



## Professional Travel

Date: 12/22/22

Account No.

Name: Tammy Meinershagen  
Legal name as it appears on DL (for booking flights)

D.O.B.: \_\_\_\_\_  
Required for booking flights

Destination: Austin, TX

Purpose: Legislative Meetings

Departure Date: 12/15/22

Return Date: 12/15/22

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> Total Miles Traveled				
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight			332.2	
Parking Fees				
Taxi, bus, other transportation				
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)				
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)				
Gratuities				
Other (please explain) <span style="border: 1px solid black; display: inline-block; width: 300px; height: 1.2em; vertical-align: middle;"></span>				
<b>TOTALS</b>				

Expenses incurred by employee:

Plus Prepaid or Billed:

Trip Total:

Less travel advance (subtracted from expenses incurred):

Amount due **(TO)** or **FROM** the City:

\$0.00

---

332.20

---

332.20

**\$0.00**

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 (B

Employee Signature (Before Trip)

### Meal Per Diem Breakdown

[illegible]

**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)

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

Henry's Amex

## Holly McCall

---

**From:** American Airlines <no-reply@info.email.aa.com>  
**Sent:** Monday, November 21, 2022 2:42 PM  
**To:** Holly McCall  
**Subject:** Your trip confirmation (DFW - AUS)

**CAUTION:** External Email.



Issued: November 21, 2022



## Your trip confirmation and receipt



Save time with the American app

**Get now!**

### Record Locator: RVGCQQ

We charged \$664.40 to your card ending in 1056 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

[Manage your trip](#)

---

Thursday, December 15, 2022

DFW

**8:30 AM**

Dallas/Fort Worth

**AA 1059**



AUS

**9:38 AM**

Austin

Seat: 15D, 13A  
Class: Economy (O)  
Meals:

AUS

4:50 PM

Austin

AA 1536

DFW

5:58 PM

Dallas/Fort Worth

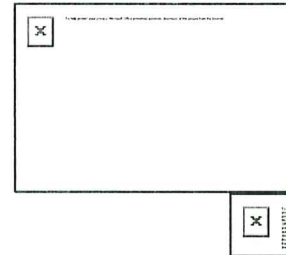
Seat: 22C, 21A  
Class: Economy (G)  
Meals:



## Earn up to \$200 Back

Plus 40,000 bonus miles. Terms Apply.

[Learn more](#)



### Your purchase

**ROBERT LIVINGSTON**

AAdvantage® #: E6897Y2

---

New ticket	\$332.20
------------	----------

Ticket #: 0012352013254

[\$281.86 + Taxes and fees \$50.34]

---

<b>Total</b>	<b>\$332.20</b>
--------------	-----------------

**TAMMY MEINERSHAGEN**

AAdvantage® #: 2W13U62

---

New ticket	\$332.20
------------	----------

Ticket #: 0012352013255

[\$281.86 + Taxes and fees \$50.34]

---

<b>Total</b>	<b>\$332.20</b>
--------------	-----------------

---

<b>Total cost (all passengers)</b>	<b>\$664.40</b>
------------------------------------	-----------------

---

## Your payment

AmericanExpress (ending 1056)	\$664.40
<b>Total paid</b>	<b>\$664.40</b>

---

## Bag information

### Checked bags

#### Online\*

1<sup>st</sup> bag                      2<sup>nd</sup> bag

No charge                      \$40.00

#### Airport

1<sup>st</sup> bag                      2<sup>nd</sup> bag

No charge                      \$40.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)  
Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

\*Online payment available beginning 24 hours (and up to 4 hours) before departure.

---

### Carry-on bags

**1<sup>st</sup> carry-on:** Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

**2<sup>nd</sup> carry-on:** Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



[Book a hotel »](#)



[Book a car »](#)



[Buy trip insurance »](#)



[AAVacations »](#)

---

[Contact us](#) | [Privacy policy](#)

Get the American Airlines app