

**CITY OF BASTROP
TRAVEL AUTHORIZATION & EXPENSE FORM**

EMPLOYEE NAME: Cheryl Lee	DEPART DATE: 12/13/2024	TIME:	
DEPARTMENT: City Council	RETURN DATE: 12/14/2024	TIME:	
PURPOSE OF TRAVEL: TABCCM Meeting	MEETING PLACE, CITY: Waco, TX		
Designated contact while away: N/A <small>(required for Dept. Heads)</small>	CONTACT PHONE: N/A <small>(where you can be reached while away)</small>		

**ATTACH ALL SUPPORTING DOCUMENTATION AND COPIES OF RECEIPTS
DO NOT ATTACH ORIGINAL POS, INVOICES, RECEIPTS AND/OR CHECK REQUEST. SUBMIT SEPARATELY**

	Estimated Amount	Actual Amount
A. REGISTRATION (attach copy with all info & agenda)	\$0.00	\$0.00
B. TRANSPORTATION		
Air Travel	\$0.00	\$0.00
Gasoline (For City Vehicle or Rental Only)	\$0.00	\$0.00
Car Rental	\$0.00	\$0.00
Mileage (For Private Vehicle Only) Miles <u>258</u> X Current Rate 0.670	\$172.86	\$172.86
Beginning Mileage: _____ Ending Mileage: _____		
Parking # of Days _____ X _____ = _____	\$0.00	\$0.00
C. LODGING (attach copy of registration with confirmation # before stay, itemized receipt after) Hotel: <u>Cambria Hotel Waco University Riverfront</u>		
# of Days <u>1</u> X <u>\$136.49</u> Rate (Tax Included)	\$136.49	\$136.49
D. PER DIEM* for overnight travel only DO NOT INCLUDE AMOUNT IF MEAL IS PROVIDED AT EVENT		
	Day 1	Day 2
	12/13	12/14
	Day 3	Day 4
	Day 5	
Breakfast \$13 departure before 7am return after 9am	\$0.00	\$13.00
Lunch \$15 departure before 11am return after 1pm	\$0.00	\$0.00
Dinner \$26 departure before 4pm return after 7pm	\$0.00	\$26.00
*see ordinance for out-of-state travel Total for day->	\$0.00	\$39.00
E. OTHER (attach itemized receipts)		
Gross Total:	\$348.35	\$348.35
Amt of Cash Advance		\$
Balance due		\$
Balance due City		\$

REQUEST FOR TRAVEL: *MUST BE APPROVED 2 WEEKS PRIOR TO TRAVEL*
Employee's absence for this travel will not affect the management or operation of the department.

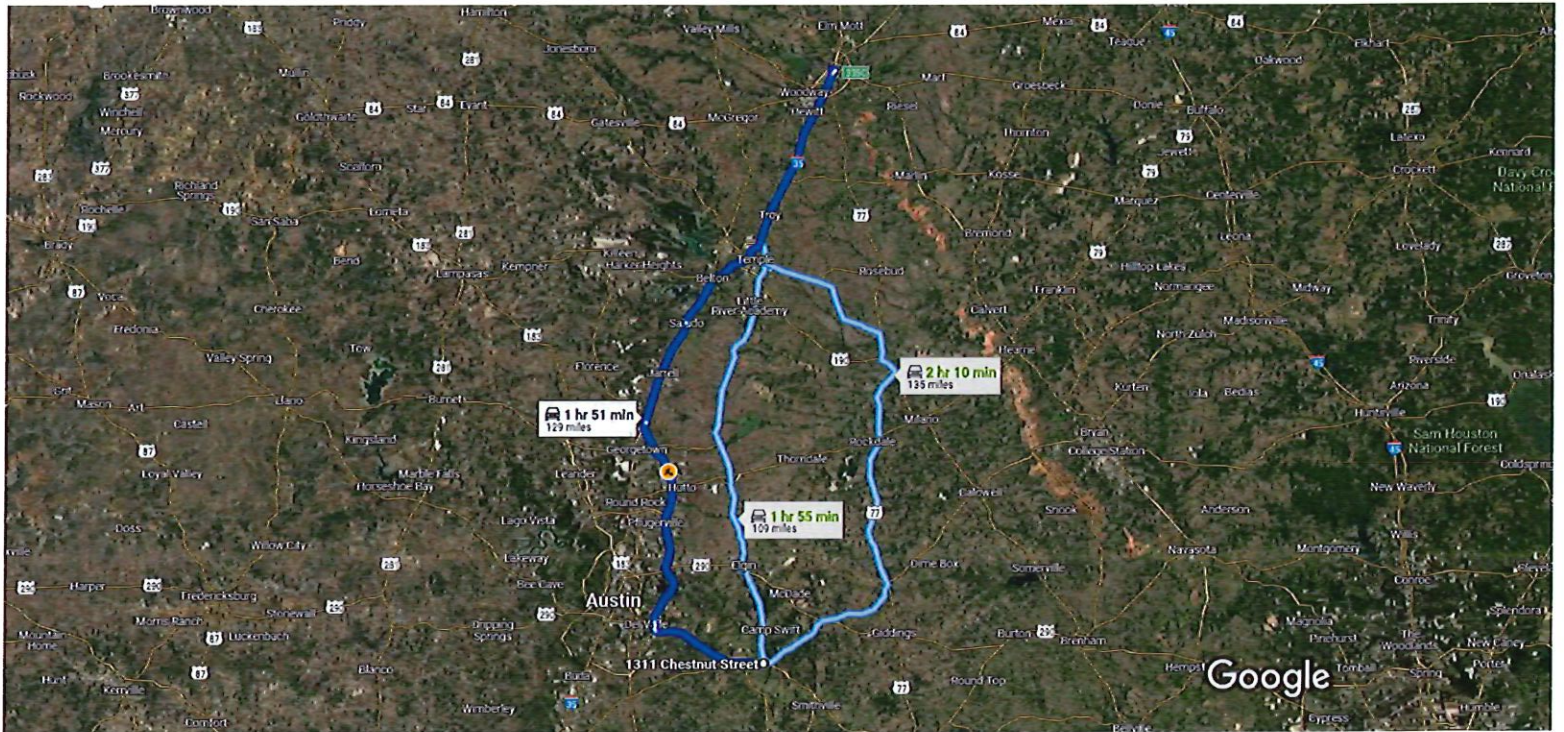
EMPLOYEE SIGNATURE: _____ DATE: _____
DEPT. HEAD/CITY MNGR SIGNATURE: _____ DATE: _____

THIS REPRESENTS THE TRUE AND ACTUAL TRAVEL EXPENSES

EMPLOYEE SIGNATURE: _____ DATE: _____
DEPT. HEAD/CITY MNGR SIGNATURE: _____ DATE: _____

1311 Chestnut St, Bastrop, TX 78602 to 110 S M.L.K. Jr Blvd, Waco, TX 76704

TABCCM Executive and Board Meeting - December 13-14



Imagery ©2024 TerraMetrics, Map data ©2024 Google 10 mi

via TX-130 N and I-35 N 1 hr 51 min
Fastest route, the usual traffic 129 miles
▲ This route has tolls.

via State Hwy 95 N and I-35 N 1 hr 55 min
109 miles

via US-77 N 2 hr 10 min
135 miles

Bastrop to
Waco - Cambria
HoTel
 $129 \times 2 = 258$

Explore nearby 110 S M.L.K. Jr Blvd



Restaurants Hotels Gas stations Parking Lots More

Victoria Psencik

From: Cheryl Lee
Sent: Thursday, November 14, 2024 10:35 AM
To: Victoria Psencik
Subject: Fwd: TML Executive and Board Meeting - December 13-14 Waco

Hey Victoria,

I will be attending this executive board meeting in Waco and need hotel accommodations. Please see the link below containing a link to the hotel reserved for us with a group discount. Deadline is November 20th. Please let me know as you always do when confirmed.

Appreciate It.

<https://www.choicehotels.com/reservations/groups/ME78P9>

Cheryl Lee

Council Member Place 1

City of Bastrop

Main [512-718-5589](tel:512-718-5589) | Fax [512-332-8819](tel:512-332-8819)

clee@cityofbastrop.org | www.cityofbastrop.org

1311 Chestnut Street, Bastrop, Texas 78602

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From: Cheryl Lee <clee@cityofbastrop.org>
Sent: Thursday, November 14, 2024 10:14:48 AM
To: Team Kelly <teamkellyallengray@gmail.com>
Subject: Re: TABCCM Executive and Board Meeting - December 13-14 Waco

Booking my room... is there a group booking code?

Get [Outlook for iOS](#)

From: Team Kelly <teamkellyallengray@gmail.com>
Sent: Wednesday, November 13, 2024 7:01:15 PM
To: teamkellyallengray@gmail.com <teamkellyallengray@gmail.com>
Subject: TABCCM Executive and Board Meeting - December 13-14 Waco

CAUTION: This email originated outside the City of Bastrop, TX email system. Please maintain caution when opening links or attachments.

Hey Team,

The deadline to reserve your room for our December Board Meeting is fast approaching.

Please book your accommodations, if you haven't done so.

If you are unable to attend, please respond with your Regrets!

Thank you

Kelly

Hello Everyone,

Here is an update on the meeting.

- A tour of the Balcones has been scheduled for 6:00 p.m. on December 13th. The tour should take about an hour. The Balcones are located at 225 S. 11th St., Waco, TX. 76701.
- Following the tour on December 13th, reservations for Maria Mezcaleria are made for 7:15 p.m. The reservation is under Andrea Barefield for 12.
- The meeting will be held at the East Waco Library at 901 Elm Ave., Waco, TX. 76704. The room will be available from 9:00 a.m. to 4:00 p.m.

All,

You are cordially invited to the TABCCM Executive and Board Meeting on the weekend of December 13-14 in Waco hosted by Mayor Pro Tem and TABCCM President Andrea Barefield.

Below you will find the link to book your room at the Cambria Hotel located at 110 S MLK, Jr, Blvd by November 20th.

On Friday, December 13th, we will tour Balcones Distillery at 6p followed by dinner. Our meeting will be Saturday, December 14th with time and location TBD.

Please mark your calendars to attend and don't forget to book your room before November 20th.

More details to come...stay tuned

Kelly

From: Andrea Barefield <andrea@andreajbarefield.com>

Sent: Monday, October 21, 2024 4:14 PM

To: Kelly Allen Gray <teamkellyallengray@gmail.com>

Subject: Fwd: Booking Link- Cambria Waco- 12.13.24

For the meeting!

AJB

Artistically,

----- Forwarded message -----

From: **Christina Mitchell** <Christina@Cambriawaco.com>

Date: Mon, Oct 21, 2024 at 1:50 PM

Subject: Booking Link- Cambria Waco- 12.13.24

To: Andrea Barefield <dramatic697@gmail.com>

Good afternoon,

Please find below the booking link for your upcoming stay. All guests will have until November 20th to book their reservations. Please let me know if you have any questions.

<https://www.choicehotels.com/reservations/groups/ME78P9>

Thank you,
Christina

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CAMBRIA
hotels
Christina Mitchell
Sales Manager

📞 254.347.5511 Ext. 157
✉️ Christina@Cambriawaco.com
📍 110 S. MLK Jr. Blvd, Waco,
TX 76704

See what our guests are saying about us....

"10/10 OMG ! It was just beautiful and elegant .. I fall in love with it once I pulled up to the parking lot - very very beautiful and peaceful- the workers were very polite and generous - you can tell right off the back that all the employees there love their jobs with no complaints- and that makes it priceless"

Victoria Psencik

From: Cheryl Lee
Sent: Sunday, December 8, 2024 12:13 PM
To: Victoria Psencik
Subject: Fw: Your Stay With Us Is Just Days Away

Good Morning Victoria,

Could you please make sure I have all of the paperwork needed for the meeting in Waco on Tuesday.

Thanks in Advance.

Cheryl Lee

Council Member Place 1

City of Bastrop

Main [512-718-5589](tel:512-718-5589) | Fax [512-332-8819](tel:512-332-8819)

clee@cityofbastrop.org | www.cityofbastrop.org

[1311 Chestnut Street, Bastrop, Texas 78602](https://www.google.com/maps/place/1311+Chestnut+Street,+Bastrop,+TX+78602)

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From: Choice Hotels Reservations <choicehotels@reservations.choicehotels.com>
Sent: Sunday, December 8, 2024 10:59 AM
To: Cheryl Lee <clee@cityofbastrop.org>
Subject: Your Stay With Us Is Just Days Away

You don't often get email from choicehotels@reservations.choicehotels.com. [Learn why this is important](#)

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We're looking forward to welcoming you at the Cambria Hotel Waco University Riverfront in Waco, TX.

[View In Web](#)



Earn rewards for your stay.

[Join Choice Privileges Rewards® >](#)



Cambria Hotel Waco University Riverfront

110 South Martin Luther King Jr. Blvd, Building A, Waco, TX, 76704, US

+1 (254) 218-5374

[Review All Hotel Details & Amenities](#)

Your stay is right around the corner! We look forward to seeing you!

Confirmation Number: 17996916



📅 Check-in:

13

Fri, Dec 13, 2024
3:00 PM

📅 Check-out:

14

Sat, Dec 14, 2024
11:00 AM

🖨️ Print

[View Reservation Details >](#)

[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, 1-Person Sofabed, No Smoking
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Dec 13, 2024 for 1 night at \$110.00

Estimated Tax and Other Charges: \$16.50

Resort Fee: \$9.99

Estimated Total: \$136.49

Cancellation Policy: Free Cancellation until Dec 11, 2024 at 4:00:00 PM local hotel time.

Resort Fee: Business Center Access, Fitness Center, In Room Safe, Local Calls, Outdoor Pool Access, Access to The BLVD Steakhouse

Standard Guarantee Policy: Policies vary by hotel. Please view your reservation details online [here](#) to confirm the policy of the hotel you have booked.

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 254-218-5374**

Confirmation Number: 17996916

[MODIFY YOUR RESERVATION >](#)

ENHANCE YOUR STAY



**Earn Up to 5
Reward Nights**

[LEARN MORE >](#)

Terms Apply.



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a Car and Save¹**

[RESERVE TODAY >](#)



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With the Mobile App**

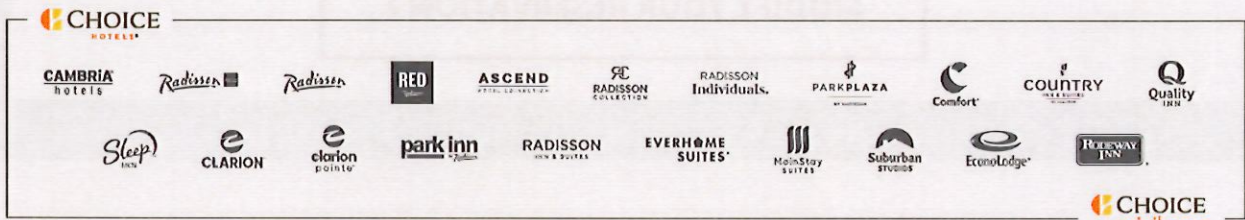
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- Emergency Medical
- Travel Delay
- Baggage Loss
- Baggage Delay
- Assistance/Concierge

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HOTELS®



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