BURNET COUNTY TRAVEL EXPENSE REPORT

Name of Employee: Casie Walker | Dept: 4500 District Clerk

Purpose of Travel (Copy of Agenda Must be Attached): CDCAT Summer Conference

Destination: South Padre Island, TX | Departure Date/Time: 6/14/2026 | Return Date/Time: 6/18/2026

MEALS - Employees or officials traveling outside of the county may be reimbursed meal expenses. A maximum of $63.00 prorated per diem per day allowed for meals. Breakfast 6:30AM to 7:30AM=$16.00, Lunch 12:00PM to 1:00PM=$19.00, Dinner 7:00PM to 8:00PM=$28.00. Per diem travel (OVERNIGHT STAY REQUIRED) no receipts required. Non Per Diem travel (DAY TRIP) - receipts required.

RECEIVED BURNET COUNTY TREASURER JUN 23 2026 Amy

LODGING - Reimbursement for lodging shall be made, upon presentation of a room receipt, for actual expenses and will be paid upon approval of the Department Head. For official conferences, conventions, seminars and other such official functions, reimbursement will be made at the actual rate charged by the basic hotel or overflow hotel where the meeting is held, upon presentation of room receipt.

DATE	MORNING MEAL	NOON MEAL	EVENING MEAL	LODGING SEC 14.03 PERSONNEL POLICY	DAILY TOTAL
6/14/2026			$ 28.00	$ 256.24	$ 284.24
6/15/2026	$ 16.00	$ 19.00	$ 28.00	$ 256.24	$ 319.24
6/16/2026	$ 16.00	$ 19.00	$ 28.00	$ 256.24	$ 319.24
6/17/2026	$ 16.00	$ 19.00		$ 256.24	$ 291.24
6/18/2026	$ 16.00	$ 19.00			$ 35.00

TOTAL MEALS AND LODGING $ 1,248.96

ESTIMATED TRAVEL & TRANSPORTATION

PUBLIC TRANSPORTATION: ____

PERSONAL AUTO 796 MILES @ .725/MILE (SHORTEST ROUTE) effective 01/01/2026 $ 577.10

TOTAL TRAVEL & TRANSPORTATION $ 577.10

P.O. # n/a
Acct. # 100-4500-4270
Audit ___
Input ___

ESTIMATED OTHER EXPENSES:

CONFERENCE REGISTRATION EXPENSE (ATTACH INFORMATION): $ -

OTHER EXPENSE (EXPLAIN IN DETAIL) ____ $ -

TOTAL OTHER EXPENSES $ -

TOTAL MEALS/LODGING-TRAVEL-OTHER EXPENSES	$ 1,826.06
LESS: TOTAL ADVANCE ON EXPENSES	-801.10
LESS: TOTAL EXPENSES PAID WITH CO CREDIT CARD	0
REQUEST FOR REIMBURSEMENT OR DUE TO COUNTY	$ 1,024.96

I CERTIFY THAT THE ABOVE NAMED EMPLOYEE RECEIVED PROPER AUTHORIZATION FOR OUT-OF-COUNTY TRAVEL. I HAVE EXAMINED THE REQUESTS FOR REIMBURSEMENT ON THE TRAVEL EXPENSE FORM AND APPROVE THE SAME FOR PAYMENT.

Casie Walker

Signature of Official or Department Head

Hilton Garden Inn - South Padre Island Beachfront, TX
7010 Padre Blvd, South Padre Island 78597
TX US
9567618700
BROSP_GM@Hilton.com

Date Range: 2026-06-14 - 2026-06-18
Tax#/ID# :

Guest Folio

Confirmation Number - 3435615852

Primary Guest

Guest Name	WALKER, CASIE
Address	1401 E JOHNSON ST
City, State, Zip Code	BURNET TX 78611-2742
Country	US

ADDN GUESTS

Hilton Honors

SILVER
268382082

Stay Details

Check In Date	Jun 14, 2026
Check Out Date	Jun 18, 2026
Room	Q2JP - 121
Source	OTHER
Guests	1/0

Company Details

Name
Tax#/ID#
PO Number
Account Name

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA
Name

Date	Type	Description	Amount
Jun 14, 2026	Charge	GUEST ROOM	$219.00
Jun 14, 2026	Tax	RM - STATE TAX	$13.14
Jun 14, 2026	Tax	RM - CITY OCCUPANCY TAX	$18.62
Jun 14, 2026	Tax	RM - COUNTY VENUE TAX	$1.10
Jun 14, 2026	Tax	RM - CITY VENUE TAX	$4.38
Jun 15, 2026	Tax	MISC - SALES TAX	$0.00
Jun 15, 2026	Tax	MISC - SALES TAX	$0.00
Jun 15, 2026	Charge	GUEST ROOM	$219.00
Jun 15, 2026	Tax	RM - STATE TAX	$13.14
Jun 15, 2026	Tax	RM - CITY OCCUPANCY TAX	$18.62
Jun 15, 2026	Tax	RM - COUNTY VENUE TAX	$1.10
Jun 15, 2026	Tax	RM - CITY VENUE TAX	$4.38
Jun 16, 2026	Charge	GUEST ROOM	$219.00
Jun 16, 2026	Tax	RM - STATE TAX	$13.14
Jun 16, 2026	Tax	RM - CITY OCCUPANCY TAX	$18.62
Jun 16, 2026	Tax	RM - COUNTY VENUE TAX	$1.10
Jun 16, 2026	Tax	RM - CITY VENUE TAX	$4.38
Jun 17, 2026	Charge	GUEST ROOM	$219.00
Jun 17, 2026	Tax	RM - STATE TAX	$13.14
Jun 17, 2026	Tax	RM - CITY OCCUPANCY TAX	$18.62
Jun 17, 2026	Tax	RM - COUNTY VENUE TAX	$1.10
Jun 17, 2026	Tax	RM - CITY VENUE TAX	$4.38
Jun 18, 2026	Payments	VISA-6812	($1,024.96)

Summary

Type	Amount
GUEST ROOM	$876.00
RM - STATE TAX	$52.56
RM - CITY OCCUPANCY TAX	$74.48

Check In Time	**01:40 PM**	**Reservations hgi.com or +1-877-STAY-HGI**
Check Out Time	**08:44 AM**	

Gmail

Invoices auditors <invoices@burnetcountytexas.org>

PO 26-3870

1 message

Casie Walker <cwalker@burnetcountytexas.org> Tue, Jun 23, 2026 at 12:11 PM
To: Invoices auditors <invoices@burnetcountytexas.org>

Please find attached my travel expense report and hotel receipt for last week's summer conference.

Let me know if you need anything further from me.

Casie Walker
District Clerk
Burnet County, Texas

2 attachments

Travel Expense Summer 2026.pdf
101K

Summer 2026 Hotel.pdf
49K