



Professional Travel

Date: 10/10/18

Account No.

Name: Shona Huffman
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

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

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.545/mile 1-1-2018) <u>54.60</u> Total Miles Traveled	29.21		29.21	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				
Parking Fees			17.00	
Taxi, bus, other transportation				
Car Rental: <input type="checkbox"/> Check if you want Purchasing to book rental car				
Registration <input type="checkbox"/> Prepay <input type="checkbox"/> City AMEX <input type="checkbox"/> Reimb. Employee				
Meals/Per Diem (Complete Table below)	0.00			
Lodging <input type="checkbox"/> Prepay (include current W-9 from hotel)			327.26	
Gratuities			327.26	
Other (please explain) _____				
TOTALS	\$29.21	\$0.00		\$0.00

Expenses incurred by employee:	\$373.47
Plus Prepaid or Billed:	0.00
Trip Total:	373.47
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$373.47

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

OMNI HOTELS & RESORTS[®]

fort worth

Shona Huffman
United States

Room No. : 429
 Arrival : 10/10/18
 Departure : 10/11/18
 Page No. : 1 of 1
 Folio No. :
 Conf. No. : 40034348310
 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	MasterCard		327.26
Total		327.26	327.26
Balance			0.00

Thank you for staying at the Omni Fort Worth.

Dallas Love Field
8008 Herb Kelleher Way
Dallas, 75235

MXP019 10/10/18 15:21
Receipt 022822

Short-term parking tkt
A - No. 025503
10/10/18 06:02
10/10/18 15:21
Period 0d9h20'

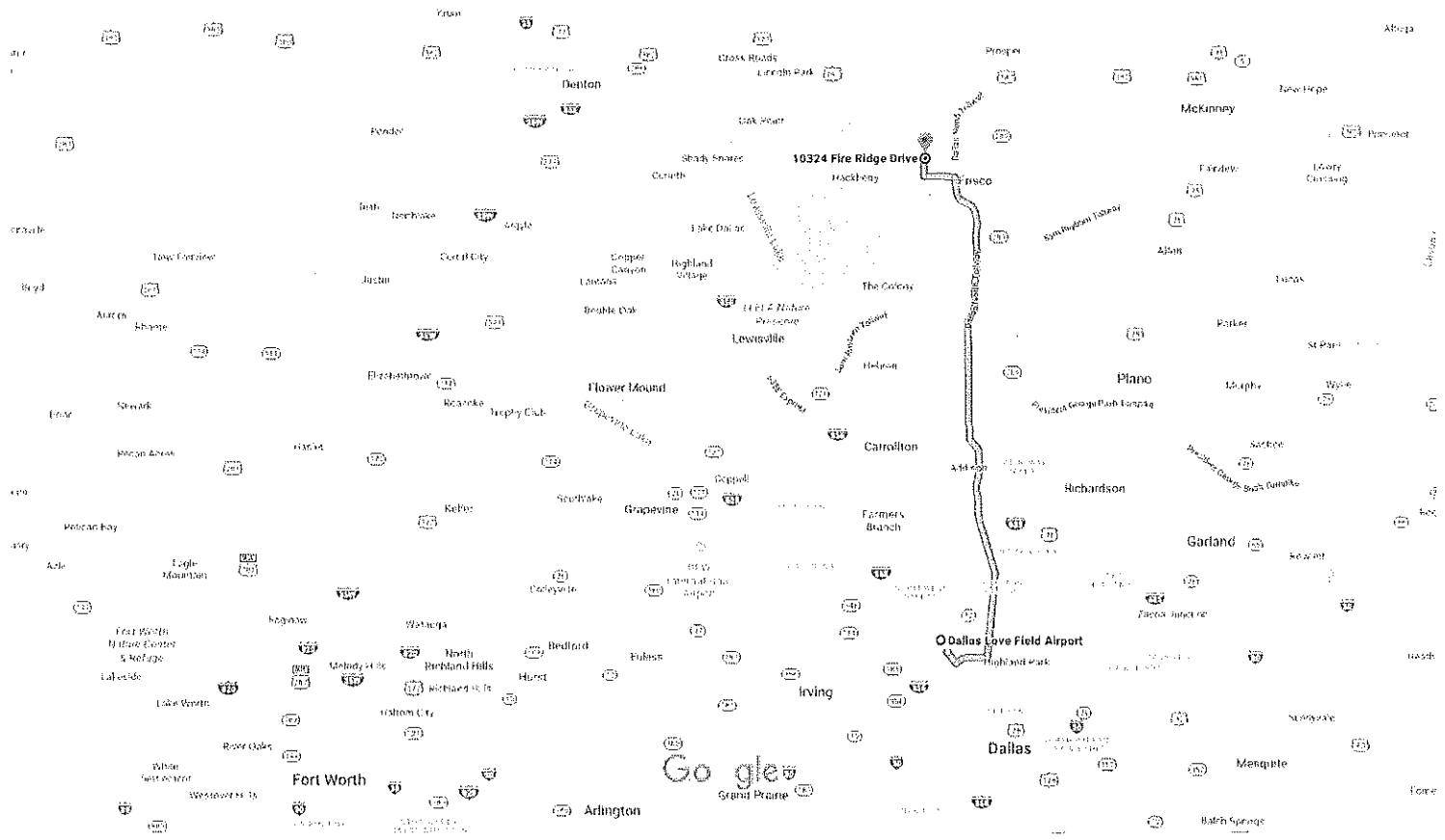
	\$17.00
Sub Total	\$17.00
Ust.	\$0.00
Total	----- \$17.00

Payment Received
RID A000000004
PIX 1010
CARD *****9318
AUTHORIZATION 72065P
PURCHASE USD17.00
APPROVED

9745688 - 1/1
All Amounts in USD.
Deliv. Date=Receipt Date

Dallas Love Field Airport to 10324 Fire Ridge Dr, Frisco, TX 75033

Drive 27.3 miles, 34 min




Dallas Love Field Airport


8008 Herb Kelleher Way, Dallas, TX 75235

Get on Dallas North Tollway N from Herb Kelleher Way and W Mockingbird Ln

8 min (2.5 mi)

- ↑ 1. Head north on Herb Kelleher Way 282 ft
- ↶ 2. Turn left onto Contrail Ln 0.1 mi
- ↑ 3. Continue straight onto Herb Kelleher Way 0.7 mi
- ↶ 4. Use the left 2 lanes to turn left onto W Mockingbird Ln 0.3 mi
- ↷ 5. Use the right 2 lanes to turn slightly right to stay on W Mockingbird Ln 0.3 mi
- 📍 Pass by 7-Eleven (on the left in 0.3 mi) 1.2 mi


 6. Turn left to merge onto Dallas North Tollway N

 Toll road

0.2 mi


Follow Dallas North Tollway N to Dallas Pkwy in Frisco. Take the exit toward Cotton Gin Rd/Main St from Dallas North Tollway N


20 min (21.8 mi)

 7. Merge onto Dallas North Tollway N

 Partial toll road

21.6 mi


 8. Take the exit toward Cotton Gin Rd/Main St

 Toll road

0.3 mi

Follow Dallas Pkwy, Main St and Teel Pkwy to Fire Ridge Dr in Denton County

7 min (3.0 mi)

 9. Merge onto Dallas Pkwy


0.7 mi

 10. Use the left 2 lanes to turn left onto Main St


1.4 mi


 11. Turn right onto Teel Pkwy

0.7 mi

 12. Turn right onto The Trails Pkwy

253 ft

 13. Turn left onto Fire Ridge Dr

 Destination will be on the right

0.1 mi

10324 Fire Ridge Dr

Frisco, TX 75033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.