



Professional Travel

Date: 02/27/19

Account No.

Name: John Keating
Legal name as it appears on DL (for booking flights)

D.O.B.:
Required for booking flights

Destination: Austin, TX

Purpose: Frisco Legislative Day in Austin

Departure Date: 02/11/19

Return Date: 02/12/19

Table with 3 columns: ORG Code, OBJ Code, Proj Code. Values: 11016000, 69500, 69550, 12180

Main expense table with columns: Expenses, Before Trip Estimate, Advance Requested, During Trip Expenses, Prepaid or Billed. Rows include Mileage, Air Fare, Parking Fees, Taxi, Car Rental, Meals/Per Diem, Lodging, Gratuities, and TOTALS.

Expenses incurred by employee: \$297.14
Plus Prepaid or Billed: 0.00
Trip Total: 297.14
Less travel advance (subtracted from expenses incurred): 0.00
Amount due (TO) or FROM the City: \$297.14

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 2 columns: Date, Amount. Row 1: 2/11/2019, 22.29. Total: \$22.29

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

# OMNI HOTELS & RESORTS

## Receipt for John Keating Confirmation #40036698591

 Print  PDF



**Omni Austin Hotel Downtown**  
700 San Jacinto Blvd  
Austin TX US 78701  
Phone: 512-476-3700

Room No: 1221  
Nights: 1 night  
Arrival: 02/11/2019  
Departure: 02/12/2019

### Stay Charges:

Date	Description	Amount
02-11-2019	Room Service	22.29 USD
02-11-2019	Room Charge	239.00 USD
02-11-2019	6% State Occupancy Tax	14.34 USD
02-11-2019	9% City Occupancy Tax	21.51 USD
02-12-2019	MasterCard	-297.14 USD

Total Due: 0.00 USD

297.14  
- 22.29  

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274.85

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