

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use
Voucher No. _____
Vendor No. _____

[illegible]

Purpose of trip or expenditure: Commissioner Lemel took her personal vehicle to the NCACC Conference in Pitt County and used the WEX card to purchase gas. Hotel was charged to County credit card.	\$0
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Total Expenses	\$340.49
Less Advance or Co	251.73
Credit Card Charge	\$340.49
Due County	
Due Employee	

Acct No: 10-9-1100-431-0000

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 8/25/2015

Name: Trisha Hogan for Commissioner Lemel

Dept Head Jaime Laughter

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use
Voucher No. _____
Vendor No. _____

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
8/18-22	Hilton-Greenville							\$700.60		\$700.60
8/18/15	Texas Roadhouse					\$29.16	\$29.16			\$29.16
8/21/15	Applebee's				\$11.08		\$11.08			\$11.08
8/18/15	Mebane, NC								\$27.20	\$27.20
8/23/15	Kernersville, NC								\$22.00	\$22.00
8/24/15	Triangle-Brevard								\$15.35	\$15.35
	Total Expenses	0.0	\$0.00				\$40.24	\$700.60	\$64.55	\$805.39

Purpose of trip or expenditure: Expenses for Commissioner Larry Chapman. Attended NCACC Annual Conference in Pitt County. Hotel and meals charged to county credit card. **One night should be reimbursed by NCACC. Gas was paid for using WEX card. Commissioner Chapman's wife Jill accompanied him and participated in some of the activities. They were paid for on the county credit card. Attached is \$75 reimbursement.

Acct No: 10-9-1100-431-0000

Total Expenses	\$805.39
Less Advance or Co	742.84
Credit Card Charge	\$805.39
Due County	40.24
Due Employee	

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 8/25/2015 Name Trisha Hogan for Larry Chapman Trisha Hogan Dept Head Jaime Laughter
Printed Signature

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

For Accounting Use
Voucher No. _____
Vendor No. _____

Purpose of trip or expenditure: Expenses for Commissioner Larry Chapman. Attended NCACC Annual Conference in Pitt County. Hotel and meals charged to county credit card. **One night should be reimbursed by NCACC. Gas was paid for using WEX card. Commissioner Chapman's wife Jill accompanied him and participated in some of the activities. They were paid for on the county credit card. Attached is \$75 reimbursement.	Total Expenses	\$805.39
	Less Advance or Co	
	Credit Card Charge	\$805.39
	Due County	40.24
Acct No:	10-9-1100-431-0000	Due Employee

Finance Officer _____ County Manager _____

For Accounting Use
Voucher No. _____
Vendor No. _____

Purpose of trip or expenditure: Commissioners Larry Chapman, Mike Hawkins and Page Lemel attended a Human Services Workshop in Chapel Hill on 9/10/15. They traveled to Chapel Hill on 9/9/15 and 2 stayed at lodging hotels while another stayed with family. There are 2 dinner receipts and total reflects the dinner amount for all 3 Commissioners. Gas was paid for with WEX card and another expense voucher has been submitted for those expenses.	Total Expenses	\$361.38
	Less Advance or Co	145.72
	Credit Card Charge	\$361.38
	Due County	
Acct No: 10-9-1100-431-0000	Due Employee	

Date 9/23/15 Name Trisha Hogan for Mike Hawkins Trisha M. Hogan Dept Head Jaime Laughter
 Printed _____ Signature _____

Finance Officer _____ County Manager _____

For Accounting Use
Voucher No. 109259
Vendor No. 34697

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
1/15/16	Marriot-Durham							\$103.01		\$103.01
	Total Expenses	0.0	\$0.00				\$0.00	\$103.01	\$0.00	\$103.01

Purpose of trip or expenditure: Board of Commissioners Chair Mike Hawkins attended a course in Raleigh on 1/15/16 hosted by the NCACC called "Leading Your County Governing Board". He extended his hotel stay for personal reasons, but he is asking the County to reimburse him for one night for the purposes of taking this course.		Total Expenses	\$103.01
		Less Advance or Co Credit Card Charge	
		Due County	
Acct No:	10-9-1100-431-0000	Due Employee	\$103.01

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas *MUST BE ATTACHED* to be considered for reimbursement.

Date 2/9/2016

Name Trisha Hogan for Mike Hawkins

Printed

Signature

Dept Head Jaime L. Laughter

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

~~820187BCC039492~~

For Accounting Use	114811
Voucher No.	
Vendor No.	24697

[illegible]

	Total Expenses	\$15.00	\$15.00
Purpose of trip or expenditure: Commissioner Mike Hawkins attended the NCACC Annual Conference in Winston-Salem 8/11-8/14. Attached are receipts for hotel charges and an email indicating miles traveled for reimbursement purposes since he drove his personal vehicle.			

Acct No: 10-9-1100-431-0000

Total Expenses	\$532.82
Less Advance or Co Credit Card Charge	\$379.82
Due County	
Due Employee	\$153.00

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 8/15/2016

Name Mike Hawkins
Printed

to be considered for reimbursement.
Justa M. Hogan, Clerk Dep
for Mike Halukins
 Signature

Dept Head Jaime L. Laughter

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

Invoice

School of Government
CB# 3330 Knapp-Sanders Building
Chapel Hill, NC 27599-3330
919.966.4119 (Publication Sales)
919.966.4110 (Accounting)
919.966.4414 (Registration)

Date 6/13/2016
Invoice # IN59643
Terms Net 30
Due Date 7/13/2016
PO #

Page Lemel
Transylvania County Government
101 S. Broad St.
Brevard NC 28712
United States

Ship To
PAGE LEMEL
TRANSYLVANIA COUNTY GOVERNMENT
101 S. BROAD ST.
BREVARD NC 28712
UNITED STATES

Item #	Description	Unit Price	Quantity	Amount	Tax
2016LDLM0021CR	1 2016 Advanced Leadership Corps	500.00		500.00	
USPS-Media mail	1 Shipping	0.00		0.00	Yes
				Total	\$500.00

THIS INSTRUMENT HAS BEEN PREAUDITED
IN THE MANNER REQUIRED BY THE N. C. LOCAL
GOVERNMENT BUDGET AND FISCAL CONTROL ACT.


FINANCE OFFICER, TRANSYLVANIA COUNTY

invoice below for \$500. The Manager
could come from Commissioners' budget for

For Accounting Use
Voucher No. _____
Vendor No. _____

[illegible]

Total Expenses	635.46 \$646.24
Less Advance or Co Credit Card Charge	\$635.46
Due County	\$89.22
Due Employee	

Date 1/23/17 Name Larry Chapman Larry Chapman Dept Head Jaime Laughter
Printed Signature

Finance Officer _____ County Manager _____

For Accounting Use

Voucher No. _____

Vendor No.

Total Expenses

0.0

\$0.00

\$0.00

\$250.30

\$0.00

\$250.30

Purpose of trip or expenditure: Commissioner Page Lemel attended the Kidonomics seminar at NC State University as both an attendee and panel speaker. These are her hotel expenses. She arrived on 2/6/17 and returned on 2/8/17, and used the WEX card for fuel. Note: Being she participated as a panel speaker, the event fee was reimbursed to the County.

Total Expenses

\$250.30

Less Advance or Co
Credit Card Charge

\$250.30

Due County

Acct No:	10-9-1100-431-0000
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Due Employee

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas ***MUST BE ATTACHED*** to be considered for reimbursement.

Date 2/9/2017

Name Page Lemel
Printed

Justin Hogan for Pay Level
Signature

Dept Head Jaime Laughter

Signature _____

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use
Voucher No. _____
Vendor No. _____

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
5/9/17	Fairfield Marriott							\$125.71		\$125.71
5/10/17	NC Dept of Admin								\$12.00	\$12.00
5/9/17	Country BBQ					\$11.77	\$11.77			\$11.77
	Total Expenses	0.0	\$0.00				\$11.77	\$125.71	\$12.00	\$149.48

Purpose of trip or expenditure: County Commission Chairman Larry Chapman attended County Assembly Day in Raleigh on May 10. He traveled to Raleigh on May 9. Expenses are for lodging, dinner and parking for the even. All were paid with county credit card.

Total Expenses	\$149.48
Less Advance or Co Credit Card Charge	\$149.48
Due County	
Due Employee	

Acct No: 10-9-1100-430-0000

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas ***MUST BE ATTACHED*** to be considered for reimbursement.

Date 5/16/2017

Name Larry L. Chapman

Printed

Signature

Dept Head Jaime Laughter

Trisha M. Hogan

Clerk to the Board - on behalf of Larry Chapman

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use	
Voucher No.	125417
Vendor No.	24697

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
8/10/17	NCACC Conf.								\$350.00	\$350.00
8/10/17	Springhill Suites							\$239.19		\$239.19
8/10/17	Durham, NC	530.0	\$238.50							\$238.50
	Total Expenses	530.0	\$238.50				\$0.00	\$239.19	\$350.00	\$827.69

Purpose of trip or expenditure: Commissioner Mike Hawkins attended NCACC Annual Conference in Durham County, NC. Registered for conference and paid for hotel from personal expense and drove personal vehicle. He unsure if he'd be able to attend until close to the date of the conference.

Total Expenses	\$827.69
Less Advance or Co Credit Card Charge	
Due County	
Due Employee	\$827.69

Acct No: 10-9-1100-431-0000

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas ***MUST BE ATTACHED*** to be considered for reimbursement.

Date 8/16/2017 Name Trisha Hogan for Mike Hawkins Dept Head Jaime L. Laughter
 Printed _____ Signature Trisha Hogan

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager


TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use
Voucher No. _____
Vendor No. _____

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
8/8/17	Marriott-Durham							\$628.08		\$628.08
8/11/17	Bull City Burger					\$17.27	\$17.27			\$17.27
8/12/17	Chick-fil-A					\$9.36	\$9.36			\$9.36
	Total Expenses	0.0	\$0.00				\$26.63	\$628.08	\$0.00	\$654.71

Purpose of trip or expenditure: County Commissioner Larry Chapman attended the NCACC Annual Conference in Durham County August 8-13, 2017. Expenses for lodging (which includes parking fees) and dinner meals.		Total Expenses	\$654.71
		Less Advance or Co Credit Card Charge	\$654.71
		Due County	
Acct No:	10-9-1100-431-0000	Due Employee	

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas ***MUST BE ATTACHED*** to be considered for reimbursement.

Date 8/14/2017 Name Larry L. Chapman  Dept Head Jaime L. Laughter
Printed Signature

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer _____ County Manager _____

For Accounting Use	128123
Voucher No.	
Vendor No.	24697

Purpose of trip or expenditure: County Commissioner Mike Hawkins traveled to Raleigh on 11/16/17 to attend the NC Rural Center's 2017 Rural Assembly. His expenses were lodging and mileage. Lodging was paid via county credit card. He drove her personal vehicle and should be reimbursed for the mileage.		Total Expenses	\$447.14
		Less Advance or Co Credit Card Charge	\$214.04
		Adj for Meal Overages (enter a positive #)	
		Due County	
		Due Employee	\$233.10
Acct No:	10-9-1100-431-0000		

Date 11/20/17 Name Trisha Hogan on behalf of Mike Hawkins Dept Head Jaime Laughter
 Printed _____ Signature _____

Finance Officer

County Manager

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use
Voucher No. _____
Vendor No. _____

[illegible]

Purpose of trip or expenditure: County Commissioner Mike Hawkins traveled to Raleigh on 11/16/17 to attend the NC Rural Center's 2017 Rural Assembly. His expenses were lodging and mileage. Lodging was paid via county credit card. He drove her personal vehicle and should be reimbursed for the mileage.

Total Expenses	\$447.14
Less Advance or Co Credit Card Charge	\$214.04
Adj for Meal Overages (enter a positive #)	
Due County	
Due Employee	\$233.10

Acct No: 10-9-1100-431-0000

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 11/20/17 Name Trisha Hogan on behalf of Mike Hawkins Dept Head Jaime Laughter
 Printed _____ Signature _____

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer _____ County Manager _____

TRANSLYVANIA COUNTY EXPENSE VOUCHER

For Accounting Use	128813
Voucher No.	
Vendor No.	24697

[illegible]

Purpose of trip or expenditure: Commissioner Mike Hawkins was appointed to the EDPNC (Economic Development Partnership of NC) board in his capacity as Transylvania County Commissioner. The board had a recent meeting in Raleigh. This is reimbursement for hotel expenses and mileage.

Total Expenses	\$409.62
Less Advance or Co Credit Card Charge	
Adj for Meal Overages (enter a positive #)	
Due County	
Due Employee	\$409.62

Acct No:	10-9-1100-431-0000
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I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 12/12/2017 Name Trisha Hogan, Clerk, on behalf of Mike Hawkins Dept Head Jaime Laughter
 Printed _____ Signature _____

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

For Accounting Use
Voucher No. _____
Vendor No. _____

Purpose of trip or expenditure: County Commissioner Page Lemel attended the Kidonomics event hosted by the Institute for Emerging Issues. She traveled to Raleigh on Sun, Feb 4 and returned on Tues, Feb 6. These are her hotel, parking and room service expenses. All services were charged to hotel bill. She is reimbursing county for 2 days of valet parking at \$60 total and for room service because son traveled to Raleigh with her.		Total Expenses	\$250.21
		Less Advance or Co Credit Card Charge	\$250.21
		Adj for Meal Overages (enter a positive #)	\$88.27
		Due County	
		Due Employee	
Acct No:	10-9-1100-431-0000		

Date 2/12/2018 Name Trisha Hogan on behalf of Page Lemel Dept Head Jaime Laughter
 Printed _____ Signature Trisha M. Hogan

Finance Officer _____ County Manager _____

095607

Finance Officer

TRANSYLVANIA COUNTY EXPENSE VOUCHER

For Accounting Use	
Voucher No.	133336
Vendor No.	24697

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	Breakfast	Lunch	Dinner	Meals Max=\$40	Lodging	Gas or Misc	Daily Total
5/28/18	Raleigh	578.0	\$260.10							\$260.10
	Total Expenses	578.0	\$260.10				\$0.00	\$0.00	\$0.00	\$260.10

Purpose of trip or expenditure: Commissioner Mike Hawkins traveled to Raleigh on 5/28/18 to attend Rural Day and County Assembly Day, both events sponsored by NCACC. He did not travel in the same county vehicle as Commissioner Chapman because he has to leave early and could not stay for entire event. Traveled in personal vehicle and is requesting mileage reimbursement. Acct No: 10-9-1100-431-0000	Total Expenses	\$260.10
	Less Advance or Co Credit Card Charge	
	Adj for Meal Overages (enter a positive #)	
	Due County	
	Due Employee	\$260.10

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my duty. Receipts for all meals, lodging and gas **MUST BE ATTACHED** to be considered for reimbursement.

Date 6/1/2018 Name Mike Hawkins for Mike Hawkins Dept Head Jaime Laughter
Printed Signature

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Officer

County Manager

TRANSYLVANIA COUNTY TRAVEL AND TRAINING

For Accounting Use
Voucher No. <u>137976</u>
Vendor No. <u>24697</u>

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	\$10 Breakfast	\$15 Lunch	\$20 Dinner	Max \$45	Lodging	Gas or Misc	Daily Total
11/15/18	Hyatt Place							\$157.42		\$157.42
11/15/18	Raleigh-Rural Assembly	560.0	\$252.00							\$252.00
										\$0.00
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										\$0.00
Total Expenses		560.0	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$157.42	\$0.00	\$409.42

Purpose of Trip: PROFESSIONAL DEVELOPMENT						Total Expenses	\$409.42
Attended NC Rural Assembly presented by the NC Rural Center in Raleigh November 15-16; meeting about rural leadership and the critical role that innovation plays in a community's ability to successfully achieve their goals for the future. Forgot p-card and paid for hotel with personal credit card. Traveled with personal vehicle. Requesting reimbursement.						Lodging Costs	\$157.42
Acct No:	10 or 35 10	Exp 9	Departmental Code 1100	Type 431	Extra Coding 0	Due Employee \$409.42	

Please attach the agenda and hotel receipt for your stay.

I certify that the time and mileage shown in this report is correct and was incurred in the official performance of my role as a Transylvania County Employee.

Name Trisha Hogan, for Mike Hawkins

Signature

Date 12/4/18

Department Head Jaime Laughter

County Manager Jaime Laughter

Date _____

Date _____

For Accounting Use
Voucher No. 140742
Vendor No. 22671

Date	Place Visited	Miles Driven	Amount @ \$0.45/Mile	\$10 Breakfast	\$15 Lunch	\$20 Dinner	Max \$45	Lodging	Gas or Misc	Daily Total
1/11/19	Irregardless				\$10.55					\$10.55
										\$0.00
										\$0.00
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										\$0.00
	Total Expenses	0.0	\$0.00	\$0.00	\$10.55	\$0.00	\$0.00	\$0.00	\$0.00	\$10.55

Purpose of Trip:		PROFESSIONAL DEVELOPMENT			Total Expenses	\$10.55
County Commissioner Page Lemel traveled to Raleigh to represent the Board of Commissioners at the Legislative Goals Conference January 9-11, 2019. No meals provided on Day 2. Requesting reimbursement for lunch paid on personal credit card.					Lodging Costs	\$0.00
Acct No:	10 or 35	Exp	Departmental Code	Type	Extra Coding	
	10	9	1100	430	0	Due Employee \$10.55
Please attach the agenda and hotel receipt for your stay.						

Name Trisha Hogan, Clerk to the Board for
Signature Page Lenses, Co. Comm.

Date 3/4/19

Department Head _____

Date _____

County Manager _____

Date _____