



Professional Travel

Date: 10/11/19

Account No.

Name: Shona Huffman
Legal name as it appears on DL (for booking flights)

D.O.B.: _____
Required for booking flights

Destination: San Antonio, TX

Purpose: Annual TML Conference

Departure Date: 10/09/19

Return Date: 10/11/19

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <input type="text"/> Total Miles Traveled	0.00		0.00	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				467.96
Parking Fees				
Taxi, bus, other transportation			59.46	
Car Rental: <input type="checkbox"/> Check if you want Purchasing to book rental car				
Registration <input type="checkbox"/> Prepay <input checked="" type="checkbox"/> City AMEX <input type="checkbox"/> Reimb. Employee				320.00
Meals/Per Diem (Complete Table below)	26.00		26.00	
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			541.40	
Gratuities				
Other (please explain) <input type="text"/>				
TOTALS	\$26.00	\$0.00		\$787.96

Expenses incurred by employee:	\$626.86
Plus Prepaid or Billed:	787.96
Trip Total:	1,414.82
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$626.86

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
10/10/2019	26.00
	(dinner on
Total	\$26.00

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.

Shoush A. Khan

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

Sharon Perry

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Friday, September 20, 2019 8:49 AM
To: Sharon Perry
Subject: Shona Huffman's 10/09 San Antonio trip (WRBP6U): Your reservation is confirmed.

Categories: Red Category

CAUTION: External Email.

Here's your itinerary and other important travel information.

[View our mobile site](#) | [View in browser](#)

Southwest

[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Shona,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 9 - OCTOBER 11

DAL ✈ **SAT**

Dallas (Love) to San Antonio

Confirmation # **WRBP6U**

Confirmation date: 09/20/2019

PASSENGER Shona Huffman
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262122317712
EXPIRATION¹ September 19, 2020
EST. POINTS EARNED 4,088

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 10/09/2019 Est. Travel Time: 1h 10m [Anytime](#)

**FLIGHT
2388**

DEPARTS

DAL 02:15PM

Dallas (Love)



ARRIVES

SAT 03:25PM

San Antonio

Flight 2: Friday, 10/11/2019 Est. Travel Time: 1h [Anytime](#)

FLIGHT
0037

DEPARTS

SAT 01:50PM

San Antonio



ARRIVES

DAL 02:50PM

Dallas (Love)

Payment information

Total cost

Air - WRBP6U

Base Fare	\$	408.70
U.S. Transportation Tax	\$	30.66
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.40
U.S. Passenger Facility Chg	\$	9.00

Total \$ **467.96**

Payment

Amer Express ending in 1015

Date: September 20, 2019

Payment Amount: \$467.96

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262122317712

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

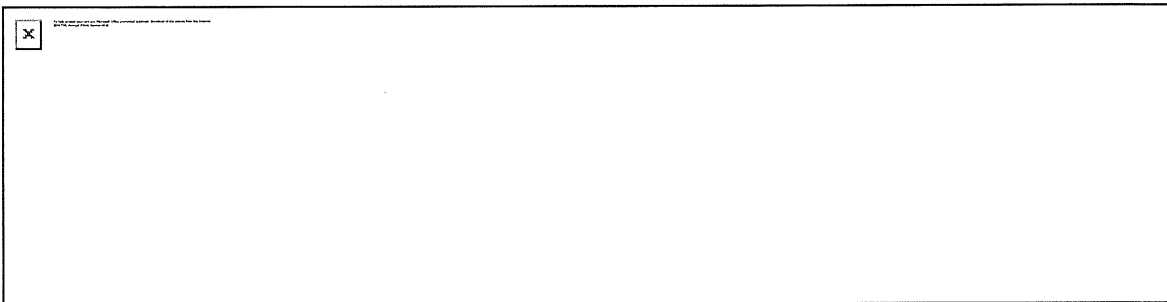


Don't miss out on automatic check-in

EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

Holly McCall

From: Texas Municipal League <acct@tml.org>
Sent: Tuesday, July 23, 2019 10:15 AM
To: Holly McCall
Subject: Registration Confirmed for Shona Huffman - Texas Municipal League Annual Conference-Wednesday, October 9, 2019 in Henry B. Gonzalez Convention Center, San Antonio



Dear Shona,

Your registration has been confirmed. Please save this email for future reference.

Event: **Texas Municipal League Annual Conference**

Attending: **Shona Huffman**

Number of people registered: **5**

Date: **Wednesday, October 9, 2019**

Confirmation number: **VYNGNG4Y5P2**

To view or modify your online registration, [Click here](#). You will be asked to enter the confirmation number shown above.

Registration Information:

Registration Items

Shona Huffman Full Conference Registration

Additional Information

Shona Huffman Can we share your email address with our exhibitors?
Yes

Order Summaries:

Date	Type	Amt Ordered	Amt Paid	Amt Due
23-Jul-2019 10:14 AM CT	online order	\$320.00	\$320.00	\$0.00

Payment Details:

Date	Type	Reference #	Amt Paid
23-Jul-2019	American Express	1015	\$320.00

**Sincerely,
Texas Municipal League**

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:
<http://www.cvent.com/d/b852mrXTuUKr71Yoy5kVg/wl4z/P1/0R>

If you no longer want to receive emails from Texas Municipal League please click the link below.
[Opt-Out](#)

Your payment for the Texas Municipal League Annual Conference event has been successfully processed. Please save this email for your records.

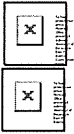
Transaction Information

Item	Transaction Information	Quantity	Amount
Full Conference Registration		1	\$320.00
	Transaction Total		\$320.00

Registration Confirmation Number: VYNGNG4Y5P2

[View your registration](#)

If you have any questions about this transaction or email, please contact Texas Municipal League directly at acct@tml.org.





MARRIOTT RIVERCENTER

GUEST FOLIO

3523	HUFFMAN/S	229.00	10/11/19	11:00	5994	37161
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
VD	CITY OF FRISCO		10/09/19	15:43		
TYPE			ARRIVE	TIME		
85						
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX8028
CLERK						

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/09	ROOM 3523, 1	229.00		
10/09	STATE TX 3523, 1	13.91		
10/09	COUNTYTX 3523, 1	4.06		
10/09	CITY TAX 3523, 1	20.87		
10/09	TPID FEE 3523, 1	2.86		
10/10	ROOM 3523, 1	229.00		
10/10	STATE TX 3523, 1	13.91		
10/10	COUNTYTX 3523, 1	4.06		
10/10	CITY TAX 3523, 1	20.87		
10/10	TPID FEE 3523, 1	2.86		
10/11	MC CARD		\$541.40	

SETTLED TO: MASTER CARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING THE RIVERCENTER MARRIOTT !!
FOR EXPRESS CHECKOUT DIAL EXTENSION 6500
PRESS "MENU" ON YOUR TV REMOTE TO ACCESS VIDEO CHECK-OUT..

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.



MARRIOTT RIVERCENTER
101 BOWIE ST
SAN ANTONIO TX 78205
2102231000

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

Holly McCall

From: shona huffman <shonahuffman@hotmail.com>
Sent: Wednesday, October 9, 2019 11:57 PM
To: Holly McCall
Subject: Fwd: Your ride with Kayley on October 9

CAUTION: External Email.

Shona Huffman
469-789-6860

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: October 9, 2019 at 6:21:15 PM CDT
To: shonahuffman@hotmail.com
Subject: Your ride with Kayley on October 9



OCTOBER 9, 2019 AT 3:25 PM

**Thanks for riding with
Kayley!**



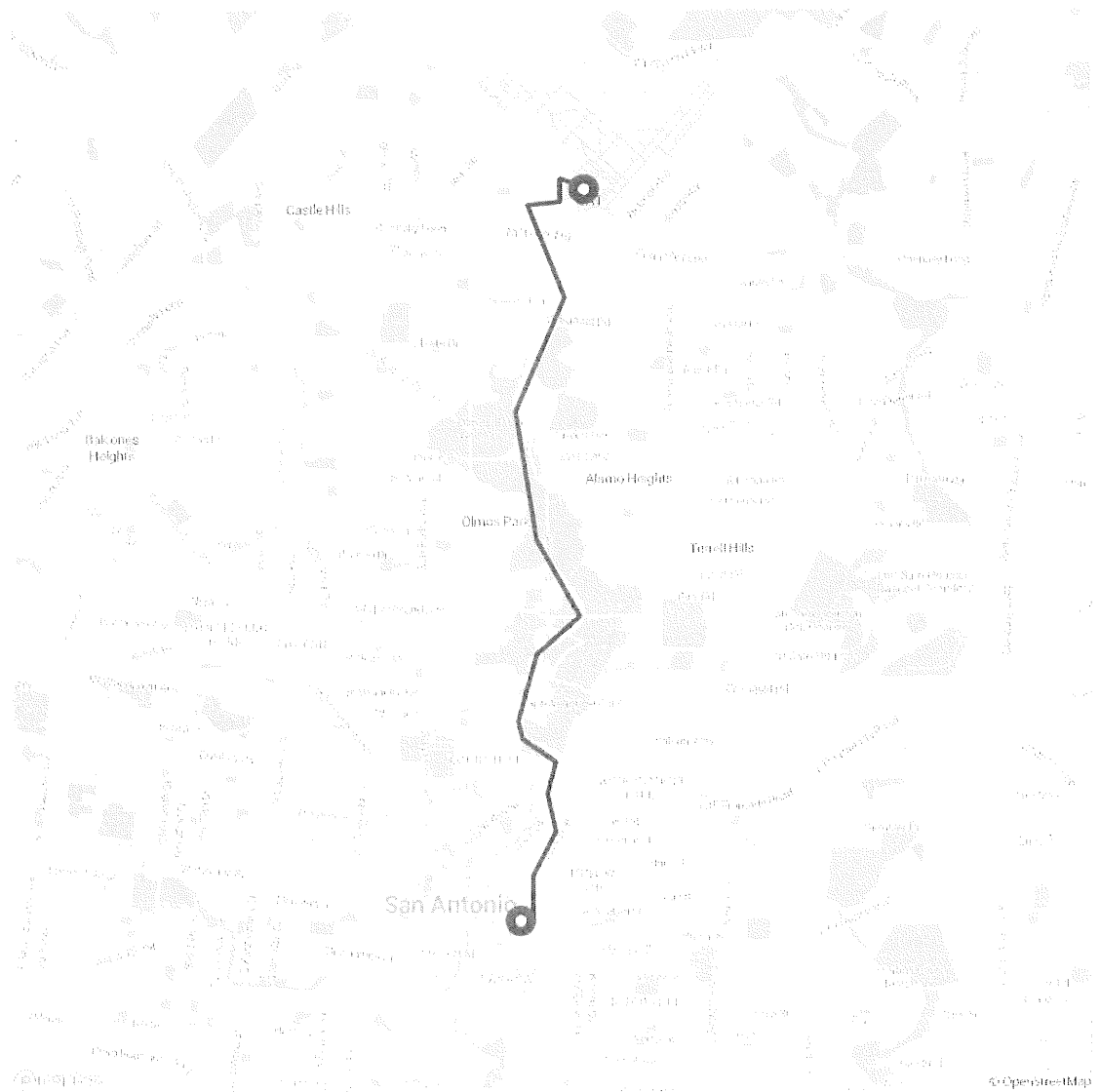
Lyft fare (8.91mi, 14m 0s)
Tip

\$16.33
\$5.00

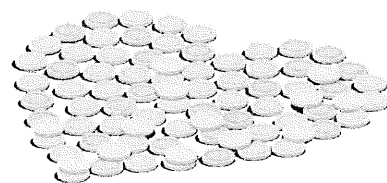


MasterCard *4989

\$21.33



- **Pickup 3:25 PM**
E Terminal Dr, San Antonio, TX
- **Drop-off 3:39 PM**
151 Bowie St, San Antonio, TX



Holly McCall

From: shona huffman <shonahuffman@hotmail.com>
Sent: Wednesday, October 9, 2019 11:57 PM
To: Holly McCall
Subject: Fwd: Your ride with Moe on October 9

CAUTION: External Email.

Shona Huffman
469-789-6860

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: October 9, 2019 at 6:37:15 PM CDT
To: shonahuffman@hotmail.com
Subject: Your ride with Moe on October 9



OCTOBER 9, 2019 AT 6:24 PM

**Thanks for riding with
Moe!**



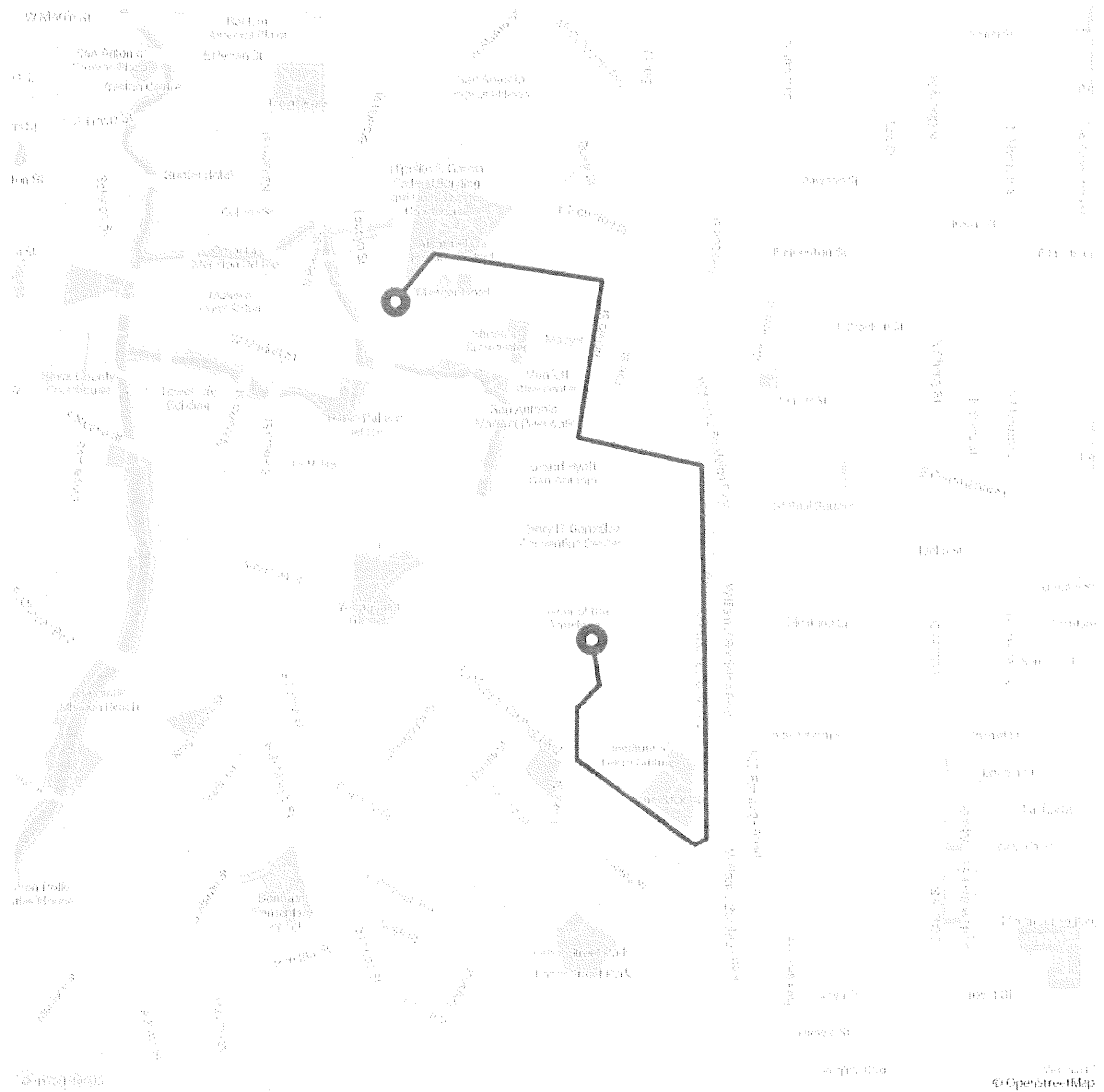
Lyft fare (1.43mi, 7m 48s)
Tip

\$6.55
\$5.00

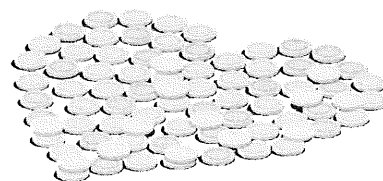


MasterCard *4989

\$11.55



- **Pickup 6:24 PM**
170 Alamo Plz, San Antonio, TX
- **Drop-off 6:31 PM**
695 S Bowie St, San Antonio, TX



Holly McCall

From: shona huffman <shonahuffman@hotmail.com>
Sent: Friday, October 11, 2019 2:17 PM
To: Holly McCall
Subject: Fwd: Your ride with Kessewa on October 11

CAUTION: External Email.

Shona Huffman
469-789-6860

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: October 11, 2019 at 1:56:59 PM CDT
To: shonahuffman@hotmail.com
Subject: Your ride with Kessewa on October 11



OCTOBER 11, 2019 AT 11:54 AM

**Thanks for riding with
Kessewa!**



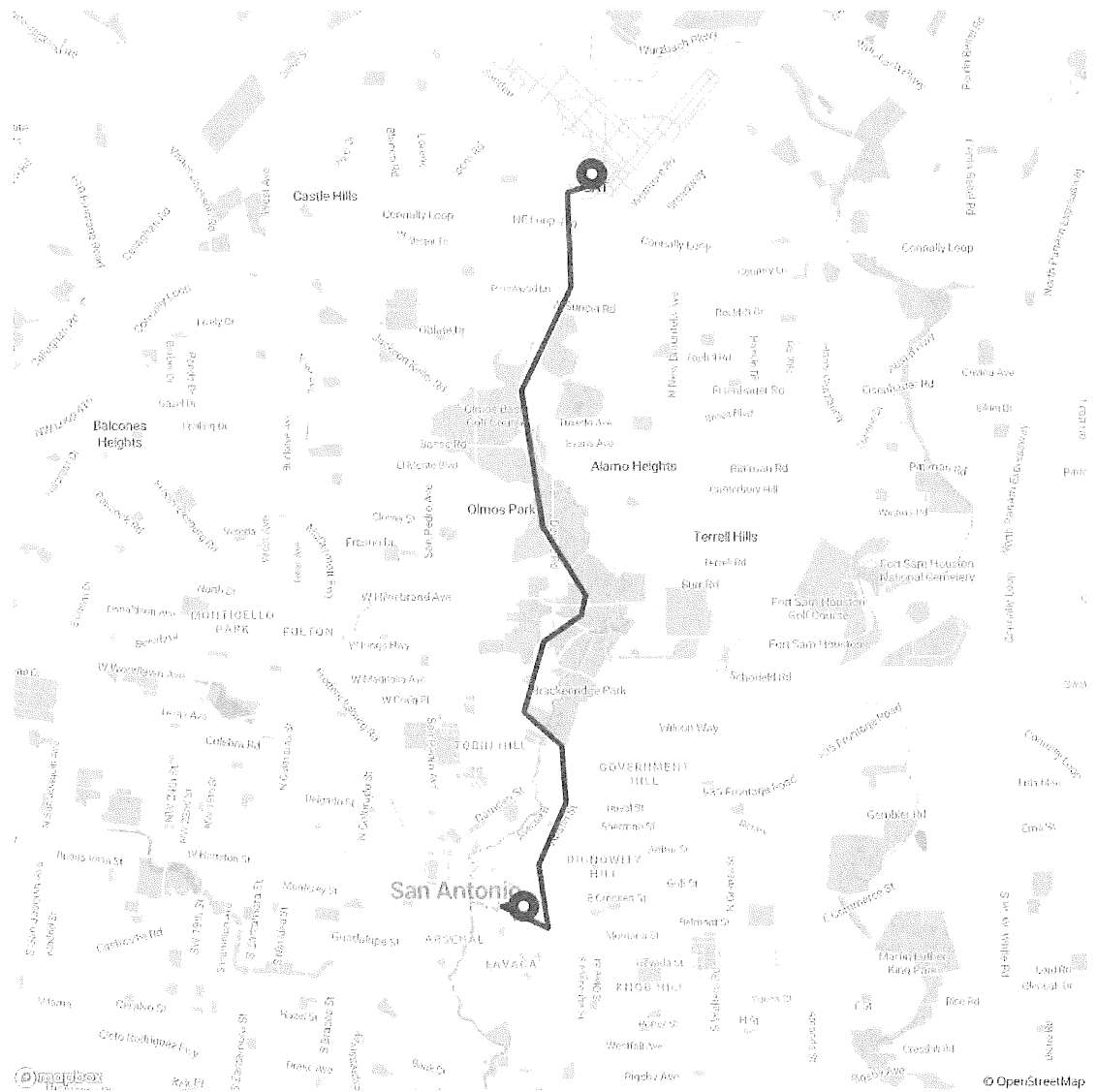
Lyft XL fare (9.32mi, 18m 44s)
Tip

\$21.26
\$5.32

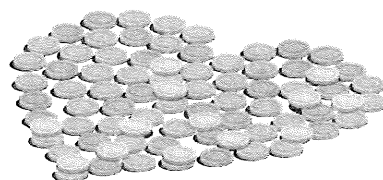


MasterCard *4989

\$26.58



- **Pickup 11:54 AM**
879 E Commerce St, San Antonio, TX
- **Drop-off 12:12 PM**
E Terminal Dr, San Antonio, TX





U.S. General Services Administration

FY 2020 Per Diem Rates for ZIP 78205

Meals & Incidentals (M&IE) Breakdown

*Dinner only on
10/10/19*

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Antonio	Bexar	\$61	\$14	\$16	\$26	\$5	\$45.75