



Professional Travel

Date: 10.11.17

Account No.

Name: John Keating
 Legal name as it appears on DL (for booking flights)

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

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

Destination: Houston, Texas

Purpose: TML Conference for City Leaders

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) <input type="checkbox"/> Total Miles Traveled	0.00		0.00	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				341.95
Parking Fees				
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)			461.02	
Gratuities				
Other (please explain)				
TOTALS	\$0.00	\$0.00		\$731.95

Expenses incurred by employee:	\$461.02
Plus Prepaid or Billed:	731.95
Trip Total:	1,192.97
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$461.02

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) _____

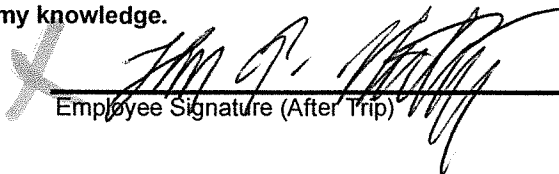
Employee Signature (Before Trip) _____

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 _____

Carrie Ardoin

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Sent: Wednesday, September 13, 2017 9:46 AM
To: Sharon Perry
Subject: Flight reservation (LEMYCF) | 04OCT17 | DAL-HOU | Keating/John

Follow Up Flag: Follow up
Flag Status: Flagged

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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: LEMYCF

Confirmation Date: 09/13/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
KEATING/JOHN	Join or Add #	5268763728190	Sep 13, 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 Business Select

Rentals as low as \$15 per day.

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dollar.

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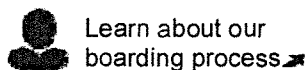
-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled 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): 5268763728190: 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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Cost and Payment Summary

 AIR - LEMYCF

Base Fare	\$ 291.68	Payment Information
Excise Taxes	\$ 21.87	Payment Type: Amer Express
September 11th Security Fee	\$ 11.20	XXXXXXXXXXXX1015



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Segment Fee \$ 8.20 Date: Sep 13, 2017
Passenger Facility Charge \$ 9.00 Payment Amount: \$341.95
Total Air Cost \$ 341.95

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* All travel involving funds from this Confirmation Number must be completed by the expiration date.
- Security Fee is the government-imposed September 11th Security Fee

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

[Contact Us](#)

Carrie Ardoin

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



Dear John,

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

Event: **Texas Municipal League Annual Conference**

Attending: **John Keating**

Number of people registered: 1

Date: **Tuesday, October 3, 2017**

Confirmation number: **VMN9XJT2WTL**

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

Registration Information:

Registration Items

John Keating Full Conference Registration

Optional Items

John Keating Thursday Risk Pool Breakfast Quantity: 1

John Keating Thursday Delegate Lunch Quantity: 1

John Keating 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/1vn7HablUUSwIue1HuNaLw/wI4z/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	\$315.00	1	\$315.00
Thursday Delegate Lunch	\$40.00	1	\$40.00
Friday Delegate Brunch	\$35.00	1	\$35.00
	Transaction Total		\$390.00

Registration Confirmation Number: VMN9XJT2WTL

[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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cvent

Carrie Ardoin

From: Sharon Perry
Sent: Monday, October 09, 2017 9:39 AM
To: Carrie Ardoin
Subject: FW: Your Oct 4, 2017 - Oct 6, 2017 stay at the SpringHill Suites Houston Downtown/Convention Center

Sharon Perry

Senior Administrative Assistant
City Manager's Office
City of Frisco
6101 Frisco Square Blvd.
Frisco, Texas 75034
972-292-5106
Fax - 972-292-5122
sperry@friscotexas.gov

From: Thanks for staying! [mailto:efolio@springhillsuites.com]
Sent: Sunday, October 08, 2017 6:27 PM
To: Sharon Perry <SPerry@friscotexas.gov>
Subject: Your Oct 4, 2017 - Oct 6, 2017 stay at the SpringHill Suites Houston Downtown/Convention Center

Thank you for choosing the SpringHill Suites 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 (713) 655-0002.

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Summary of Your Stay

Hotel: SpringHill Suites Houston Downtown/Convention Center
914 Dallas Street
Houston, Texas 77002
USA
(713) 655-0002

Guest: JOHN KEATING
TEXAS MUNICIPAL LEAGUE
1821 RUTHERFORD LN
AUSTIN, TX 78754
USA

Dates of stay: Oct 04, 2017 - Oct 06, 2017
Guest number: 99788
Marriott Rewards number: None

Room number: 512
Group number: G1313

Date	Description	Reference	Charges	Credits
10/04/17	ROOM CHARGE	RG512	190.00	
10/04/17	State Sales Tax	T2512	11.40	
10/04/17	County Tax	T4512	7.60	
10/04/17	City Tax	T3512	13.30	
10/04/17	State Cost - Recovery Fee	EF512	1.17	
10/05/17	Market Beverage	PJ001	3.00	
10/05/17	Sales Tax	T9001	0.25	
10/05/17	Market Beverage	PJ002	3.00	
10/05/17	Sales Tax	T9002	0.25	
10/05/17	Market Beverage	PJ003	4.00	
10/05/17	Sales Tax	T9003	0.33	
10/05/17	Market Packaged Food	PI001	3.00	
10/05/17	Sales Tax	T9001	0.25	
10/05/17	ROOM CHARGE	RG512	190.00	
10/05/17	State Sales Tax	T2512	11.40	
10/05/17	County Tax	T4512	7.60	
10/05/17	City Tax	T3512	13.30	
10/05/17	State Cost - Recovery Fee	EF512	1.17	
10/06/17	Payment - MasterCard XXXXXXXXXXXX6712	MC14:35PM		461.02

Total balance			0.00 USD
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Important Information

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