



Professional Travel

Date: 10/25/18

Account No.

Name: Brian Livingston
Legal name as it appears on DL (for booking flights)

D.O.B.:
Required for booking flights

Destination: Fort Worth

Purpose: TML conference in Fort Worth

Departure Date: 10/10/18

Return Date: 10/11/18

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.

Expenses incurred by employee: \$327.26
Plus Prepaid or Billed: 0.00
Trip Total: 327.26
Less travel advance (subtracted from expenses incurred): 0.00
Amount due (TO) or FROM the City: \$327.26

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. 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.

Handwritten signature of Brian Livingston
Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

OMNI HOTELS & RESORTS[®]

fort worth

Brian Livingston
United States

Room No. : 553
 Arrival : 10/10/18
 Departure : 10/11/18
 Page No. : 1 of 1
 Folio No. :
 Conf. No. : 40034348185
 Cashier No. :

INFORMATION INVOICE

Membership No. :
 A/R Number :
 Group Code : 100418TEXASMUNI
 Company Name :

10/11/18

Date	Description	Charges	Payments
10/10/18	Room Charge	279.00	
10/10/18	2% Fort Worth Tourism PID Fee	5.58	
10/10/18	9% City Occupancy Tax	25.61	
10/10/18	6% State Occupancy Tax	17.07	
10/10/18	Visa		327.26
Total		327.26	327.26
Balance			0.00

Thank you for staying at the Omni Fort Worth.

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PREMIER PLUS CKG (...2172) >

Available balance

Present balance

Overdraft protection

Debit card coverage

[REDACTED]

[REDACTED]

Off

Off

SHOWING

Search

Date

Description

Type

Amount

Oct 15, 2018

OMNI FORT WORTH HOTEL FORT WORTH TX 10/11 (...9964)

Card

-\$327.26