



Professional Travel

Date: 08/24/18

Account No.

Name: SHONA HUFFMAN
Legal name as it appears on DL (for booking flights)

D.O.B.:
Required for booking flights

Destination: AIRPORT TO FRISCO

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

Purpose: TML

Departure Date: 08/24/18

Return Date: 08/24/18

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

Summary of expenses: Expenses incurred by employee: \$43.83, Plus Prepaid or Billed: 0.00, Trip Total: 43.83, Less travel advance: 0.00, Amount due (TO) or FROM the City: \$43.83

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

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) with handwritten signature

Director's Signature (After Trip)

Approved for Payment

## Carrie Ardoin

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**From:** shona huffman <shonahuffman@hotmail.com>  
**Sent:** Friday, August 24, 2018 11:33 AM  
**To:** Carrie Ardoin  
**Subject:** Fwd: Your ride with Uche on August 24

Shona Huffman  
469-789-6860

Begin forwarded message:

**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** August 24, 2018 at 11:30:36 AM CDT  
**To:** [shonahuffman@hotmail.com](mailto:shonahuffman@hotmail.com)  
**Subject:** Your ride with Uche on August 24  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>





Thanks for riding with Uche!

August 24, 2018 at 10:53 AM

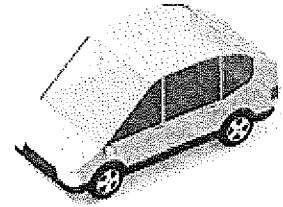
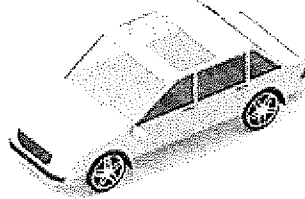
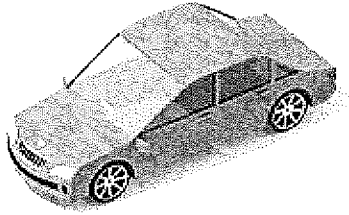
### Ride Details

Base fare	\$1.00
30m 1s	\$3.00
25.35 mi	\$23.07
Service fee	\$2.85
DAL Airport - Airport Fee	\$2.50
Toll: DNT (Trinity Mills Main Lane Gantry) North	\$1.12
Toll: DNT (Mockingbird Lane)	\$1.14
Toll: DNT (Main Street)	\$0.85

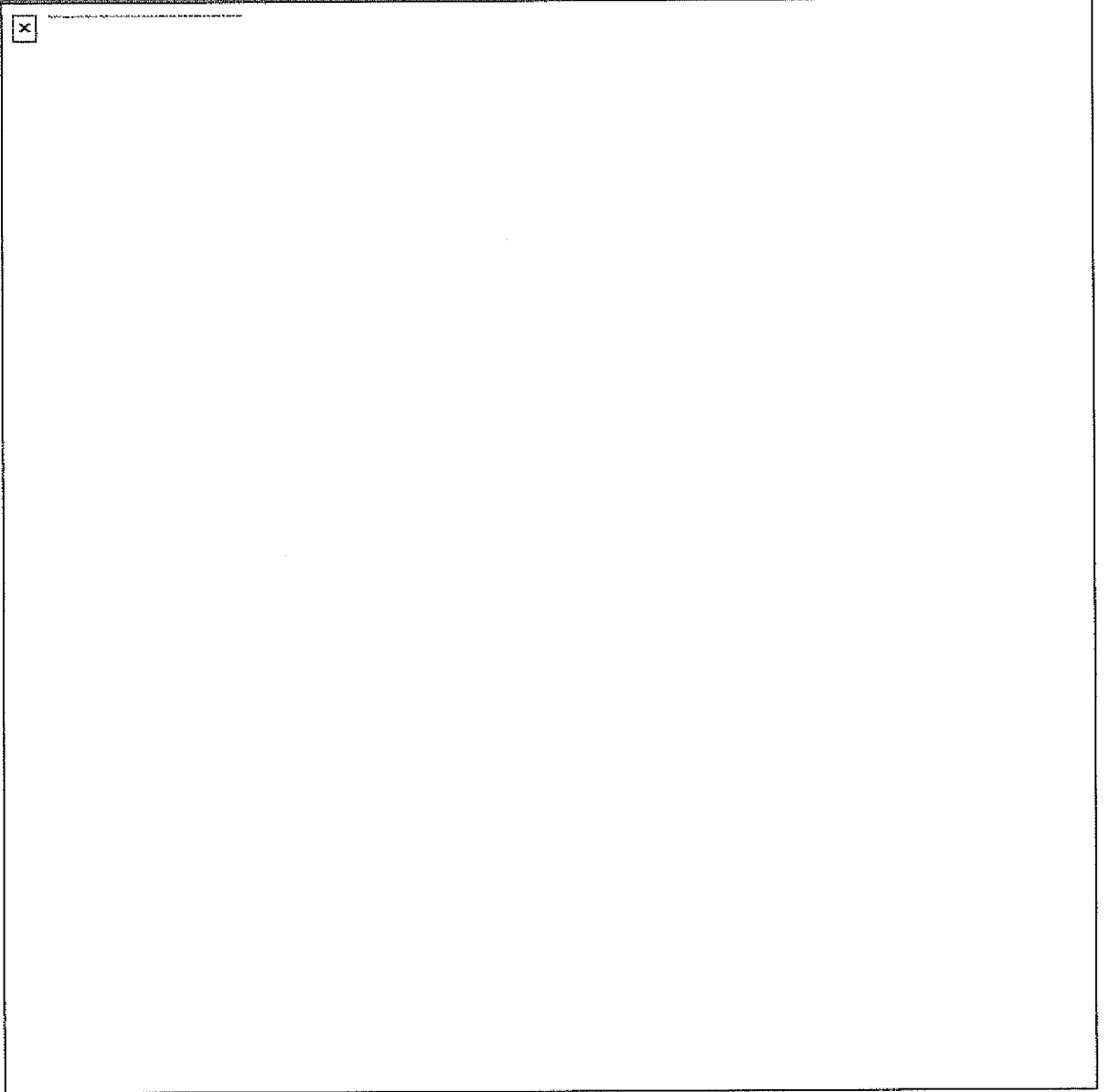
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Toll: DNT (Parker Main Lane Gantry) North	\$1.00
Tip	\$10.00
 Lyft Credits	-\$2.70
<hr/>	
 MasterCard *1617	<b>\$43.83</b>

**This and every ride is carbon neutral**



[Learn more](#)



- Pickup 10:53 AM  
7818 Cedar Springs Rd, Dallas, TX
- Drop-off 11:23 AM  
Page St, Frisco, TX



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rides easy

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expensing rides quick and easy.

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[Help Center](#)

Receipt #1171760484514266770

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