



CITY OF FRISCO
PROGRESS IN MOTION

Professional Travel

Date: 02/27/19

Account No.

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

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

Destination: Austin, TX

Purpose: Legislative Trip to Austin

Departure Date: 02/26/19

Return Date: 02/27/19

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <input type="text" value="48.80"/> Total Miles Traveled	26.60		26.60	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				
Parking Fees			75.07	
Taxi, bus, other transportation			57.21	
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)	23.15		23.15	
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			269.10	
Gratuities				
Other (please explain) <input type="text" value=""/>				
TOTALS	\$49.75	\$0.00		\$0.00

Expenses incurred by employee:

Plus Prepaid or Billed:

Trip Total:

Less travel advance (subtracted from expenses incurred):

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

Shirley

Director's Signature (Before Trip)

Employee Signature (Before Trip)

Meal Per Diem Breakdown

Date	Amount
2/27/2019	23.15
Total	\$23.15

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.

Shoreline

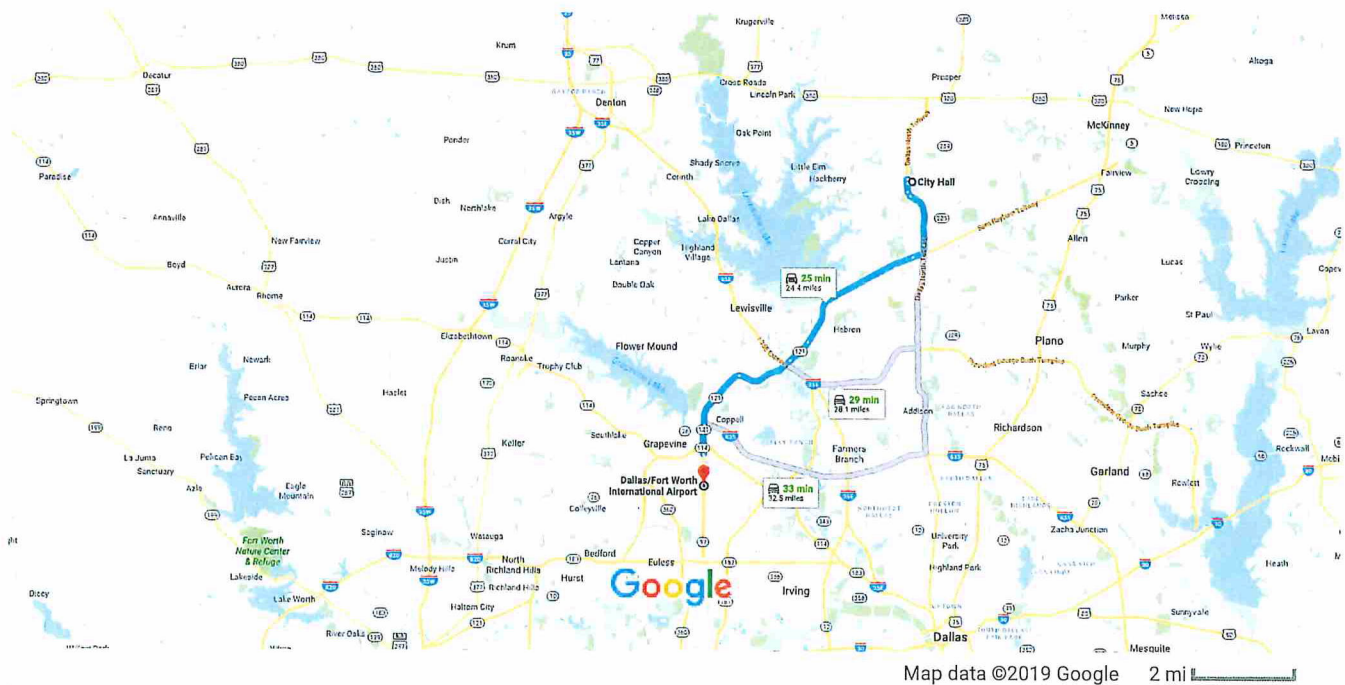
Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment



City Hall to Dallas/Fort Worth International Airport Drive 24.4 miles, 25 min



via Sam Rayburn Tollway 25 min

Fastest route, the usual traffic 24.4 miles

⚠ This route has tolls.

via Dallas North Tollway S 29 min

28.1 miles

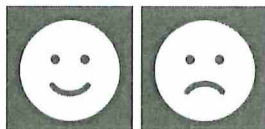
via Dallas North Tollway S and I-635 33 min

W 32.5 miles

Roundtrip: $24.4 \times 2 = 48.8$

Letemeskel Legesse

How was your experience?



*Cash
receipt*

\$31.32

Custom Amount \$26.10

Purchase Subtotal \$26.10

Tip \$5.22

Total \$31.32



MasterCard 4989 (Swipe)



SHONA L HUFFMAN

Feb 26

2019 at

4:17

PM

#eisj

Auth

code:

75106P

© 2019 Square, Inc.

1455 Market Street, Suite 600
San Francisco, CA 94103

[Square Privacy Policy](#) · [Not your receipt?](#)
[Manage preferences](#) for digital receipts





LA QUINTA INN AUSTIN CAPITOL
300 EAST 11TH STREET
AUSTIN, TX 78701
512-476-1166

HUFFMAN, SHONA
10324 Fire Ridge Dr
FRISCO, TX 75034
Company: ETP HOTEL COLLECT

Folio#: 0907440922

Room: 230

Arrival: 02/26/19

Departure: 02/27/19

Returns Club No :

Voucher/Ship/PO: 1203755812

Trans #	Date	Description	Charges	Payments	Balance
2088157	2/26/2019	Rm: 230 ETP - ETP	\$234.00	\$0.00	\$234.00
2088158	2/26/2019	Valet Parking-TX Sales Tax Inc. →	\$27.07	\$0.00	\$261.07
2088159	2/26/2019	TAX - OCCUPANCY - CITY	\$21.06	\$0.00	\$282.13
2088160	2/26/2019	TAX - OCCUPANCY - STATE	\$14.04	\$0.00	\$296.17
2088531	2/27/2019	CC PMT - MASTER CARD ... 4989	\$0.00	\$296.17	\$0.00
Balance:					\$0.00

Signature:

THANK YOU
WE APPRECIATE YOUR BUSINESS

296.17
- 27.07

269.10

Holly McCall

From: shona huffman <shonahuffman@hotmail.com>
Sent: Thursday, February 28, 2019 7:18 AM
To: Holly McCall
Subject: Fwd: Parking Receipt

Shona Huffman
469-789-6860

Begin forwarded message:

From: TollTag Store <customernotifications@ntta.org>
Date: February 28, 2019 at 3:48:08 AM CST
To: <SHONAHUFFMAN@HOTMAIL.COM>
Subject: Parking Receipt

DFW Airport Parking Receipt

Entry :	February 26, 2019 11:43	Lane:	DFW-SPE-008
Exit :	February 27, 2019 21:24	Lane:	DFW-NPX-079
Tag Number:	DNT.15495022	License Plate: BZ42398	License State: TX
Parking Fee:	\$48.00		
NTTA Tag Charged:	\$48.00		

Taxes included.

Thank you for parking at DFW Airport.

Holly McCall

From: shona huffman <shonahuffman@hotmail.com>
Sent: Wednesday, February 27, 2019 7:14 PM
To: Holly McCall
Subject: Fwd: Your ride with Nathan on February 27

Shona Huffman
469-789-6860

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: February 27, 2019 at 6:59:01 PM CST
To: shonahuffman@hotmail.com
Subject: Your ride with Nathan on February 27

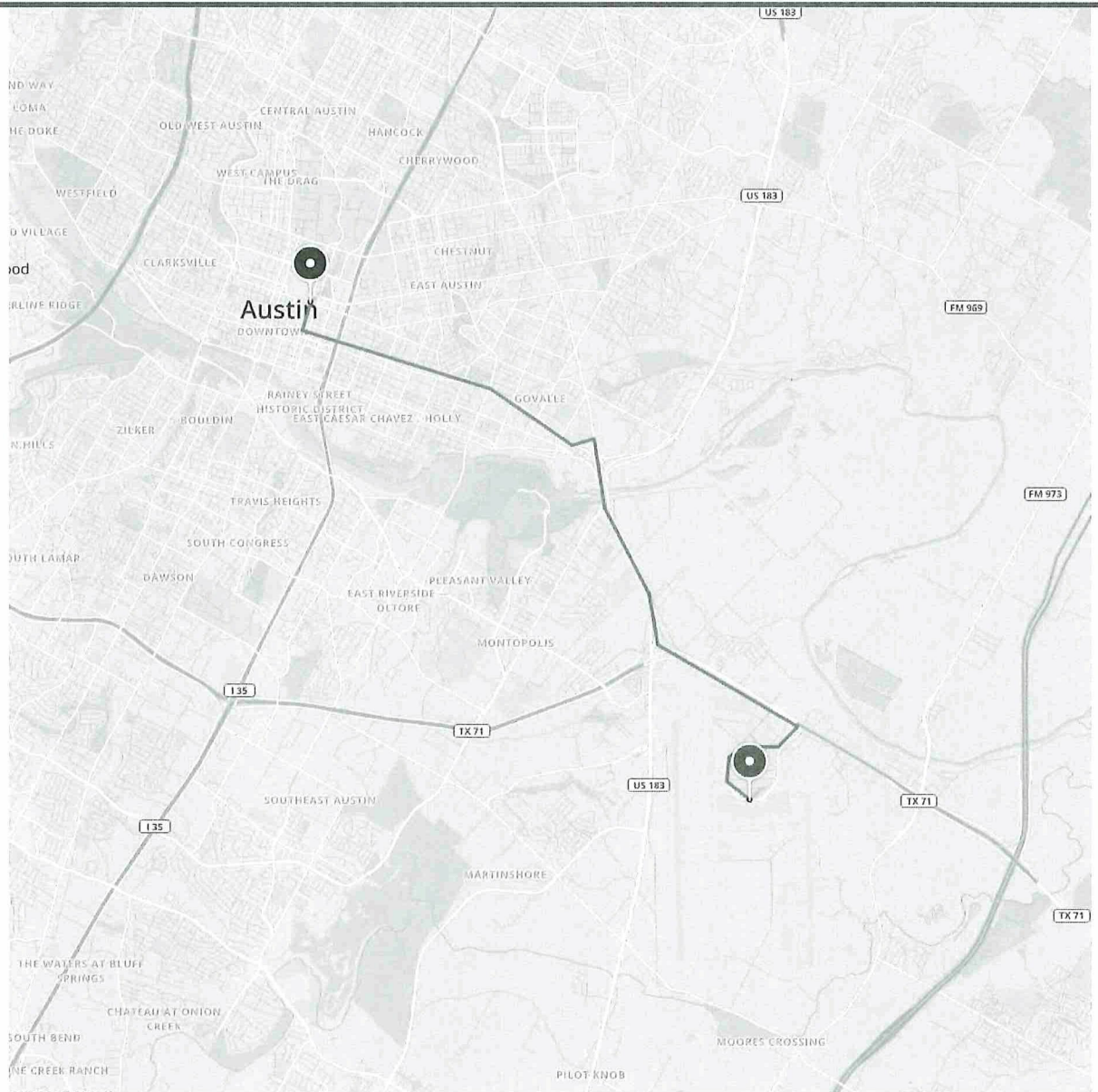


Thanks for riding with Nathan!

February 27, 2019 at 5:54 PM

Ride Details

Lyft fare (8.52mi, 38m 35s)	\$22.89
Tip	\$7.00
 25% off Mon. - Fri.	-\$4.00
 MasterCard *4989	\$25.89



- Pickup 5:54 PM
1115 San Jacinto Blvd, Austin, TX
- Drop-off 6:33 PM
3668 Presidential Blvd, Austin, TX

This and every ride is carbon neutral





Delaware
North

Haymaker
Austin-Bergstrom International Airport

02/27/2019 19:10
Table #: 0
Table Name:
RefID: 6047
Invoice #: 49277

*Shona
dinner*

***** AUTHORIZATION *****
APPROVED

Total: \$18.15

Card Type: MASTERCARD
Card Entry: SWIPED
Acct #: *****4189
Approval Code: *****

Mode: Issuer

Tip 5.00

Total 23.15

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Card Voucher)
Retain this copy for your records.

X *[Signature]*
Cardholder Signature