

CITY OF FRISCO
PROGRESS IN MOTION

Professional Travel

Date: 04/08/19

Account No.

Name: Will Sowell
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) <u>442.00</u> Total Miles Traveled	240.89		240.89	
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)	76.67		76.67	
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			263.35	
Gratuities				
Other (please explain) _____				
TOTALS	\$317.56	\$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:

\$580.91
0.00
580.91
0.00
\$580.91

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
3/25/2019	76.67
Total	\$76.67

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.

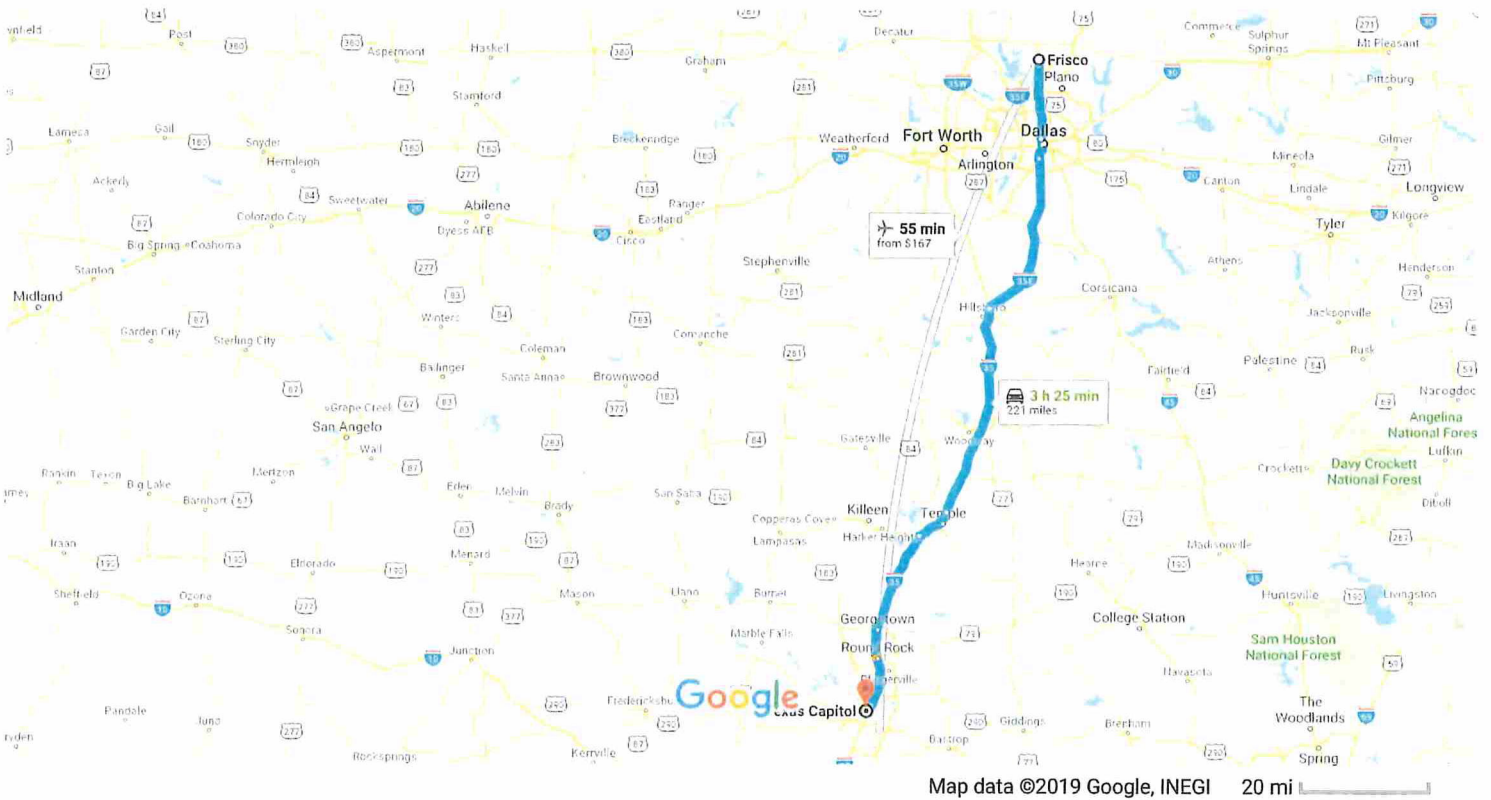
Employee Signature (After Trip)

Director's Signature (After Trip) _____

Approved for Payment _____

Google Maps Frisco, TX to Texas Capitol

Drive 221 miles, 3 h 25 min



via I-35E and I-35 S

3 h 25 min

Fastest route, the usual traffic

221 miles

⚠ This route has tolls

Roundtrip = 442 miles



Dallas, TX—Austin, TX

55 min

from \$167

Will Sowell - Lunch for Will, Shona Huffman
& Craig Moen (Frisco EDC)





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

SOWELL, WILLIAM

13407 LYNDHURST DR

FRISCO TX 75035

UNITED STATES OF AMERICA

Room No: **501** ~~601~~ NQRRI
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 3/26/2019
7:57:00 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

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CREDIT CARD DETAIL

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