



Professional Travel

Date: 05/31/23

Account No.

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

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

Destination: Georgetown, TX

Purpose: TML training

Departure Date: 05/17/23

Return Date: 05/19/23

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage(\$0.655/mile 1-1-2023) <input type="text" value="390.00"/> Total Miles Traveled			255.45	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				
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) <input type="text"/>				
TOTALS				

Expenses incurred by employee:	\$255.45
Plus Prepaid or Billed:	
Trip Total:	
Less travel advance (subtracted from expenses incurred):	
Amount due (TO) or FROM the City:	\$255.45

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.

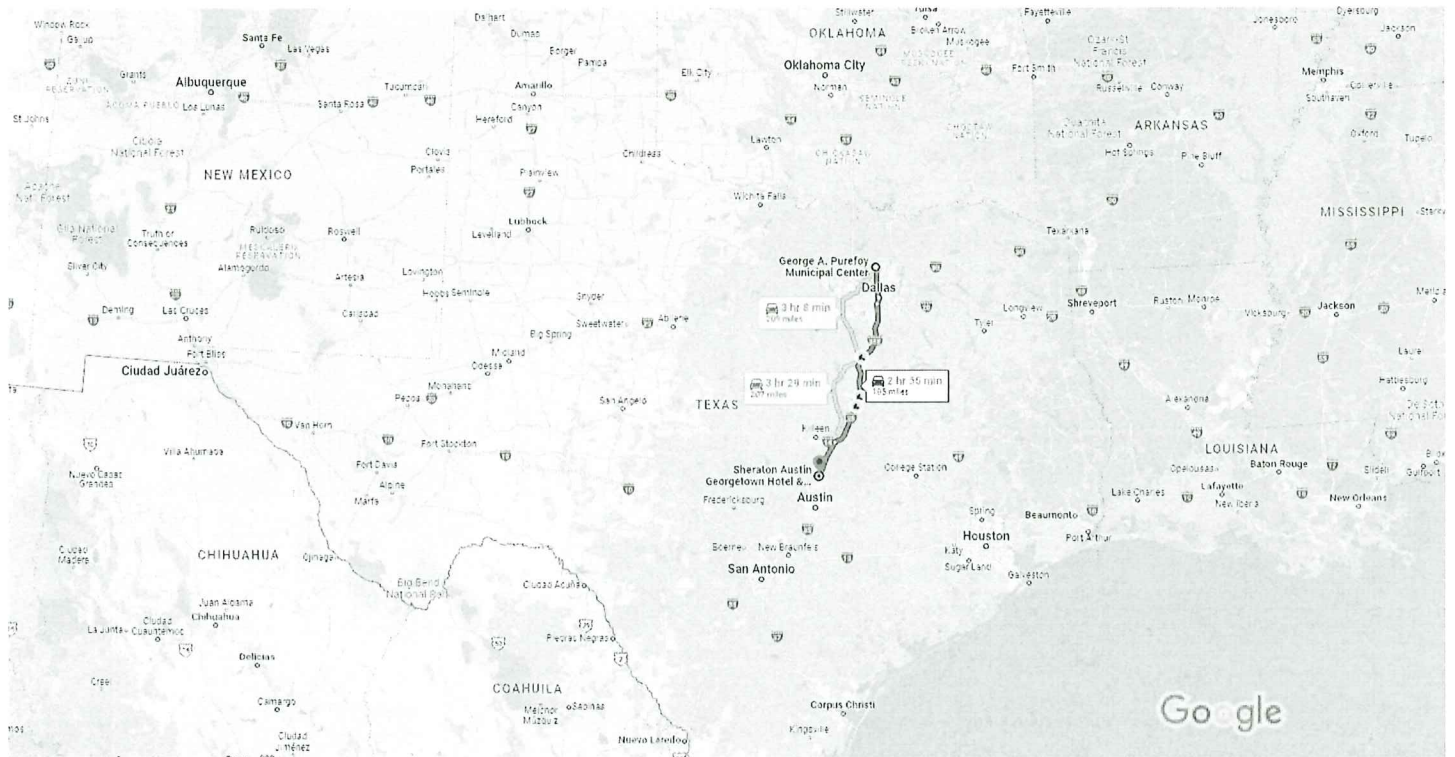
I certify that the expenses outlined above were incurred by me in the conducting of city business and are true and correct to the best of my knowledge.

Employee Signature (After Trip)


Director's Signature (After Trip)

Approved for Payment

George A. Purefoy Municipal Center, 6101 Frisco Drive 195 miles, 2 hr 55 min
Square Blvd, Frisco, TX 75034 to Sheraton Austin Georgetown Hotel &
Conference Center, 1101 Woodlawn St, Georgetown, TX 78628




Map data ©2023 Google, INEGI 50 mi

George A. Purefoy Municipal Center  This route has tolls.
6101 Frisco Square Blvd, Frisco, TX
75034

Get on Dallas North Tollway S from Dallas Pkwy

5 min (1.6 mi)

- ↑ 1. Head west toward Church St
315 ft
- ↶ 2. Turn left at the 1st cross street onto Church St
292 ft
- ↷ 3. Turn right onto Page St
0.2 mi
- ↷ 4. Turn right onto Dallas Pkwy
0.2 mi
- ↶ 5. Sharp left to stay on Dallas Pkwy
0.8 mi
- ⤴ 6. Use the left lane to take the ramp onto Dallas
North Tollway S
 Toll road
0.2 mi

Roundtrip

$$195 \times 2 = 390 \text{ miles}$$

Holly McCall

Subject: TML Leadership Academy
Location: Sheraton Austin Georgetown Hotel & Conference Center, 1101 Woodlawn Avenue, Georgetown, TX, 78628

Start: Wed 4/12/2023 12:00 AM
End: Sat 4/15/2023 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Holly McCall
Required Attendees: Tammy Meinershagen

TML LEADERSHIP ACADEMY

TML Leadership
Embrace the Challenges of Leadership and Change



April 12-14, 2023

May 17-19, 2023

Georgetown

The registration fee includes both courses, handouts, refreshments, breakfast and lunch buffets on Thursday, and breakfast buffet on Friday for both courses.

TML Leadership Fellow Designation: To be designated as a TML Leadership Fellow, you must complete both courses in their entirety. **No exceptions.**

April 12-14, 2023

May 17-19, 2023

Cancellation and Substitution Policy: If you are registered and cannot attend a \$45 cancellation fee will be assessed if written cancellation is emailed to cheryl@tml.org by March 21. Please note that no refunds will be honored after March 25 and telephone cancellations are not accepted. If you are unable to attend one of the courses you may send a substitute but doing so will forgo your opportunity to earn your TML Leadership Fellow designation. Registration fees are not transferable to other events. **Once a DISC Assessment has been purchased for you there will be**

an additional \$50 cancellation fee regardless of when you cancel.

If you are in need of assistance of any kind, including if you have any special dietary needs (such as allergies, restrictions, or sensitivities to particular ingredients) or need mobility, audio-visual, or other assistance, please contact TML at cheryl@tml.org.

Price

795.00

When

4/12/2023 - 5/19/2023

Where

Sheraton Austin Georgetown Hotel & Conference Center Georgetown 78628