FRISCO

CITY OF FRISCO
PROGRESS IN MOTION

Professional Travel

Date: 02/17/19

Name: Bill Woodard
Legal name as it appears on DL (for booking flights)

D.O.B.:
Required for booking flights

Destination: Austin, TX

Account No.

ORG Code	OBJ Code	Proj Code
	69500	
	69550	
11016000	12180	

Purpose: Frisco Legislative Day in Austin

Departure Date: 02/11/19

Return Date: 02/13/19

Expenses			Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage ($0.580/mile 1-1-2019)	454.00	Total Miles Traveled	247.43		247.43	
Air Fare: ☐ Check if you want Purchasing to book flight						
Parking Fees					64.00	
Taxi, bus, other transportation						
Car Rental: ☐ Check if you want Purchasing to book rental car						
Registration ☐ Prepay ☐ City AMEX ☐ Reimb. Employee						
Meals/Per Diem (Complete Table below)			0.00			
Lodging ☐ Prepay (Include current W-9 from hotel)					554.98	
Gratuities						
Other *(please explain)*						
TOTALS			$247.43	$0.00		$0.00

Expenses incurred by employee:	$866.41
Plus Prepaid or Billed:	0.00
Trip Total:	866.41
Less travel advance (subtracted from expenses incurred):	0.00
Amount due **(TO)** or **FROM** the City**:**	**$866.41**

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

Revised 12/14/17

OMNI® HOTELS & RESORTS
downtown | austin

Bill Woodard
Frisco TX 75035
United States

Room No.	: 0906
Arrival	: 02/11/19
Departure	: 02/13/19
Folio No.	: 86206
Conf. No.	: 2267291
Cashier No.	: 2963
Custom Ref.	:
Page No.	: 1 of 1

INVOICE

Membership No :

A/R Number :

Company Name : Frisco Day at the Capital

Date	Description	Charges	Payment
02/11/19	Room Charge	239.00	
02/11/19	6% State Occupancy Tax	14.34	
02/11/19	9% City Occupancy Tax	21.51	
02/12/19	Lobby Bar Check#0211125	15.83	
02/12/19	Lobby Bar Check#0211199	13.83	
02/12/19	Room Charge	239.00	
02/12/19	6% State Occupancy Tax	14.34	
02/12/19	9% City Occupancy Tax	21.51	
02/13/19	Self Park Overnight Self Park Self Park Overnight	64.00	
02/13/19	Sales Tax	5.28	
02/13/19	Visa XXXXXXXXXXXX0565 XX/XX		648.64
	Total	648.64	648.64
	Balance		**0.00**

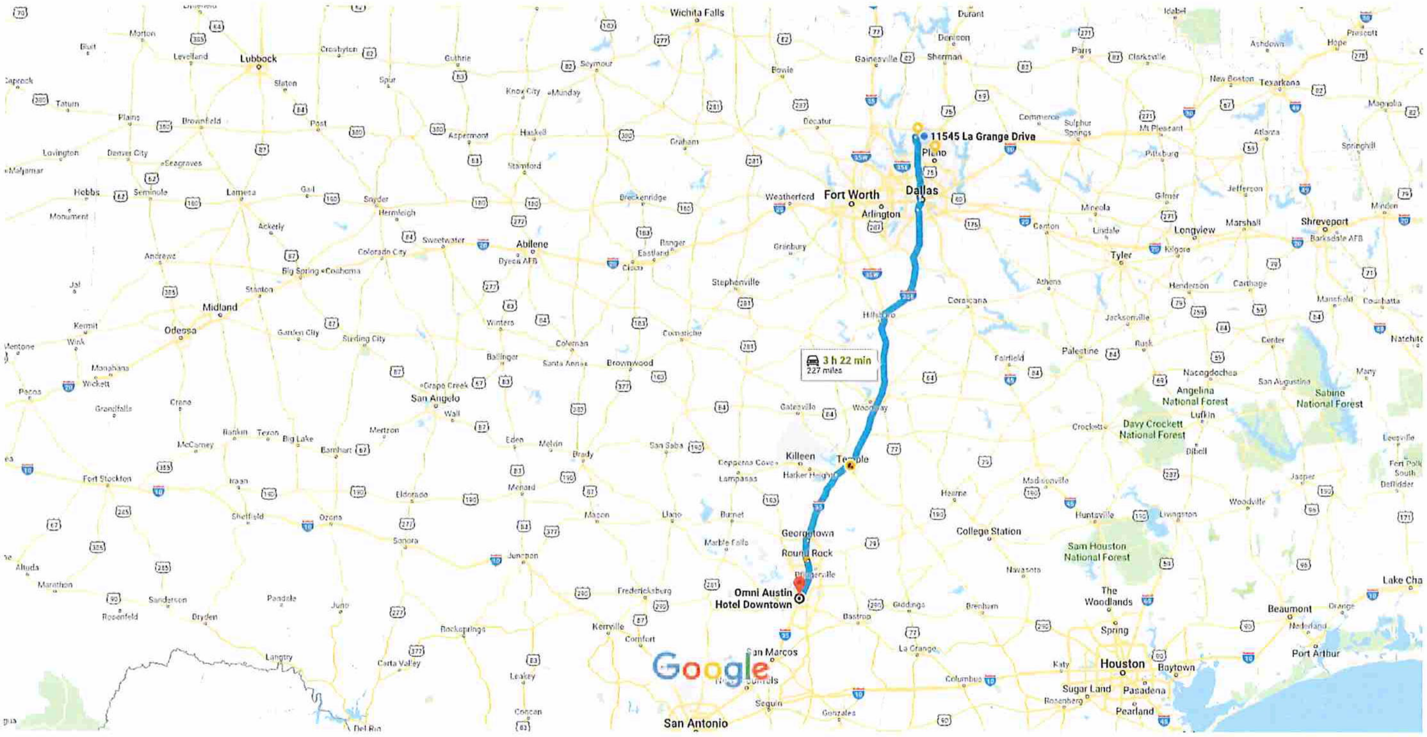
Thank you for staying at Omni Hotels & Resorts

648.64
−64.00
−15.83
−13.83
$554.98

Google Maps

11545 La Grange Dr, Frisco, TX 75035 to Omni Austin Hotel Downtown

Drive 227 miles, 3 h 22 min



Map data ©2019 Google, INEGI 20 mi

via I-35E and I-35 S

3 h 22 min

Fastest route, the usual traffic

227 miles

⚠ This route has tolls.

227 x 2 (round trip) = 454 miles