



Professional Travel

Date: 10/26/22

Account No.

Name: Laura Rummel
Legal name as it appears on DL (for booking flights)

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

D.O.B.:
Required for booking flights

Destination: San Antonio, TX

Purpose: TML Annual Conference

Departure Date: 10/05/22

Return Date: 10/06/22

Expenses 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, Registration, Meals/Per Diem, Lodging, Gratuities, Other, and TOTALS.

Expenses incurred by employee: \$330.83
Plus Prepaid or Billed:
Trip Total: 330.83
Less travel advance (subtracted from expenses incurred):
Amount due (TO) or FROM the City: \$330.83

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. Includes a Total row showing \$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



HILTON PALACIO DEL RIO
 200 SOUTH ALAMO ST
 SAN ANTONIO, TX 78205
 United States of America
 TELEPHONE 210-222-1400 • FAX 210-270-0761
 Reservations
 www.hilton.com or 1 800 HILTONS

RUMMEL, LAURA

FRISCO TX 75034
 UNITED STATES OF AMERICA

Room No: 1103/K1
 Arrival Date: 10/5/2022 11:20:00 AM
 Departure Date: 10/6/2022 12:15:00 PM
 Adult/Child: 1/0
 Cashier ID: JESCOBEDO
 Room Rate: 235.00
 AL:
 HH # 844521301 GOLD
 VAT #
 Folio No/Che 1494818 A

Confirmation Number: 3298713839

HILTON PALACIO DEL RIO 10/6/2022 12:14:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/5/2022	VALET PARKING	VESQUIVE L	7644921	\$49.00		
10/5/2022	STATE SALES TAX99-92200	VESQUIVE L	7644921	\$4.04		
10/5/2022	GUEST ROOM	RMOREN	7645218	\$235.00		
10/5/2022	SA TOURISM PID FEE1.25%	RMOREN	7645218	\$2.94		
10/5/2022	STATE OCC TAX 6%	RMOREN	7645218	\$14.28		
10/5/2022	CITY OCC TAX 9%	RMOREN	7645218	\$21.41		
10/5/2022	COUNTY OCC TAX 1.75%	RMOREN	7645218	\$4.16		
10/6/2022	AX *4008	JESCOBE DO	7645953		(\$330.83)	
BALANCE						\$0.00

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