

**Travel Expense Approval**

<u>Name</u>	<u>Status</u>	<u>Reason</u>	<u>Approved Amount</u>
Mary Kann	Employee	2024 SHRM Annual Conference Chicago, IL - 3 nights lodging	\$279.00/night* = \$837.00
Laurel Diver	Employee	2024 SHRM Annual Conference Chicago, IL - 3 nights lodging	\$279.00/night* = \$837.00

\*General maximum is \$250.00/night under Ordinance No. 5580 (“An Ordinance Approving an Amended Policy for Reimbursement for Travel, Meal, and Lodging Expenses”, approved December 10, 2019)