



Professional Travel

Date: 10.11.17

Account No.

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

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

Destination: Houston, Texas

ORG Code	OBJ Code	Proj Code	
11016000	69500		<u>Travel/Meals</u> <u>Lodging</u>
11016000	69550		<u>Registrations</u>
10000000	12180		<u>Advance</u>

Purpose: TML Conference for City Leaders

Departure Date: 10/03/17

Return Date: 10/06/17

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.535/mile 1-1-2017) <input type="text"/> Total Miles Traveled	0.00		0.00	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				341.95
Parking Fees				
Taxi, bus, other transportation			12.51	
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				390.00
Meals/Per Diem (Complete Table below)	0.00			
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			681.86	
Gratuities				
Other (please explain) <input type="text"/> Food <input type="text"/>			12.43	
TOTALS	\$0.00	\$0.00		\$731.95

Expenses incurred by employee:	\$706.80
Plus Prepaid or Billed:	731.95
Trip Total:	1,438.75
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$706.80

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

Carrie Ardoin

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Sent: Thursday, September 07, 2017 3:12 PM
To: Sharon Perry
Subject: Flight reservation (NPRAVT) | 06OCT17 | HOU-DAL | Huffman/Shona Lea

Follow Up Flag: Follow up
Flag Status: Flagged

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Status](#)

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Offers](#)

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Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



[Air itinerary](#)

AIR Confirmation: NPRAVT

Confirmation Date: 09/7/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
HUFFMAN/SHONA L EA	Join or Add #	5268761793686	Sep 7, 2018	2599

Rapid Rewards points earned are only estimates. Not a member - visit Southwest.com/rapidrewards and sign up today!

Date	Flight	Business Select	Departure/Arrival
Fri Oct 6	32		Depart HOUSTON (HOBBY), TX (HOU) on Southwest Airlines at 02:00 PM Arrive in DALLAS (LOVE FIELD), TX (DAL) at 03:00 PM Travel Time 1 hrs 0 mins Business Select



Bags fly free®: First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

Rentals as low
as \$15 per day.

+ earn 1,200
Rapid Rewards®
points

dollar.

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Add a hotel

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- ✓ Best rate guarantee
- ✓ Free cancellation

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Add a rental car

- ✓ Earn Rapid Rewards® points
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- ✓ Free cancellation

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30 minutes before departure: We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

10 minutes before departure: You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

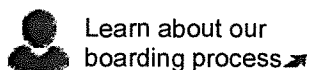
If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: 246.98

Fare Rule(s): 5268761793686: NONTRANSFERABLE -BG WN
Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

HOU WN DFW216.54USD216.54END ZP HOU4.10 XF HOU4.5



Learn about our
boarding process



Learn about inflight
WiFi & entertainment

Cost and Payment Summary

AIR - NPRAVT

Base Fare	\$ 216.54	Payment Information
Excise Taxes	\$ 16.24	Payment Type: Amer Express
September 11th Security Fee	\$ 5.60	XXXXXXXXXXXX1015
Segment Fee	\$ 4.10	Date: Sep 7, 2017
Passenger Facility Charge	\$ 4.50	Payment Amount: \$246.98
Total Air Cost	\$ 246.98	

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Southwest

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Carrie Ardoin

From: American Airlines@aa.com <notify@aa.globalnotifications.com>
Sent: Thursday, September 07, 2017 3:59 PM
To: Sharon Perry
Subject: Your trip confirmation-VDDBLV 03OCT

Follow Up Flag: Follow up
Flag Status: Flagged



Hello Shona Huffman!

Issued: Sep 7, 2017



Your trip confirmation and receipt

Record locator: **VDDBLV**

[View your trip](#)

Tuesday, October 3, 2017

DFW

10:40 AM

Dallas/Fort Worth

American Airlines 2431



IAH

11:47 AM

Houston George Bush

Seats: [13B](#)

Class: Economy (Q)

Meals:

Shona
Huffman

AAdvantage # W79E164

Ticket # 0012147624603

Your trip receipt



American Express XXXXXXXXXXXXXXX015

Shona Huffman

FARE-USD	\$ 93.02
TAXES AND CARRIER-IMPOSED FEES	\$ 21.18
TICKET TOTAL	\$ 114.20



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and more miles
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Baggage Information

Baggage charges for your itinerary will be governed by American Airlines BAG ALLOWANCE - DFWIAH-No free checked bags/ American Airlines 1STCHECKED BAG FEE-DFWIAH-



Thanks for riding with Omar!

October 5, 2017 at 10:32 AM

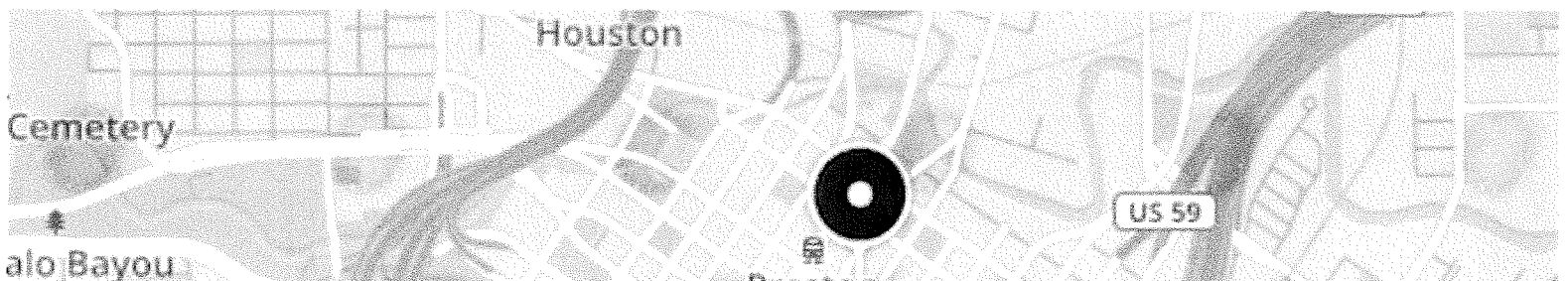
Ride Details

Lyft fare (0.91mi, 5m 28s)	\$5.86
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Tip	\$2.00
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 Lyft Credits	-\$1.58
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 MasterCard *1617	\$6.28
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Thanks for riding with Jathina!

October 5, 2017 at 8:42 AM

Ride Details

Lyft fare (0.88mi, 6m 9s)	\$3.05
Service fee	\$2.70
Tip	\$2.00
 Lyft Credits	-\$1.52
<hr/>	
 MasterCard *1617	\$6.23



ABSTRACT

11-11-11

Room 404

Room Type: H312

Master of Ceremony: 1

11-20-00



Arms 030417

Time 12:45PM

Depart: 050917

INTRODUCTION

File Number: 95785

Card #: MCXXXXXXXXXXXX15179000X
Amount: 591.85 Auth: 09912P Signature on File
This card was electronically swiped on 03Oct17

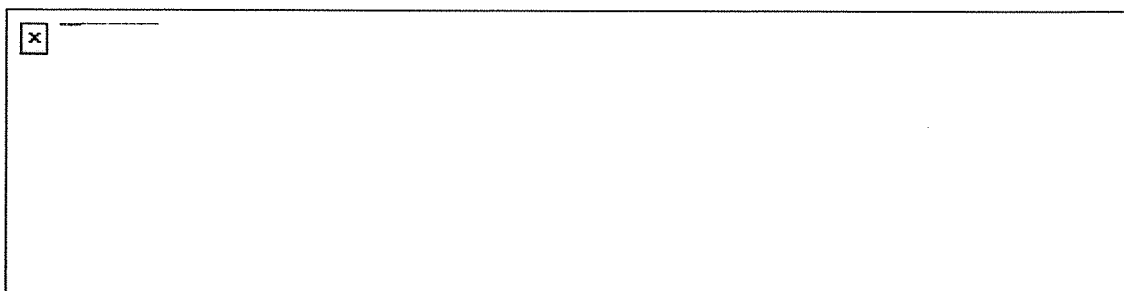
BALANCE 0.00

As requested, a final copy of your bill will be emailed to you at: XXXXXXXX@FRISCOTEXAS.GOV. See "Internet Privacy Statement" on Marriott.com.

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Carrie Ardoin

From: Texas Municipal League <acct@tml.org>
Sent: Tuesday, July 18, 2017 10:05 AM
To: Carrie Ardoin
Subject: Registration Confirmed for Shona Huffman - Texas Municipal League Annual Conference-Tuesday, October 3, 2017 in Houston George R. Brown Center



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: 1

Date: Tuesday, October 3, 2017

Confirmation number: L9NNZRVH2GP

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
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Optional Items

Shona Huffman	Thursday Risk Pool Breakfast	Quantity: 1
Shona Huffman	Thursday Delegate Lunch	Quantity: 1
Shona Huffman	Friday Delegate Brunch	Quantity: 1

Order Summaries:

Date	Type	Amt Ordered	Amt Paid	Amt Due
18-Jul-2017 10:04 AM CT	online order	\$390.00	\$390.00	\$0.00

Payment Details:

Date	Type	Reference #	Amt Paid
18-Jul-2017	American Express	1015	\$390.00

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/kkQIG2U2m0C8-fr-F20Hgw/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	\$315.00	1	\$315.00
Thursday Delegate Lunch	\$40.00	1	\$40.00
Friday Delegate Brunch	\$35.00	1	\$35.00
Transaction Total			\$390.00

Registration Confirmation Number: L9NNZRVH2GP

[View your registration](#)

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



Thank you!!
McAlister's Deli
1001-D Avenida De Las
Americas
(832) 940-0660

68

Host: Tameka
68

10/03/2017
1:25 PM
20101

Order Type: Dine-In

SAVANNAH SALAD	9.39
SWEET TEA	2.09

* --\$2 OFF ANY ENTREE-- *

* (ON YOUR NEXT VISIT) *

* * *

* 1) Visit www.TalkToMcAlisters.com *

* or call 858-397-9000 *

* 2) Enter code: 101308 *

* 3) Leave your feedback *

* 4) Validation code: *

* * *

* Bring this receipt to a *

* McAlister's Deli to receive *

* \$2 off any entree *

* on your next visit. *

* * *

* Must take survey within 7 days & *

* redeem within 30 days of 10/03/2017 *

* Not valid with other offers *

* No cash value *

* * *

Subtotal	11.48
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Sales Tax	0.95
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Dine-In Total	12.43
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Master	12.43
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Auth:41658P
