



Professional Travel

Date: 10.11.17

Account No.

Name: Bill Woodard
Legal name as it appears on DL (for booking flights)

D.O.B.: _____
Required for booking flights

Destination: Houston, Texas

Purpose: TML Conference for City Leaders

ORG Code	OBJ Code	Proj Code	
11016000	69500		Travel/Meals Lodging
11016000	69550		Registrations
10000000	12180		Advance

Departure Date: 10/04/17

Return Date: 10/06/17

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.535/mile 1-1-2017) <u>57.20</u> Total Miles Traveled	30.60		30.60	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				341.95
Parking Fees			39.00	
Taxi, bus, other transportation				
Car Rental: <input type="checkbox"/> Check if you want Purchasing to book rental car				
Registration <input type="checkbox"/> Prepay <input checked="" type="checkbox"/> City AMEX <input type="checkbox"/> Reimb. Employee				390.00
Meals/Per Diem (Complete Table below)	0.00			
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)				446.94
Gratuities Breakfast			12.00	
Other (please explain) <u>Breakfast with Will and Shona</u>			54.46	
TOTALS	\$0.00	\$0.00		\$1,178.89

Expenses incurred by employee:	\$136.06
Plus Prepaid or Billed:	1,178.89
Trip Total:	1,314.95
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$136.06

Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of form after trip is complete.

Director's Signature (Before Trip) _____

Employee Signature (Before Trip) _____

Meal Per Diem Breakdown

Date	Amount
Total	\$0.00

Remember: First and last days of travel are reduced, per GSA guidelines.

I certify that the expenses outlined above were incurred by me in the conducting of city business and are true and correct to the best of my knowledge.

Employee Signature (After Trip)

Director's Signature (After Trip) _____

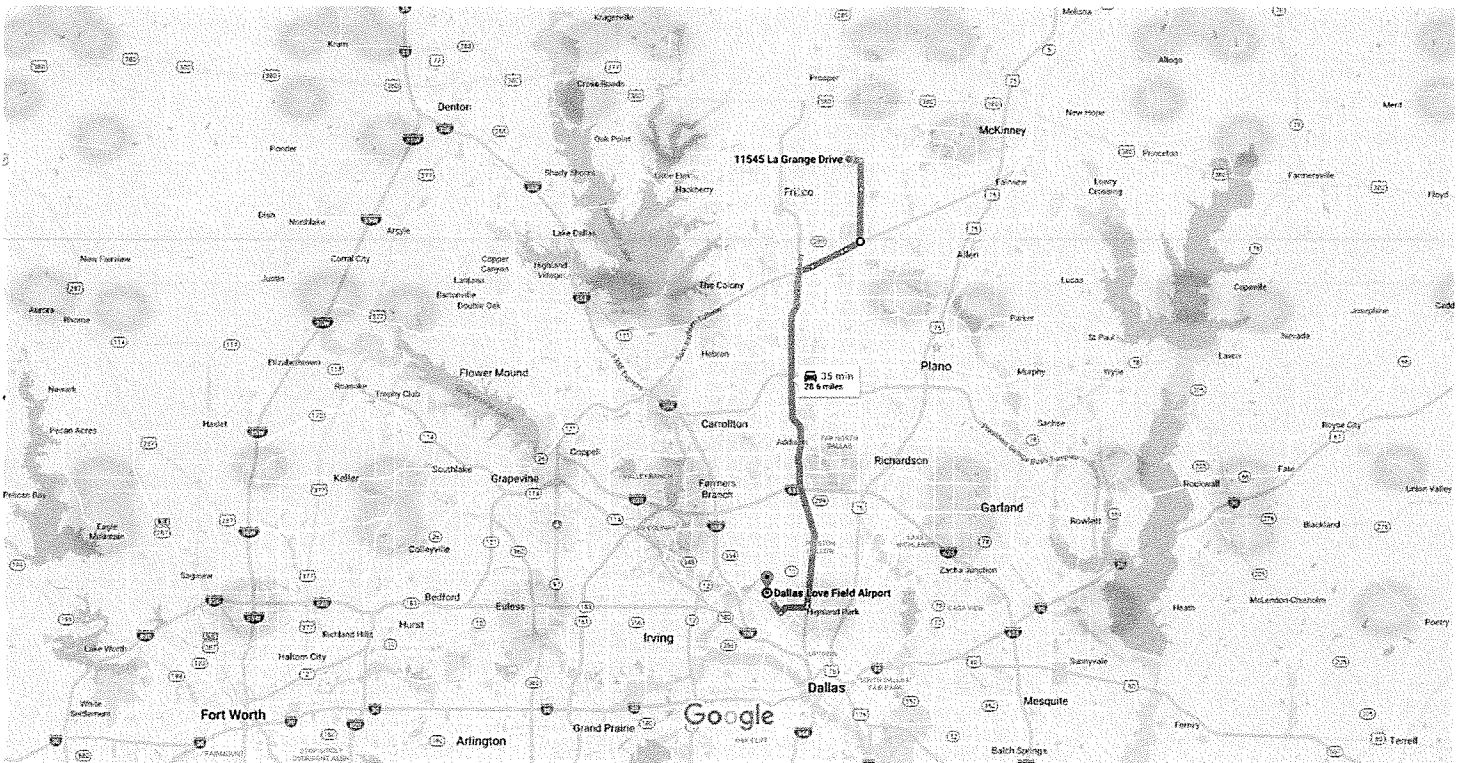
Approved for Payment _____

10/9/2017



11545 La Grange Dr, Frisco, TX 75035 to Dallas Love Field Airport - Google Maps

Google Maps 11545 La Grange Dr, Frisco, TX 75035 to Dallas Love Field Airport

Drive 28.6 miles, 35 min



Map data ©2017 Google United States 2 mi

 via Dallas North Tollway S
34 min without traffic
 This route has tolls.

35 min
28.6 miles

Carrie Ardoin

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Sent: Thursday, September 07, 2017 2:59 PM
To: Sharon Perry
Subject: Flight reservation (NOP5R8) | 04OCT17 | DAL-HOU | Woodard/William Eugene

Follow Up Flag: Follow up
Flag Status: Flagged

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Check In Online	Check Flight Status	Change Flight	Special Offers	Hotel Offers	Car Offers
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Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

[Air itinerary](#)

AIR Confirmation: NOP5R8

Confirmation Date: 09/7/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
WOODARD/WILLIAM EUGENE	Join or Add #	5268761786526	Sep 7, 2018	3050

Rapid Rewards points earned are only estimates. Not a member - visit Southwest.com/rapidrewards and sign up today!

Date	Flight	Early Bird	Departure/Arrival
Wed Oct 4	15	Add EarlyBird Check-In®	Depart DALLAS (LOVE FIELD), TX (DAL) on Southwest Airlines at 10:00 AM Arrive in HOUSTON (HOBBY), TX (HOU) at 11:05 AM Travel Time 1 hrs 5 mins Wanna Get Away

Date	Flight	Business Select	Departure/Arrival
Fri Oct 6	32		Depart HOUSTON (HOBBY), TX (HOU) on Southwest Airlines at 02:00 PM Arrive in DALLAS (LOVE FIELD), TX (DAL) at 03:00 PM Travel Time 1 hrs 0 mins

Save up to 30%
 Plus earn up to 2,400 Rapid Rewards® points.

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Let us take care of check-in for you.





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- ✓ Best rate guarantee
- ✓ Free cancellation

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Business Select



-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.
-  **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
-  **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).



Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: 341.95


Fare Rule(s): 5268761786526: NONTRANSFERABLE -BG WN
Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

DFW WN HOU75.14WN DFW216.54USD291.68END ZP DAL4.10HOU4.10 XF DAL4.5HOU4.5


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 Learn about inflight WiFi & entertainment 

Cost and Payment Summary

 AIR - NOP5R8

Base Fare	\$ 291.68	Payment Information
Excise Taxes	\$ 21.87	

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September 11th Security Fee	\$ 11.20	Payment Type: Amer Express
Segment Fee	\$ 8.20	XXXXXXXXXXXX1015
Passenger Facility Charge	\$ 9.00	Date: Sep 7, 2017
Total Air Cost	\$ 341.95	Payment Amount: \$341.95

Useful Tools

- [Check In Online](#)
- [Early Bird Check-In](#)
- [View/Share Itinerary](#)
- [Change Air Reservation](#)
- [Cancel Air Reservation](#)
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- [Flight Status Notification](#)
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This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us, Please read our [Privacy Policy](#).

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² Security Fee is the government-imposed September 11th Security Fee.

Prohibition on Multiple/Conflicting Reservations. To promote seat availability for our Customers, Southwest prohibits multiple reservations for **the same** Passenger departing from **the same** city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to **the Passenger** or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

See [Southwest Airlines Co. Notice of Incorporation](#)

See [Southwest Airlines Limit of Liability](#)

Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

Account History

View Transactions

Account 904649 - WOODARD, WILLIAM
 Posted Date 10/06/2017 to 10/06/2017
 Transaction Type ALL



Transaction Date	Posted Date	Tag ID	License Plate	Lane	Direction	Location	Transaction Type/Description	Discount	Amount
10/06/2017 15:56:54	10/06/2017 15:56:54					Love Field Airport	Payment		\$39.00
10/04/2017 08:55:09	10/06/2017 15:56:55	DNT.11294076	HYC8409	DAL-PRKB-06	Entry	DAL Parking B Entry	PARKING		-\$39.00
10/06/2017 15:29:52	10/06/2017 15:56:55		HYC8409	DAL-PRKX-14	Exit	DAL Parking Exit	PARKING		
10/06/2017 15:49:07	10/06/2017 16:14:12	DNT.11294076	HYC8409	DNT-MOCLN-03	N	Mockingbird Lane (MOCLN)	Toll		-\$1.14
10/06/2017 16:07:37	10/06/2017 16:23:32	DNT.11294076	HYC8409	DNT-MLP2-08	N	Trinity Mills Main Lane Gantry (MLP2)	Toll		-\$1.12
10/06/2017 16:17:28	10/06/2017 16:31:29	DNT.11294076	HYC8409	DNT-MLP3-09	N	Parker Main Lane Gantry (MLP3)	Toll		-\$1.00
10/06/2017 16:23:48	10/06/2017 16:35:42	DNT.11294076	HYC8409	SRT-HILRD-03	N	Hillcrest Road	Toll		-\$0.28

Carrie Ardoin

From: Texas Municipal League <acct@tml.org>
Sent: Tuesday, July 18, 2017 10:06 AM
To: Sharon Perry
Subject: Registration Confirmed for Bill Woodard - Texas Municipal League Annual Conference- Tuesday, October 3, 2017 in Houston George R. Brown Center



Dear Bill,

Your registration has been confirmed. Please save this email for future reference.

Event: **Texas Municipal League Annual Conference**
Attending: **Bill Woodard**
Number of people registered: **1**
Date: **Tuesday, October 3, 2017**
Confirmation number: **ZXN5FNW33Z9**

To view or modify your online registration, [Click here](#). You will be asked to enter the confirmation number shown above.

Registration Information:			
Registration Items			
Bill Woodard	Full Conference Registration		
Optional Items			
Bill Woodard	Thursday Risk Pool Breakfast	Quantity: 1	
Bill Woodard	Thursday Delegate Lunch	Quantity: 1	
Bill Woodard	Friday Delegate Brunch	Quantity: 1	

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid	Amt Due
18-Jul-2017 10:05 AM CT	online order	\$390.00	\$390.00	\$0.00

Payment Details:			
Date	Type	Reference #	Amt Paid
18-Jul-2017	American Express	1015	\$390.00

Sincerely,
Texas Municipal League

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:
<http://www.cvent.com/d/2NV9y64AykVWgZRR5eTKUwAwI4z/P1/0R?>

If you no longer want to receive emails from Texas Municipal League please click the link below.
[Opt-Out](#)

Your payment for the Texas Municipal League Annual Conference event has been successfully processed. Please save this email for your records.

Transaction Information:

Item	Transaction Information	Quantity	Amount
Full Conference Registration		1	\$315.00
Thursday Delegate Lunch		1	\$40.00
Friday Delegate Brunch		1	\$35.00
	Transaction Total		\$390.00

Registration Confirmation Number: ZXN5FNW33Z9

[View your registration](#)

If you have any questions about this transaction or email, please contact Texas Municipal League directly at acct@tml.org.

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Date: Oct05'17 09:37AM
Card Type: VISA
Acct #: XXXXXXXXXXXXX3323
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 005216
Check: 2639
Table: 32/1
Server: 7 Jorge G

Subtotal: 58.46

TIP 12.00

TOTAL 70.46

SIGNATURE: _____



Carrie Ardoin

From: Thanks for staying! <efolio@residenceinn.com>
Sent: Sunday, October 08, 2017 6:11 PM
To: Sharon Perry
Subject: Your Oct 4, 2017 - Oct 6, 2017 stay at the Residence Inn Houston Downtown/Convention Center

Thank you for choosing the Residence Inn Houston Downtown/Convention Center for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact the hotel directly at (832) 366-1000.

Make another reservation on Marriott.com >>

x

Marriott Rewards members may receive this email automatically after every stay.

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Summary of Your Stay

Hotel: Residence Inn Houston Downtown/Convention Center
904 Dallas Street
Houston, Texas 77002
USA
(832) 366-1000

Guest: BILL WOODARD
TEXAS MANICIPAL LEAGUE
1821 RUTHERFORD LANE
AUSTIN, TX 78754
USA

Dates of stay: Oct 04, 2017 - Oct 06, 2017

Guest number: 56067

Marriott Rewards number: None

Room number: 608

Group number: G2256

Date	Description	Reference	Charges	Credits
10/04/17	Room Charge	G1608	190.00	
10/04/17	State Occupancy Tax	T2608	11.40	
10/04/17	City Tax	T3608	13.30	
10/04/17	County Tax	T4608	7.60	
10/04/17	State Cost - Recovery Fee	EF608	1.17	
10/05/17	Room Charge	G1608	190.00	
10/05/17	State Occupancy Tax	T2608	11.40	
10/05/17	City Tax	T3608	13.30	
10/05/17	County Tax	T4608	7.60	
10/05/17	State Cost - Recovery Fee	EF608	1.17	

10/06/17	Payment - American Express XXXXXXXXXXXX1056	AX09:05AM	446.94
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Total balance	0.00 USD
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Important Information

Do Not Reply to this Email

This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (832) 366-1000.

Why Have I Received this Email?

You have received this email because you requested during your stay to receive an electronic version of your bill by email.

Availability

Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown.

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Your privacy is important to Marriott. For full details of our privacy policy, please visit our Privacy Statement.

Credit of Marriott Rewards Points

After a stay, it may take up to 7 days for Marriott Rewards points to be credited to your account.

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