

DATE: February 3, 2020
TO: Matt Jordan, General Manager
FROM: Christina Sackett, Chief Financial Officer *CS*
SUBJECT: General Manager's Quarterly Travel Report - *Approve*

SUMMARY

Attached is a quarterly travel report for the General Manager for the first quarter of the 2020 fiscal year.

RECOMMENDATION

Approve General Manager's Quarterly Travel

COST/FUNDING SOURCE

N/A

DISCUSSION

The attached quarterly travel report reflects the travel expenditures incurred by the General Manager for the period of October 1, 2019 through December 31, 2019.

Attachment

mf

TAMPA BAY WATER

**MATTHEW JORDAN - General Manager 2020 Expenses
2019/2020**

Thru December 2019

REVIEWED
[Signature]
02-03-20

| | FIRST QUARTER | YEAR TO DATE |
|---------------------------|--------------------------|-------------------------|
| Gasoline | 0.00 | 0.00 |
| Air Travel | 0.00 | 0.00 |
| Lodging | 0.00 | 0.00 |
| Parking-Gd Trans | 0.00 | 0.00 |
| Meals | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Year To Date Total | 0.00 | 0.00 |

1st QTR : no travel expenses