



Professional Travel

Date: 10/10/18

Account No.

Name: Tim Nelson  
Legal name as it appears on DL (for booking flights)

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

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

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.545/mile 1-1-2018) <u>94.00</u> Total Miles Traveled	50.29		50.29	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				
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 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				
Other (please explain) <u>Tolls</u>			7.80	
<b>TOTALS</b>	<b>\$50.29</b>	<b>\$0.00</b>		<b>\$0.00</b>

Expenses incurred by employee:	\$385.35
Plus Prepaid or Billed:	0.00
Trip Total:	385.35
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	<b>\$385.35</b>

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.

*Tim H. Nelson*  
Employee Signature (After Trip)

Director's Signature (After Trip) \_\_\_\_\_

Approved for Payment \_\_\_\_\_

Go  Maps 6311 Hillcrest Rd, Frisco, TX 75035 to Omni Fort Worth Hotel

Drive 47.2 miles, 58 min

**6311 Hillcrest Rd**

Frisco, TX 75035

**Get on Sam Rayburn Tollway**

5 min (2.7 mi)

- ↑ 1. Head south on Hillcrest Rd toward Jereme Trail  
1.8 mi
- ↔ 2. Use the right 2 lanes to turn right onto TX-121 S  
0.7 mi
- ⤴ 3. Use the left lane to take the TX-121 S ramp  
Toll road  
0.2 mi

**Follow Sam Rayburn Tollway and TX-121 to TX-280 Spur in Fort Worth**

40 min (43.7 mi)

- ⤴ 4. Merge onto Sam Rayburn Tollway  
Toll road  
10.1 mi
- ↑ 5. Continue onto TX-121/Sam Rayburn Tollway  
Toll road  
1.4 mi
- ↑ 6. Continue onto Sam Rayburn Tollway  
Toll road  
3.4 mi
- ↑ 7. Continue onto TX-121 S  
6.9 mi
- ⤴ 8. Keep left at the fork to continue on TX-121  
7.0 mi
- ↑ 9. Continue straight onto TX-121 S  
4.8 mi
- ⤴ 10. Keep left at the fork to continue on TX-121 S/TX-183 W  
1.0 mi
- ⤴ 11. Use the left lane to merge onto TX-121 S/TX-183 W  
0.2 mi
- ↑ 12. Continue onto I-820 S/TX-121 S  
0.7 mi
- ⤴ 13. Keep left at the fork to continue on TX-121 S, follow signs for Downtown Ft Worth  
7.1 mi
- ⤴ 14. Use the left 2 lanes to merge onto I-35W S/US-287 S/US-377 S toward Waco  
0.7 mi
- ↔ 15. Use the right 2 lanes to take exit 52A for Texas 280 Spur toward Downtown  
0.2 mi
- ⤴ 16. Merge onto TX-280 Spur  
0.1 mi

Drive to Houston St

4 min (0.8 mi)

↑ 17. Continue straight to stay on TX-280 Spur

0.2 mi

↑ 18. Continue onto E 6th St

0.3 mi

↙ 19. Turn left onto Houston St

📍 Destination will be on the right

0.3 mi

### Omni Fort Worth Hotel

1300 Houston St, Fort Worth, TX 76102

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.

# OMNI HOTELS & RESORTS<sup>SM</sup>

fort worth

Tim Nelson  
United States

Room No. : 854  
 Arrival : 10/10/18  
 Departure : 10/11/18  
 Page No. : 1 of 1  
 Folio No. :  
 Conf. No. : 40034348316  
 Cashier No. :

**INFORMATION INVOICE**

Membership No. : SG 8695483271  
 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
<b>Total</b>		<b>327.26</b>	<b>327.26</b>
<b>Balance</b>			<b>0.00</b>

Thank you for staying at the Omni Fort Worth.

# Account History

## View Transactions

Account 112689 - NELSON, TIM  
Posted Date 10/10/2018 to 10/11/2018  
Transaction Type ALL

Transaction Date	Posted Date	Tag ID	License Plate	Lane	Direction	Location	Transaction Type/De
10/10/2018 05:52:11	10/10/2018 05:54:06	DNT.14580971	GG28PZ	SRT-HILRD-02	S	Hillcrest Road	Toll
10/10/2018 05:56:34	10/10/2018 06:00:04	DNT.14580971	GG28PZ	SRT-MLG2-04	S	Josey Main Lane Gantry (MLG2)	Toll
10/10/2018 06:02:00	10/10/2018 06:04:07	DNT.14580971	GG28PZ	SRT-MLG1-04	S	Denton Tap Main Lane Gantry (MLG1)	Toll
10/11/2018 15:10:58	10/11/2018 15:13:21	DNT.14580971	GG28PZ	SRT-MLG1-08	N	Denton Tap Main Lane Gantry (MLG1)	Toll
10/11/2018 15:16:51	10/11/2018 15:19:19	DNT.14580971	GG28PZ	SRT-MLG2-07	N	Josey Main Lane Gantry (MLG2)	Toll
10/11/2018 15:21:47	10/11/2018 15:25:19	DNT.14580971	GG28PZ	SRT-HILRD-03	N	Hillcrest Road	Toll