

WALLER COUNTY
TRAVEL EXPENSE FORM NUMBER 1
REIMBURSEMENT REQUEST

- 32240ms3:5:4:1TOR

NAME OF EMPLOYEE SUBMITTING REIMBURSEMENT: Trey Duhon
NAME OF DEPARTMENT: County Judge
PURPOSE OF TRAVEL: Jane Kyrkanides - HGAC

DESTINATION: (City & State) WASHINGTON, D.C.
DEPARTURE DATE: 1/11/2024 RETURN DATE: 1/14/2024

NON-OVERNIGHT MEALS:

Attach itemized receipts and include meal gratuities in the meal column

	DATE	MEALS	TOTALS
	1		\$0.00
Non-overnight meals = \$ 25.00	2		\$0.00
Maximum daily amount	3		\$0.00
TOTAL REIMBURSEMENT REQUEST FOR PAYROLL			\$0.00

Non-overnight out-of-county reimbursements shall be paid through payroll, subject to applicable taxes and retirement deductions in accordance with IRS and TCDRS regulations.

OVERNIGHT MEALS AND LODGING:

Attach required verification of conference attendance

PER DIEM RATES	DATE	MEALS	LODGING	TOTALS
First & last travel days = \$ 48.00	1			\$0.00
75% of per diem amount	2			\$0.00
Overnight Meals = \$ 64.00	3			\$0.00
Maximum per diem amount	4			\$0.00
	5			\$0.00
TOTAL MEALS AND LODGING				\$0.00

TRAVEL AND TRANSPORTATION:

Personal Auto _____ MILES AT \$0.670 PER MILE = \$0.00

(Approved by CC)

Other Transportation: (Attach receipts) _____

TOTAL TRAVEL AND TRANSPORTATION \$0.00

REGISTRATION FEES:

(Attach receipts) _____

TOTAL REGISTRATION \$0.00

INCIDENTAL EXPENSES:

Parking fees, toll charges, etc. (Attach receipts) _____

\$154.73

TOTAL INCIDENTAL EXPENSES \$154.73

TOTAL REIMBURSEMENT REQUEST FOR ACCOUNTS PAYABLE

\$154.73

Overnight out-of-county reimbursements shall be paid through accounts payable.

CERTIFICATION BY EMPLOYEE

I certify that the expenses as shown on this travel expense form are true and correct statements of expenses incurred by me while traveling on official county business and that no other reimbursement has been or will be sought from other sources

Signature of Person Submitting Request

Date

CERTIFICATION BY OFFICIAL/DEPARTMENT HEAD

I certify that the above named employee received proper authorization for traveling on official county business. I have examined this request for travel reimbursement and approve the same for payment

Signature of Official/Department Head Submitting Request

Date

Registration # **011335**
Joan Sargent Waller Co. Treasurer
Deputy ME Date 2/28/24

Cindy Jones

From: Trey Duhon
Sent: Monday, February 26, 2024 3:26 PM
To: Cindy Jones
Subject: Fwd: [Personal] Your Tuesday afternoon trip with Uber

CAUTION: This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: February 26, 2024 at 3:22:25 PM CST
To:
Subject: [Personal] Your Tuesday afternoon trip with Uber



Total \$13.75
February 13, 2024

Total	\$13.75
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Trip fare	\$8.21
-----------	--------

Subtotal	\$8.21
----------	--------

Booking Fee 	\$1.68
DC Digital Dispatch Surcharge	\$0.25
Tip	\$3.00
DC Fee 	\$0.61

Payments



\$13.75

2/13/24 2:22 PM

Receipt ID # 08821f0a-3bcf-461d-bd8d-2f9f4c117b46

[Switch Payment Method](#)

[Download PDF](#)

You rode with Aboubacar

4.98  Rating

 Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberXL 0.76 miles | 4 min



2:05 PM

139 4th St NW, Washington,
DC 20004, US



2:09 PM

15 Independence Ave SE,
Washington, DC 20515, US



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Uber Technologies
1725 3rd Street,
San Francisco,
California
94158

Cindy Jones

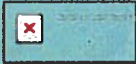
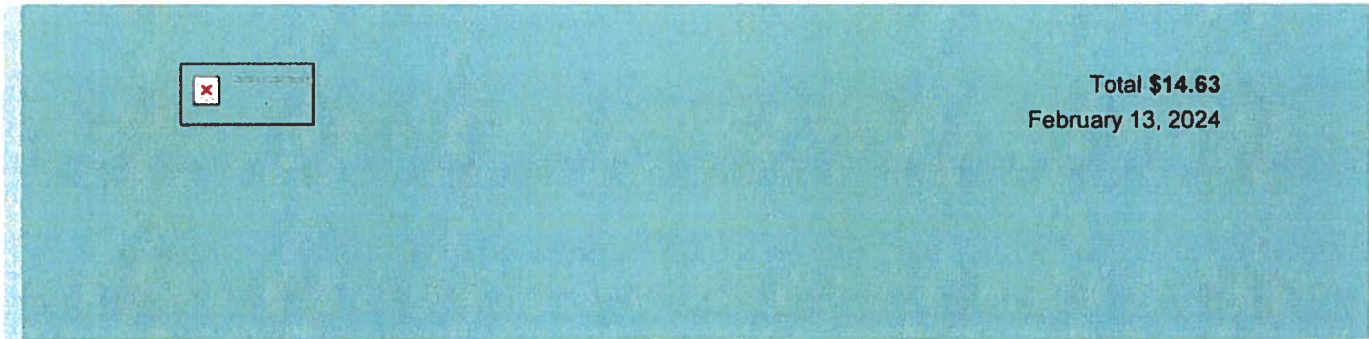
From: Trey Duhon
Sent: Monday, February 26, 2024 3:23 PM
To: Cindy Jones
Subject: Fwd: [Personal] Your Tuesday afternoon trip with Uber

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Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: February 26, 2024 at 3:22:10 PM CST
To:
Subject: [Personal] Your Tuesday afternoon trip with Uber



Total \$14.63
February 13, 2024

Total \$14.63

Trip fare \$9.04

Subtotal \$9.04

Booking Fee 	\$1.68
DC Digital Dispatch Surcharge	\$0.25
Tip	\$3.00
DC Fee 	\$0.66

Payments



2/13/24 3:58 PM

\$14.63

Receipt ID # dc47f96d-3a41-47f5-be35-b05583dbe6da

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|||||

You rode with Peter

4.98  Rating

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UberXL 0.83 miles | 8 min



3:39 PM

E Capitol St NE & 2nd St NE,
Washington, DC 20003, US



3:48 PM

400 New Jersey Ave NW,
Washington, DC 20001, US



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Uber Technologies
1725 3rd Street,
San Francisco,
California
94158

Cindy Jones

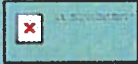
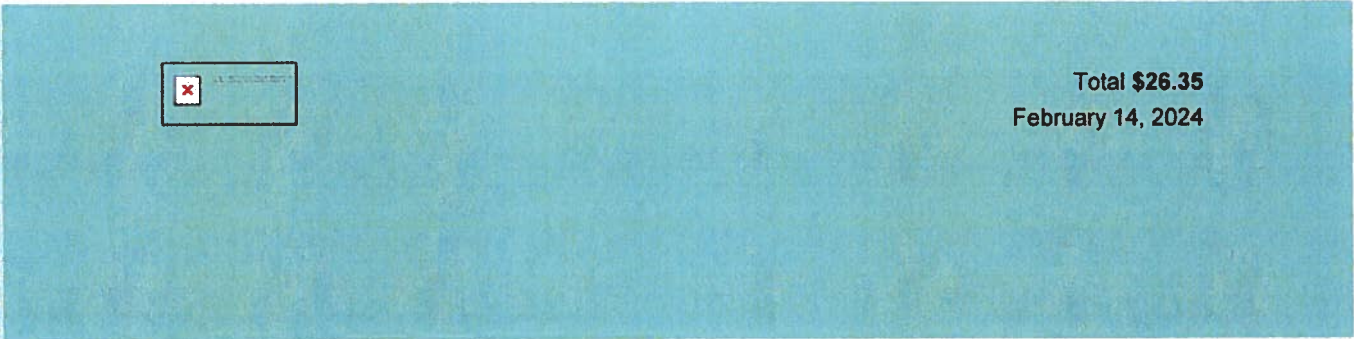
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Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: February 26, 2024 at 3:21:41 PM CST
To: '
Subject: [Personal] Your Wednesday morning trip with Uber



Total \$26.35
February 14, 2024

Total \$26.35

Trip fare \$14.47

Subtotal \$14.47

Booking Fee 	\$1.00
DCA Airport Surcharge	\$5.00
DC Digital Dispatch Surcharge	\$0.25
Tip	\$4.39
DC Fee 	\$1.24

Payments



2/14/24 12:26 PM

\$26.35

Receipt ID # 0e0fc40d-01f3-4395-ad71-5783e35539d3

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You rode with Aiman



4.97 Rating



Has passed a multi-step safety screen

Issued on behalf of Aiman

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 5.52 miles | 14 min



11:10 AM

400 New Jersey Ave NW,
Washington, DC 20001, US



11:24 AM

Terminal 2, Ronald Reagan
Washington National Airport
(DCA), Arlington, VA 22202,
US



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