



Professional Travel

Date: 10.11.17

Account No.

Name: Will Sowell
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

Departure Date: 10/04/17

Return Date: 10/06/17

Table with columns: ORG Code, OBJ Code, Proj Code, and categories: Travel/Meals Lodging, Registrations, Advance.

Main expense table with columns: Expenses, Before Trip Estimate, Advance Requested, During Trip Expenses, Prepaid or Billed.

Summary table showing: Expenses incurred by employee: \$488.91, Plus Prepaid or Billed: 731.95, Trip Total: 1,220.86, Less travel advance: 0.00, Amount due (TO) or FROM the City: \$488.91.

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

Table with columns: Date, Amount. Includes a Total row at the bottom showing \$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.

Handwritten signature of Will Sowell with a star next to it.

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

# Carrie Ardoin

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Thursday, September 07, 2017 2:44 PM  
**To:** Sharon Perry  
**Subject:** Flight reservation (NOHPQP) | 04OCT17 | DAL-HOU | Sowell/William Daniel

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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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: NOHPQP**

Confirmation Date: 09/7/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
SOWELL/WILLIAM DANIEL	<a href="#">Join</a> or <a href="#">Add #</a>	5268761780939	Sep 7, 2018	3050

Rapid Rewards points earned are only estimates. Not a member - visit [Southwest.com/rapidrewards](http://Southwest.com/rapidrewards) and sign up today!

Date	Flight	Early Bird	Departure/Arrival
Wed Oct 4	15	<a href="#">Add EarlyBird Check-In®</a>	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 <a href="#">Wanna Get Away</a>
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

Rentals as low as \$15 per day.  
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Let us take care of check-in for you.





Get it now

Add a hotel

- ✓ Earn Rapid Rewards® points
- ✓ Best rate guarantee
- ✓ Free cancellation

Book a hotel >

Business Select

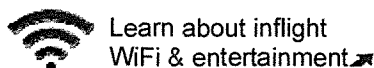
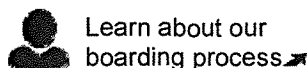
-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
  
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled 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): 5268761780939: 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



## Cost and Payment Summary

 AIR - NOHPQP

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
<b>Total Air Cost</b>	<b>\$ 341.95</b>	Payment Amount: \$341.95

Useful Tools	Know Before You Go	Special Travel Needs
<a href="#">Check In Online</a>	<a href="#">In the Airport</a>	<a href="#">Traveling with Children</a>
<a href="#">Early Bird Check-In</a>	<a href="#">Baggage Policies</a>	<a href="#">Traveling with Pets</a>
<a href="#">View/Share Itinerary</a>	<a href="#">Suggested Airport Arrival Times</a>	<a href="#">Unaccompanied Minors</a>
<a href="#">Change Air Reservation</a>	<a href="#">Security Procedures</a>	<a href="#">Baby on Board</a>
<a href="#">Cancel Air Reservation</a>	<a href="#">Customers of Size</a>	<a href="#">Customers with Disabilities</a>
<a href="#">Check Flight Status</a>	<a href="#">In the Air</a>	
<a href="#">Flight Status Notification</a>	<a href="#">Purchasing and Refunds</a>	
<a href="#">Book a Car</a>		
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<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.  
<sup>2</sup> 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

**Carrie Ardoin**

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**From:** Texas Municipal League <acct@tml.org>  
**Sent:** Tuesday, July 18, 2017 10:05 AM  
**To:** Will Sowell  
**Cc:** Sharon Perry  
**Subject:** Registration Confirmed for Will Sowell - Texas Municipal League Annual Conference- Tuesday, October 3, 2017 in Houston George R. Brown Center



**Dear Will,**

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

**Event: Texas Municipal League Annual Conference**

**Attending: Will Sowell**

**Number of people registered: 1**

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

**Confirmation number: HWNLZDR7565**

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

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

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid	Amt Due
18-Jul-2017 10:04 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
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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/rKcHldlp1k-Ek2tFIHDG8g/wl4z/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
Friday Delegate Brunch	\$35.00	1	\$35.00
Thursday Delegate Lunch	\$40.00	1	\$40.00
<b>Transaction Total</b>			<b>\$390.00</b>

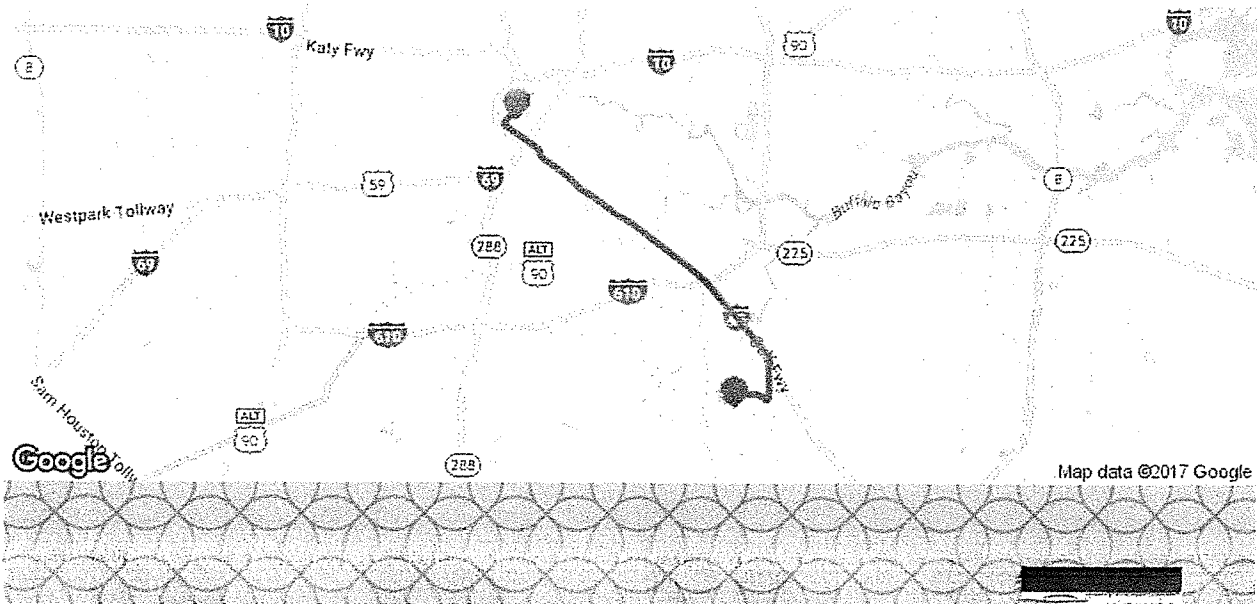
Registration Confirmation Number: HWNLZDR7565  
[View your registration](#)

If you have any questions about this transaction or email, please contact Texas Municipal League directly at [acct@tml.org](mailto:acct@tml.org).



Will

From: **Uber Receipts** uber.us@uber.com  
Subject: Your Friday morning trip with Uber  
Date: October 6, 2017 at 1:04 PM  
To: willsowell13407@gmail.com



**\$32.07**

Thanks for choosing Uber, Will

October 6, 2017 | uberXL

11:40am | 1001-1099 Dallas St, Houston, TX

12:01pm | Hobby Airport Loop, Houston, TX

*Will  
Shona  
Henry  
Bill  
Heath*



You rode with Khai

17.54 miles

00:23:21 Trip time

uberXL Car

## Carrie Ardoin

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**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](mailto:sperry@friscotexas.gov)

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**From:** Thanks for staying! [mailto:[efolio@springhillsuites.com](mailto:efolio@springhillsuites.com)]  
**Sent:** Sunday, October 08, 2017 6:54 PM  
**To:** Sharon Perry <[SPerry@friscotexas.gov](mailto: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.

Make another reservation on [Marriott.com](http://Marriott.com) >>



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

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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:** WILL SOWELL  
TEXAS MUNICIPAL LEAGUE  
1821 RUTHERFORD LN  
AUSTIN, TX 78754  
USA

**Dates of stay:** Oct 04, 2017 - Oct 06, 2017  
**Guest number:** 99814  
**Marriott Rewards number:** None

**Room number:** 712  
**Group number:** G1313



Date	Description	Reference	Charges	Credits
10/04/17	Data Service	IB0712	4.95	
10/04/17	ROOM CHARGE	RG712	190.00	
10/04/17	State Sales Tax	T2712	11.40	
10/04/17	County Tax	T4712	7.60	
10/04/17	City Tax	T3712	13.30	
10/04/17	State Cost - Recovery Fee	EF712	1.17	
10/05/17	ROOM CHARGE	RG712	190.00	
10/05/17	State Sales Tax	T2712	11.40	
10/05/17	County Tax	T4712	7.60	
10/05/17	City Tax	T3712	13.30	
10/05/17	State Cost - Recovery Fee	EF712	1.17	
10/06/17	Data Service	IB0712	4.95	
10/06/17	Payment - American Express XXXXXXXXXXXX1005	AX15:32PM		456.84
<b>Total balance</b>				<b>0.00 USD</b>

**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 (713) 655-0002.

**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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