2023 and the rate was different in that year. It will need to be updated and resubmitted.

Also, will we be mailing the check or will you be picking it up? If we're mailing it, I'll need her address.

Yvette Aleman

Staff Accountant

City of Kyle

100 W. Center Street

Kyle, TX 78640

Direct Line (512) 262-3972

Fax (512) 262-3987

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

From: Yvette Aleman <yaleman@cityofkyle.com>

Sent: Friday, February 16, 2024 7:07 AM

To: Jennifer Kirkland <Jholm@cityofkyle.com>

Subject: Re: Mileage Reimbursement Request - Council Member Lauralee Harris

Thank you, I will process the reimbursement.

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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From: Jennifer Kirkland <Jholm@cityofkyle.com>
Sent: Thursday, February 15, 2024 4:30 PM
To: Yvette Aleman <yaleman@cityofkyle.com>
Subject: Mileage Reimbursement Request - Council Member Lauralee Harris

Yvette,

Please process a payment in the amount of \$371.85 for Council Member Harris related to the attached request.

Jennifer Kirkland, TRMC

My office has moved!
1700 Kohlers Crossing

City Secretary
Assistant to the City Manager
City of Kyle
Pie Capital of Texas®
jkirkland@cityofkyle.com
(o) 512.262.3981

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