



Professional Travel

Date: 12/21/21

Account No.

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

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

Destination: Austin, TX

Purpose: Legislative Visit

ORG Code	OBJ Code	Proj Code
11016000	69500	
	69550	
	12180	

Departure Date: 12/14/21

Return Date: 12/15/21

Expenses	Before Trip Estimate	Advance Requested	During Trip	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <u>50.80</u> Total Miles Traveled			29.46	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight			297.96	
Parking Fees			15.00	
Taxi, bus, other transportation			99.40	
Car Rental: <input type="checkbox"/> Check if you want Purchasing to book rental car				
Registration <input type="checkbox"/> Prepay <input type="checkbox"/> City AMEX <input type="checkbox"/> Reimb. Employee				
Meals/Per Diem (Complete Table below)			48.00	
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			231.08	
Gratuities				
Other (please explain) _____				
TOTALS				

Expenses incurred by employee: \$720.90
 Plus Prepaid or Billed: _____
 Trip Total: 720.90
 Less travel advance (subtracted from expenses incurred): _____
 Amount due (TO) or FROM the City: \$720.90

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
12/14/2021	48.00
Total	\$48.00

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 _____

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

William Woodard's 12/14 Austin trip (3RJ3TC): Your reservation is confirmed.

Southwest Airlines <southwestairlines@ifly.southwest.com>

Wed 11/24/2021 9:15 PM

To: [REDACTED]

Here's your itinerary and other important travel information.

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



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

Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more.](#)



Hi William,

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!

DECEMBER 14 - DECEMBER 15

DAL  AUS

Dallas (Love) to Austin

Confirmation # **3RJ3TC**

Confirmation date: 11/24/2021

PASSENGER	William Woodard
RAPID REWARDS #	87343874
TICKET #	5261455513754
EXPIRATION ¹	November 25, 2022
EST. POINTS EARNED	3,006

Rapid Rewards® points are only estimations.

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

Your itinerary

Flight 1: Tuesday, 12/14/2021 Est. Travel Time: 1h 5m Business Select®

FLIGHT # 0861	DEPARTS	ARRIVES
	DAL 02:05PM Dallas (Love)	 AUS 03:10PM Austin

Flight 2: Wednesday, 12/15/2021 Est. Travel Time: 1h 5m Business Select®

FLIGHT # 3302	DEPARTS	ARRIVES
	AUS 07:10AM Austin	 DAL 08:15AM Dallas (Love)

Payment information

Total cost

Air - 3RJ3TC

Base Fare	\$	250.38
U.S. Transportation Tax	\$	18.78
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.60
U.S. Passenger Facility Chg	\$	9.00
Total	\$	297.96

Payment

Visa ending in 5853
Date: November 24, 2021
Payment Amount: \$297.96

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: 5261455513754

Prepare for takeoff

For a touch-free day of travel
download the Southwest® app.



Download app now



Download app now



<https://www.southwest.com/confirmation/confirmation-number>

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

Your Wednesday morning trip with Uber

Uber Receipts <noreply@uber.com>

Wed 12/15/2021 5:29 AM

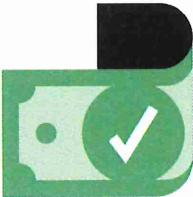
To: [REDACTED]

Uber

Total \$54.94
December 15, 2021

Thanks for tipping,
William

Here's your updated Wednesday
morning ride receipt.



Total \$54.94

Trip Fare	\$26.49
Subtotal	\$26.49
Regulatory Cost Recovery Charge ?	\$0.28
Tolls, Surcharges, and Fees ?	\$21.01
Tip	\$7.16

[REDACTED]

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

Payments

	Visa ****[REDACTED]	\$47.78
	12/15/21 5:29 AM	
	Visa ****[REDACTED]	\$7.16
	12/15/21 5:29 AM	

A temporary hold of \$47.78 was placed on your payment method ****[REDACTED]. This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)

[Download PDF](#)

You rode with Joanie

4.98 ★ Rating  Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 11.58 miles | 17 min

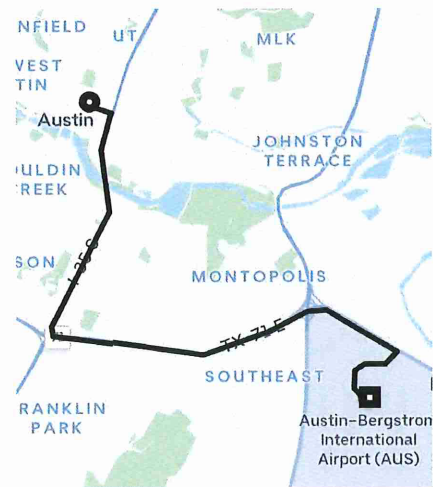
- 5:11 AM
255 E 8th St, Austin, TX
78701, USA
- 5:28 AM



12/15/21, 12:56 PM

**3600 Presidential Blvd,
Austin, TX 78719, USA**

Mail - Bill Woodard - Outlook



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Uber Technologies
1515 3rd Street
San Francisco, CA 94158

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

Your Tuesday afternoon trip with Uber

Uber Receipts <noreply@uber.com>

Tue 12/14/2021 4:36 PM

To: [REDACTED]

Uber

Total \$44.46
December 14, 2021

Thanks for tipping,
William

Here's your updated Tuesday
afternoon ride receipt.



Total \$44.46

Trip Fare	\$32.94
Subtotal	\$32.94
Regulatory Cost Recovery Charge ?	\$0.23
Wait Time ?	\$0.31
Tolls, Surcharges, and Fees ?	\$5.23

[REDACTED]

12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook

Tip

\$5.75

Payments

 Visa •••• [redacted]

\$44.46

12/14/21 4:35 PM

[Download PDF](#)

You rode with John

4.99 ★ Rating

 Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

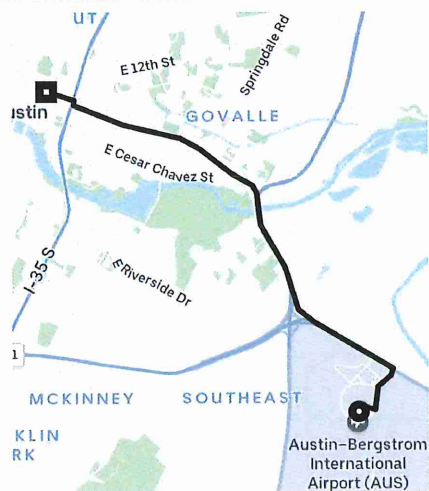
UberX 7.77 miles | 18 min

- 4:07 PM
3819 Presidential Blvd,
Austin, TX 78719, USA
- 4:25 PM
716 San Jacinto Blvd,
Austin, TX 78701, US



12/15/21, 12:56 PM

Mail - Bill Woodard - Outlook



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Uber Technologies
1515 3rd Street
San Francisco, CA 94158



Payment Receipt

Date: 12/15/2021 8:20:16 AM

Payment ID - VO000000028270325

Account #: [REDACTED]

Name: WILLIAM WOODARD

Address: [REDACTED]
USA

Contact Us

www.ntta.org

972-818-6882

817-731-6882

customerservice@ntta.org

Payment Details	
Description	Amount
Parking Amount	\$15.00
Total	\$15.00

Citation Number: N/A

If the "Citation" field above is populated, this receipt confirms that the tolls associated with that Citation have been paid in full. However, your payment does not terminate any pending court proceedings or satisfy any court-mandated costs or fees. Please contact the court for information.

If you made this payment pursuant to a settlement agreement with NTTA, the terms and conditions of that agreement govern this payment. Please contact the Customer Service Center if you have any further questions. Thank you .

OMNI® HOTELS & RESORTS

downtown | austin

Bill Woodard
6101 FRISCO SQUARE BLVD
Frisco TX 75034
United States

Room No. : 1714
Arrival : 12/14/21
Departure : 12/15/21
Folio No. : 198901
Conf. No. : 6661794
Cashier No. : 3316
Custom Ref. :
Page No. : 1 of 1

INVOICE

Membership No :
A/R Number :
Company Name :

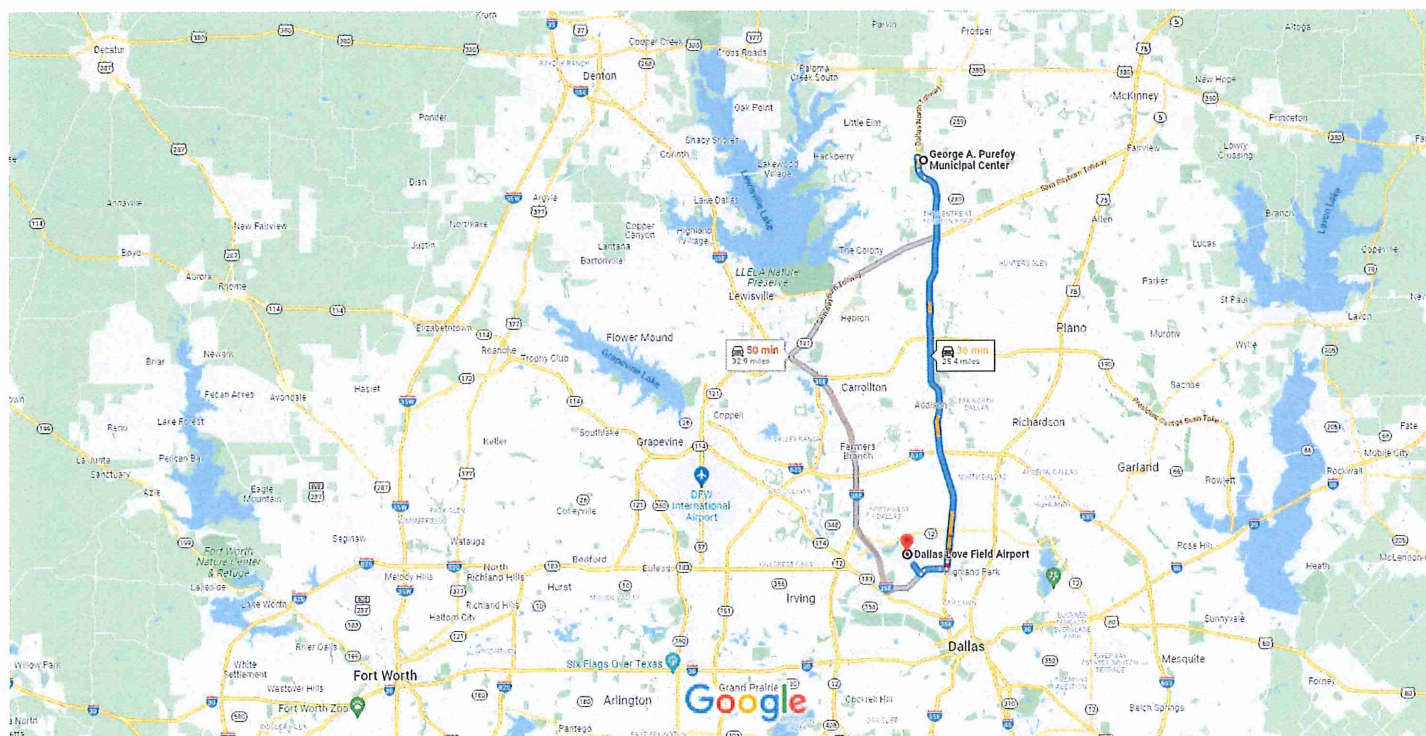
Date	Description	Charges	Payment
12/14/21	WiFi Internet Access	9.95	
12/14/21	Room Charge	189.00	
12/14/21	6% State Occupancy Tax	11.34	
12/14/21	11% City Occupancy Tax	20.79	
12/15/21	Visa XXXXXXXXXXXXXX XX/XX		231.08
		Total	231.08
		Balance	0.00

Thank you for staying at Omni Hotels & Resorts



George A. Purefoy Municipal Center to Dallas Love Field Airport

Drive 25.4 miles, 36 min



Map data ©2021 Google 2 mi



via Dallas North Tollway S

36 min

Fastest route, despite the usual traffic

25.4 miles

⚠ This route has tolls.

$x 2 \text{ (for roundtrip)} = 50.8 \text{ miles total}$



via I-35E S

50 min

Heavy traffic, as usual

32.9 miles

Explore Dallas Love Field Airport



Restaurants



Hotels



Gas stations



Parking Lots



More



U.S. General Services Administration

FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00