

CITY OF KYLE

635223

VENDOR: 09057 - LAURALEE HARRIS

01/09/2024

635223

DATE INVOICE # PO #
12/15/2023 23.12.15

DESCRIPTION
Travel reim - ENR Awards Ceremony

GL ACCT #
1100-13000-511730

AMOUNT
458.06

458.06



CITY OF KYLE PARKS & RECREATION DEPARTMENT
700 LEHMAN ROAD
KYLE, TX 78640

DECEMBER 15, 2023

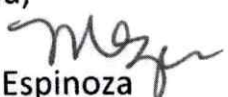
To: City of Kyle Financial Service Department
Attn: Gus Guerrero
Ref: Check Request

Please process a check, made payable to **Lauralee Harris**, reimbursement "hotel stay for ENR Awards Ceremony- Houston Heroes Memorial Park" on December 12-13 in the amount of \$458.06. Please have the check ready for pick-up by City Staff as soon as possible.

Please code to : 1100-13000-511730

per Perwez 12/19/23

Thank you,


Mariana Espinoza
City of Kyle PARD
Parks and Recreation Director

Westin Galleria
 5060 West Alabama
 Houston, TX 77056
 United States
 Tel: 713-960-8100 Fax: 713-960-6553

Hotel stay reimbursement for Heroes Pulse Award Ceremony in Houston

City of ~~Kal~~ Texas
 Approved for payment
Mauriana [Signature] 12/15/23
 Signature Page Number Date : 1

WESTIN Lauralee Harris
 HOTELS & RESORTS

Lauralee Harris
 PO BOX 1232
 KYLE, TX, 786401232
 United States Of America

Staff are requesting to remove tax

Guest Number : 4224917
 Folio ID : A
 Arrive Date : 12-12-23 15:26
 Depart Date : 12-13-23 10:20
 No. Of Guest : 1
 Room Number : 1450
 Marriott Bonvoy Number : 4433

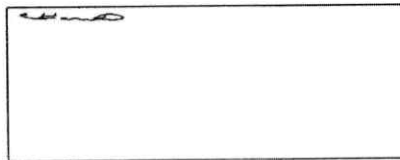
Westin Galleri HOUGW DEC-13-2023 10:30 NSIFF881

Date	Reference	Description	Charges/Credits (USD)
12-12-23	Blue Hyund	Parking Valet - Overnight	53.00
12-12-23	Blue Hyund	TAX-GARAGE	4.37
12-12-23	RT1450	Room Chrg - Standard Retail	359.00
12-12-23	RT1450	County Tax	14.36
12-12-23	RT1450	City/Local Tax	25.13
12-12-23	RT1450	State Cost-Recovery Fee	2.20
12-13-23	MC	Mastercard-3550	-458.06

Approve EMV Receipt for MC - 3550: Signature Captured
 TC:BE3D333697317533
 IAD:0610A04001220000000000000000000000FF TVR:0080008000
 AID:A0000000041010 Application Label:Mastercard

*** Balance 0.00

I agreed to pay all room & incidental charges.



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Re: Chk Req

Yvette Aleman <yaleman@cityofkyle.com>

Wed 12/20/2023 2:16 PM

To: Ashley Gonzales <ashleyg@cityofkyle.com>; Accounts Payable <accountspayable@cityofkyle.com>
Cc: Mariana Espinoza <mespinoza@cityofkyle.com>; Amanda Fluitt <afluitt@cityofkyle.com>; Victoria Torres <vtorres@cityofkyle.com>

Thank you, I will process the reimbursements.

Yvette Aleman

Staff Accountant

City of Kyle

100 W. Center Street

Kyle, TX 78640

Direct Line (512) 262-3972

Fax (512) 262-3987

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge and Employee Accountability

From: Ashley Gonzales <ashleyg@cityofkyle.com>

Sent: Wednesday, December 20, 2023 11:06 AM

To: Accounts Payable <accountspayable@cityofkyle.com>

Cc: Mariana Espinoza <mespinoza@cityofkyle.com>; Amanda Fluitt <afluitt@cityofkyle.com>; Victoria Torres <vtorres@cityofkyle.com>

Subject: Chk Req

Good morning,

Please process the attached check request.

Thank you and have a great day,

Ashley Gonzales

Administrative Assistant

City of Kyle- Parks and Recreation Department

Office: 512-262-3939

700 Lehman Rd.

Kyle, Tx 78640

