



Professional Travel

Date: 01/23/19

Account No.

Name: Will Sowell
Legal name as it appears on DL (for booking flights)

D.O.B.:
Required for booking flights

Destination: Austin, TX

Table with columns: ORG Code, OBJ Code, Proj Code. Values: 11016000, 69500, 10000000, 12180

Purpose: Meeting with Legislators

Departure Date: 01/08/19

Return Date: 01/09/19

Main expense table with columns: Expenses, Before Trip Estimate, Advance Requested, During Trip Expenses, Prepaid or Billed. Includes rows for Mileage, Air Fare, Parking Fees, etc.

Summary table showing: Expenses incurred by employee: \$707.03, Plus Prepaid or Billed: 0.00, Trip Total: 707.03, Less travel advance: 0.00, Amount due (TO) or FROM the City: \$707.03

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) [Handwritten Signature]

Meal Per Diem Breakdown

Table with columns: Date, Amount. Rows: 1/9/2019 (25.74), 1/9/2019 (54.01), Total (\$79.75)

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.

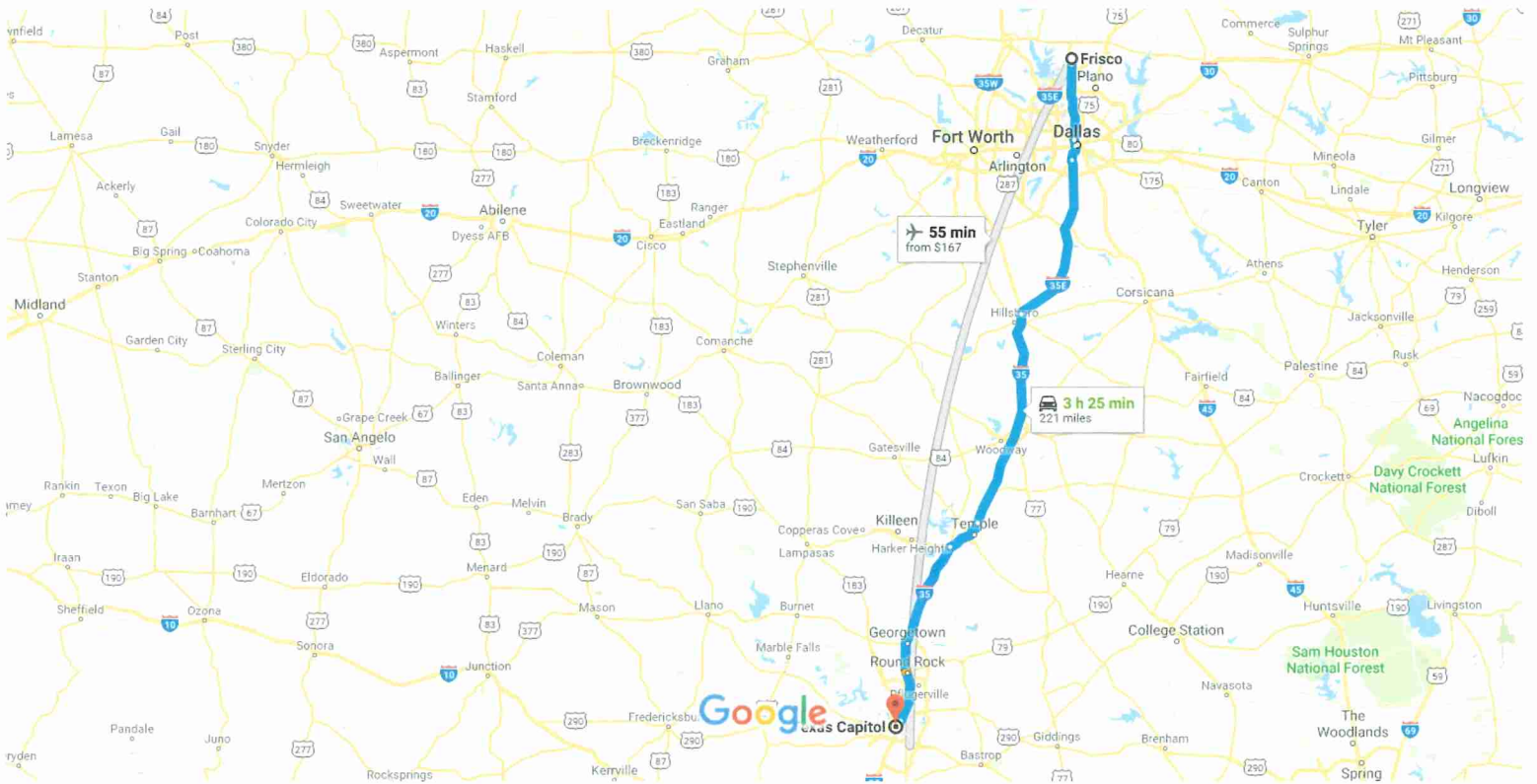
Employee Signature (After Trip) [Handwritten Signature]

Director's Signature (After Trip)

Approved for Payment

# Google Maps Frisco, TX to Texas Capitol

Drive 221 miles, 3 h 25 min



Map data ©2019 Google, INEGI 20 mi



via I-35E and I-35 S

3 h 25 min

Fastest route, the usual traffic

221 miles

⚠️ This route has tolls.

*Roundtrip = 442 miles*



Dallas, TX—Austin, TX

55 min

from \$167

Will / Shonda  
Dinner

George's  
1925 Speight  
Waco, Tx 76706  
254-753-1421

Server: Michael                      DOB: 01/09/2019  
06:21 PM                               01/09/2019  
73/1                                       9/90057

SALE

VISA                                      3145780  
Card #XXXXXXXXXX7129  
Magnetic card present: SOWELL WILLIAM D.  
Card Entry Method: S

Approval: 032119

Amount:                      \$20.74  
+ Tip:                      5.00  
= Total:                      25.74

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_

Thank you for Dining with us  
Try our delicious breakfast  
Mon.-Sat 6:30AM  
SIC-EM BEARS  
[www.georgesrestaurant.com](http://www.georgesrestaurant.com)

Merchant Copy

Will Sowell & Shona Huffman - Lunch

**Quattro Gatti**

908 Congres Ave. Jan 9, 2019  
Austin, TX 78701 12:51 PM  
(512) 476-3131 Hillary  
<http://www.quattrogattiaustin.com/>

Ticket: #1

FOR HERE

Iced Tea	\$3.00
Dr. Pepper	\$2.50
Margherita Pepperoni (\$4.00)	\$17.50
Calzone	\$19.50
<hr/>	
Subtotal	\$42.50
TAX	\$3.51
<hr/>	
Total	\$46.01

**Quattro Gatti**

908 Congres Ave. Jan 9, 2019  
Austin, TX 78701 12:53 PM  
(512) 476-3131 Hillary  
<http://www.quattrogattiaustin.com/>

Ticket: #1 Visa 7129  
Authorization 015313  
Receipt vn7K

VISA DEBIT  
AID A0 00 00 00 03 10 10

Total	\$46.01
Visa 7129 (Chip)	\$46.01

Tip 8.00  
Total 54.01

x \_\_\_\_\_  
William D Sowell

I agree to pay the above total amount  
according to my card issuer  
agreement.

CUSTOMER COPY



DOUBLETREE SUITES BY HILTON AUSTIN  
 303 WEST 15TH  
 AUSTIN, TX 78701  
 United States of America  
 TELEPHONE 512-478-7000 • FAX 512-478-3562  
 Reservations  
 www.doubletree.com or 1-800-222-TREE

SOWELL, WILL  
  
 13407 LYNDHURST DR  
  
 FRISCO TX 75035  
 UNITED STATES OF AMERICA

Room No: 1211/NQ2K  
 Arrival Date: 1/8/2019 5:02:00 PM  
 Departure Date: 1/9/2019 12:57:00 PM  
 Adult/Child: 2/0  
 Cashier ID: HDUYSHART  
 Room Rate: 303.05  
 AL:  
 HH # 783679951 BLUE  
 VAT #  
 Folio No/Che 802515 A

Confirmation Number: 52381386

DOUBLETREE SUITES BY HILTON AUSTIN 1/16/2019 11:42:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
1/8/2019	4305155	GUEST ROOM	\$303.05
1/8/2019	4305155	STATE TAX	\$18.18
1/8/2019	4305155	CITY TAX	\$27.27
1/8/2019	4305423	VALET PARKING***130	\$35.00
1/8/2019	4305423	SALES TAX	\$2.89
1/9/2019	4305580	AX *2003	(\$386.39)
**BALANCE**			\$0.00