

**BALTIMORE COUNTY, MARYLAND  
ACCOUNTING FOR TRAVEL FUNDS ADVANCED**

**INSTRUCTIONS:** Refer to Travel Expense Procedures and Instructions before completing form. Forward original with receipts to Office of Budget & Finance, Disbursements Section, approved by Department Head, within two (2) weeks after return.

Date Completed: 5/30/2017

Name of traveler: Kevin Kamenetz      Dates of Trip: From: 5/20/2017 To: 5/23/2017  
 Destination: Las Vegas, NV

Amount Advanced: \$ 421.87      Check No(s) \_\_\_\_\_  
 Amt Paid by P-Card: N/A      Code Charged: \_\_\_\_\_

List expenses below, separating out-of-pocket payments and procurement card payments in appropriate columns. Provide description of "Other" expenses, along with receipts. If you are requesting reimbursement for meals & incidentals (M&I) above the amount that was advanced, provide receipts for all M&I expenses, and list each below - subject to approval.		Out-of-pocket Expenses	Paid by Procurement Card
<b>Transportation</b>	<u>Southwest Airlines</u>	\$ <u>421.87</u>	
<b>Hotel/Lodging</b>	<u>Wynn Las Vegas</u>	\$ <u>1,122.45</u>	
<b>Registration</b>	<u>N/A</u>		
<b>Meals &amp; Incidentals</b>	<u>List details below for ALL meals if providing receipts</u>		
Insert additional lines if needed			
If no receipts are being recorded, enter the amt advanced for M&I "total" box.	<b>Total - Meals &amp; Incidentals</b>	\$ <u>153.00</u>	
<b>Other</b>	<u>Receipts required. List details below.</u>	\$ <u>-</u>	
Insert additional lines if needed	<u>Taxi Service</u>	\$ <u>21.67</u>	

<b>TOTAL OUT-OF-POCKET EXPENSES PAID BY EMPLOYEE:</b>	\$ <u>1,718.99</u>
<b>TOTAL EXPENSES PAID BY COUNTY P-CARD:</b>	\$ <u>-</u>
<b>TOTAL ADVANCED FUNDS:</b>	\$ <u>421.87</u>
Difference	\$ <u>(1,297.12)</u>
Refund due to employee	\$ <u>(1,297.12)</u>
Reimbursement due back to County	\$ <u>-</u>

Credit the following account for the unused funds: \_\_\_\_\_

Submitted by:   
 Attendee - Handwritten signature required

\_\_\_\_\_  
 Department Head - Handwritten signature required

\_\_\_\_\_  
 Disbursements - Handwritten signature required

BALTIMORE COUNTY, MARYLAND  
TOWSON, MD 21204

VENDOR CODE  
MISVEND

0963813

CD	DEPT	PAYMENT VOUCHER	VENDOR INVOICE NUMBER	PO NUMBER	CHECK DESCRIPTION	AMOUNT
GAX	888	00166307	KAMENETZ, KEVIN REFUND 5/20/17		Refund Travel Expense Kevin Kamenetz 5/20/17-5/23/17 ICSC Co	1,297.12
Page TOTAL :						1,297.12
TOTAL :						1,297.12

THE FACE OF THIS CHECK IS PRINTED GREEN. THE BACK CONTAINS A SIMULATED WATERMARK.



BALTIMORE COUNTY, MARYLAND  
TOWSON, MD 21204

DISBURSEMENT ACCOUNT

Check Date: 06/08/2017  
Check Number: 0963813

PAY One Thousand Two Hundred Ninety Seven And 12/100 Dollars

0963813

M&T Bank  
Millsboro, Delaware 19966

62-17 31T	CHECK AMOUNT \$*****1,297.12
VOID AFTER 180 DAYS	

TO THE ORDER OF  
Kevin Kamenetz  
C/O Executive Office  
Towson MD 21204

*Keith Dorsey*

Director of Budget and Finance

⑈0963813⑈ ⑆031100173⑆ 61000000133702⑈



Kevin Kamenetz  
 12607 Waterspout Ct  
 Owings Mills, MD 21117

Arrival: 05-18-17  
 Departure: 05-25-17  
 Room No.: 5501  
 Wynn Acct. ID: 12300143  
 Folio: 1  
 Conf. No.: 20547135

Date	Description	Credits/Payments	Charges
05-20-17	Mini Bar Food		6.00
05-20-17	Terrace Pointe Cafe		35.23
05-20-17	MiniBar		15.16
05-20-17	Room		295.00
05-20-17	Room Tax		39.47
05-20-17	Resort Fee Charge		35.00
05-20-17	Resort Fee Tax		4.68
05-21-17	Mini Bar Food		6.00
05-21-17	Mini Bar Food		7.00
05-21-17	Room		295.00
05-21-17	Room Tax		39.47
05-21-17	Resort Fee Charge		35.00
05-21-17	Resort Fee Tax		4.68
05-22-17	Allegro		19.40
05-22-17	Mini Bar Food		7.00
05-22-17	MiniBar		15.16
05-22-17	Allegro		78.23
05-22-17	Room		295.00
05-22-17	Room Tax		39.47
05-22-17	Resort Fee Charge		35.00
05-22-17	Resort Fee Tax		4.68

\$ 374.15

\$ 1122.45

VeriFone

### Fare Summary

Fare:	\$	21.67
Extras:	\$	0.00
Tolls:	\$	0.00
Service Fee:	\$	0.00
Tax:	\$	0.00

**TOTAL:** \$ 21.67

### Cab Number

328

Pay With  
App  
421-1708



Taxi Info



More



Settings

