



## Professional Travel

Date: 04/08/19

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: PGA Resolution at the Capitol

Departure Date: 03/25/19

Return Date: 03/26/19

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <input type="text"/> Total Miles Traveled	0.00		0.00	
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)	0.00			
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			263.35	
Gratuities				
Other (please explain) <input type="text"/>				
<b>TOTALS</b>	\$0.00	\$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:

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.

Shona H. Ryan

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment



HAMPTON INN & SUITES AUSTIN @ THE  
UNIVERSITY/CAPIT  
1701 LAVACA ST  
AUSTIN, TX 78701  
United States of America  
TELEPHONE 512-499-8881 • FAX 512-499-8882  
Reservations  
www.hilton.com or 1 800 HILTONS

HUFFMAN, SHONA  
13407 LYNDHURST DR  
FRISCO TX 75035  
UNITED STATES OF AMERICA

Room No: 213/NQRR1  
Arrival Date: 3/25/2019 1:14:00 AM  
Departure Date: 3/26/2019 7:56:00 AM  
Adult/Child: 2/0  
Cashier ID: ADAURO  
Room Rate: 229.00  
AL:  
HH # 609068251 GOLD  
VAT #  
Folio No/Che 244187 A

Confirmation Number: 81093951

HAMPTON INN & SUITES AUSTIN @ THE UNIVERSITY/CAPIT 4/8/2019  
9:19:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/25/2019	969579	GUEST ROOM	\$229.00
3/25/2019	969579	CITY TAX	\$20.61
3/25/2019	969579	STATE TAX	\$13.74
3/26/2019	969810	MC *4989	(\$263.35)
**BALANCE**			\$0.00

EXPENSE REPORT SUMMARY

	3/25/2019	STAY TOTAL
ROOM AND TAX	\$263.35	\$263.35
DAILY TOTAL	\$263.35	\$263.35

CREDIT CARD DETAIL

APPR CODE	84912P	MERCHANT ID	8022698503
CARD NUMBER	MC *4989	EXP DATE	11/21
TRANSACTION ID	969810	TRANS TYPE	Sale