



CITY OF FRISCO
PROGRESS IN MOTION

Professional Travel

Date: 05/25/18

Account No.

Name: Jeff Cheney
Legal name as it appears on DL (for booking flights)

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

Destination: Las Vegas, NV ICSC Convention

Purpose: ride to & from DFW Airport

Departure Date: 05/20/18

Return Date: 05/23/18

ORG Code	OBJ Code	Proj Code	
	69500		Travel/Meals Lodging
	69550		Registrations
10000000	12180		Advance

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.545/mile 1-1-2018) <input type="checkbox"/> 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			137.02	
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)				
Gratuities			21.89	
Other (please explain) <input type="text"/>				
TOTALS	\$0.00	\$0.00		\$0.00

Expenses incurred by employee:	\$158.91
Plus Prepaid or Billed:	0.00
Trip Total:	158.91
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$158.91

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
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 _____

\$74.45

Thanks for tipping, Jeff

May 20, 2018 | XL

📍 12:59pm | 11320 Deep Canyon Trail, Frisco, TX

📍 01:51pm | 2333 S International Pkwy, Grapevine, TX



You rode with Andrea

31.38
miles

00:52:32
Trip time

XL
Car

[Add a tip](#)

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Your Fare

Base Fare	\$2.50
Distance	\$44.25
Time	\$10.51
Subtotal	\$57.26
South Airport Entrance Surcharge (?)	\$2.00
PlanoPkwy to Business121/DentonTap (1) (?)	\$2.12
Legacy to Business121/DentonTap (1) (?)	\$2.12
Booking Fee (?)	\$2.95
DFW Airport Surcharge (?)	\$3.00

CHARGED

\$69.45


 Personal **** 7544

Tip

\$5.00

CHARGED

\$5.00

 Personal **** 7544

\$84.46

Thanks for tipping, Jeff

May 22, 2018 | XL

📍 09:34pm | 3200 Terminal A E Airfield Dr, Dallas, TX

📍 10:29pm | 11359 Deep Canyon Trail, Frisco, TX



You rode with Samuel

30.70
miles

00:54:11
Trip time

XL
Car

[Add a tip](#)



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Your Fare

Base Fare	\$2.50
Distance	\$43.29
Time	\$10.84
Subtotal	\$56.63
South Airport Entrance Surcharge (?)	\$2.00
Business121/DentonTap to Legacy (1) (?)	\$2.12
Landridge to Legacy (1) (?)	\$0.87
Booking Fee (?)	\$2.95
FW Airport Surcharge (?)	\$3.00

CHARGED

\$67.57

Personal **** 7544

ip

\$16.89

CHARGED

\$16.89

Personal **** 7544

sued on behalf of Samuel Palm