

**DATE:** September 23, 2026  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Cody Shadle, Director, City of Reno Public Safety Dispatch, [shadlec@reno.gov](mailto:shadlec@reno.gov)  
**SUBJECT:** REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF THREE (3) PROJECT COORDINATORS TO THE 2026 OCTAVE LIVE CONFERENCE IN AUSTIN, TEXAS: [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending three (3) project coordinators (Hexagon/Octave CAD replacement project) to the 2026 Octave Live Conference in Austin, TX, for a total amount not to exceed \$6,267.30.

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### **SUMMARY**

A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending three (3) project coordinators (Hexagon/Octave CAD replacement project) to the 2026 Octave Live Conference in Austin, TX for a total amount not to exceed \$6,267.30.

Nevada Revised Statutes (NRS) 244A.7645 3.A.2 authorizes the use of E911 surcharge funds for “Paying costs for personnel and training associated with the routine maintenance and updating of the database for the system.”

The E911 Emergency Response Advisory Committee has approved funding for the Hexagon/Octave CAD replacement project. Supporting travel and training for coordination, implementation and support staff directly with the vendor and other users is fundamentally supportive of a successful implementation and continued project progress. Staff attending the conference were able to have in-person briefings and discussions with the vendor leadership and project staff, as well as make significant network connections with other agencies who are actively troubleshooting or implementing common systems.

This request combines three individual reimbursement requests for the project coordinators from the City of Reno, the City of Sparks and Washoe County.

### **NRS APPLICABLE:**

*NRS 244A.7645* provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

*NRS 244A.7645 3.A.II* provides approval of costs associated with surcharge funds for “Paying costs for personnel and training associated with the routine maintenance and updating of the database for the system.”

## **STAKEHOLDER REVIEW**

Stakeholders are partnering and user agencies supporting the Octave CAD replacement project primarily represented by the City of Reno, the City of Sparks and Washoe County.

## **PREVIOUS ACTION&BACKGROUND**

September 17, 2026, the E911 Emergency Response Advisory Committee approved the reimbursement of costs associated with sending two employees to the 2026 Annual Navigator Conference in Las Vegas, NV.

September 18, 2025, the E911 Emergency Response Advisory Committee approved the reimbursement of costs associated with sending two employees to the 2025 Annual NENA Conference Long Beach, CA.

November 21, 2024, the E911 Emergency Response Advisory Committee approved the reimbursement of costs associated with sending two employees to the 2024 Hexagon Public Safety Summit in Cape Corral, FL.

## **FISCAL IMPACT**

This request is a combined request including the individual reimbursements for the representatives from the City of Reno, City of Sparks and Washoe County as listed below:

|                 |                   |
|-----------------|-------------------|
| City of Reno:   | \$1,958.10        |
| City of Sparks: | \$2,159.92        |
| Washoe County:  | <u>\$2,149.28</u> |

|        |            |
|--------|------------|
| Total: | \$6,267.30 |
|--------|------------|

## **RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending three (3) project coordinators (Hexagon/Octave CAD replacement project) to the 2026 Octave Live Conference in Austin, TX for a total amount not to exceed \$6,267.30.

## **POSSIBLE MOTION**

Move that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending three (3) project coordinators (Hexagon/Octave CAD replacement project) to the 2026 Octave Live Conference in Austin, TX for a total amount not to exceed \$6,267.30.

# City of Reno

## Travel Expense Report

|                                                              |                                               |                  |
|--------------------------------------------------------------|-----------------------------------------------|------------------|
| Employee Name<br>Micah Shadle                                | Vendor # 7108                                 | Date<br>7/7/2026 |
| Employee Mailing Address<br>110 Greek Ct<br>Sparks, NV 89441 | Department/Division<br>Public Safety Dispatch |                  |

|                                                     |
|-----------------------------------------------------|
| Course/Conference Title<br>2026 Octave Live On Tour |
|-----------------------------------------------------|

|                                                      |                                                     |
|------------------------------------------------------|-----------------------------------------------------|
| Begin Travel Status<br>Date: 6/16/2026<br>Time: 7:25 | End Travel Status<br>Date: 6/19/2026<br>Time: 13:05 |
|------------------------------------------------------|-----------------------------------------------------|

|                              |                                                   |
|------------------------------|---------------------------------------------------|
| Destination(s)<br>Austin, TX | Mode of Transportation<br>Commercial Airline/Uber |
|------------------------------|---------------------------------------------------|

|                               |                                                                                                                           |                                                                                                                                            |                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Required Supporting Documents | <input checked="" type="checkbox"/> Travel Request Packet<br><input checked="" type="checkbox"/> Course Badge/Certificate | <input checked="" type="checkbox"/> Final Lodging/Rental Car Receipt<br><input checked="" type="checkbox"/> Out of Pocket Expense Receipts | <input checked="" type="checkbox"/> All applicable Memos<br><input checked="" type="checkbox"/> Flight Info/Receipt |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

Receipts (except for per diem) and mapped route (if mileage claimed) are required.

| Date      | Transportation |              |               | City Paid<br>Airfare and<br>Other<br>Transport | Per Diem |       |       |            | City Paid<br>Lodging | Total     |
|-----------|----------------|--------------|---------------|------------------------------------------------|----------|-------|-------|------------|----------------------|-----------|
|           | Mileage        |              |               |                                                | Meals    |       |       | Incidental |                      |           |
|           | Trip Mileage   | Mileage Rate | Total Mileage |                                                |          |       |       |            |                      |           |
|           | Brkfast        | Lunch        | Dinner        |                                                |          |       |       |            |                      |           |
| 6/16/2026 |                |              | -             | 572.40                                         | 20.00    | 22.00 | 33.00 | 5.00       | 310.90               | \$ 963.30 |
| 6/17/2026 |                |              | -             |                                                | 20.00    | 22.00 | 33.00 | 5.00       | 310.90               | 390.90    |
| 6/18/2026 |                |              | -             |                                                | 20.00    | 22.00 |       | 5.00       | 310.90               | 357.90    |
| 6/19/2026 |                |              | -             |                                                | 20.00    | 22.00 |       | 5.00       |                      | 47.00     |
|           |                |              | -             |                                                |          |       |       |            |                      | -         |
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Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)

| Type | Amt | Type | Amt | Type | Amt | Type | Amt | Type | Amt |
|------|-----|------|-----|------|-----|------|-----|------|-----|
|      |     |      |     |      |     |      |     |      |     |

|                                                                                                                |                                                                                               |           |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------|
| Registration                                                                                                   | <input checked="" type="checkbox"/> Paid by City<br><input type="checkbox"/> Paid by Employee | 199.00    |
| Total Claim Amount                                                                                             |                                                                                               | 1,958.10  |
| Expenses Listed Above Paid with City Credit Card or City Check<br>(will be subtracted from Total Claim Amount) |                                                                                               | 1,704.10  |
| Net Amount Due Employee                                                                                        |                                                                                               | \$ 254.00 |

|                          |                               |                                                                       |              |
|--------------------------|-------------------------------|-----------------------------------------------------------------------|--------------|
| Commodity Code<br>861.05 | Fund Impacted<br>GENERAL FUND | Account Number to Charge Travel Expenses<br>00100-0880-0880-7484-0000 | Project Code |
|--------------------------|-------------------------------|-----------------------------------------------------------------------|--------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Employee Signature &amp; Date</b></p> <p>I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno. I have confirmed the report is in compliance with Travel Policy 306, and that no other payment has been received by me other than listed.</p> <div style="text-align: center; margin-top: 20px;">  </div> <p><b>Date:</b> 7/7/26</p> | <p style="text-align: center;"><b>Department Head Signature &amp; Date</b></p> <p>I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.</p> <p><b>Date:</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# City of Reno

## Travel Request Form

|                                                                |                                               |                     |
|----------------------------------------------------------------|-----------------------------------------------|---------------------|
| Employee Name      Cody Shadle                                 | Vendor #    7108                              | Date      3/30/2026 |
| Employee Mailing Address      110 Greek Ct<br>Sparks, NV 89441 | Department/Division    Public Safety Dispatch |                     |
| Purpose    2026 Octave Live On Tour                            |                                               |                     |

### Travel Information

|                                                                |                                                                   |
|----------------------------------------------------------------|-------------------------------------------------------------------|
| Begin Travel Status    Date:      6/16/2026<br>Time:      5:00 | End Travel Status      Date:      6/19/2026<br>Time:      3:25 PM |
| Destination(s)      Austin, TX                                 | Mode of Transportation      Commercial Airline/Uber               |

### Training Information

|                                            |
|--------------------------------------------|
| Course Title      2026 Octave Live On Tour |
|--------------------------------------------|

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| Location of Course      Austin, TX | Course Dates To-From<br>06/16/26-06/18/26 |
|------------------------------------|-------------------------------------------|

Is this course required to maintain a certification required by current position?      ☐ Yes      ☒ No

Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?      ☐ Yes      ☒ No

→ If "yes" to any of the above, please explain on a separate sheet.

### Estimated Costs

| Per Diem               | Days | Rate   | Total     |
|------------------------|------|--------|-----------|
| Lodging                | 3    | 259.00 | \$ 777.00 |
| Meals      Breakfast   | 4    | 20.00  | 80.00     |
| Lunch                  | 4    | 22.00  | 88.00     |
| Dinner                 | 2    | 33.00  | 66.00     |
| Incidental             | 4    | 5.00   | 20.00     |
|                        |      |        | 254.00    |
| Transportation Costs   |      |        |           |
| Airfare, Shuttle, Taxi |      |        | 492.00    |
| Rental Car*            |      |        |           |
| Registration Fees      |      |        | 199.00    |
| Other                  |      |        |           |
| Total Estimated Costs  |      |        | 1,722.00  |

How much, if any, of this will be funded/reimbursed by a grant or another entity      1,722.00

Name of Grant or Entity      Wasoe County 9-1-1 Emergency Response Advisory Committee

**\*Must include memo signed by the City Manager with justification as to why rental car is needed**

Account to which training/travel should be charged      00100-0880-0880-7484-0000

Fund Impacted      **GENERAL FUND**

|                                                                                                                                                                                                                                   |                                                                                                                                                                                 |                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Signature &amp; Date</b><br>I have read Travel Policy 306 and confirm that this request is in compliance.<br><br>Date:      3/30/26 | <b>Authorized Signature &amp; Date</b><br>Department Head Approval<br><br>Date:      3/31/26 | <b>Unusual Travel Verification</b><br><input type="checkbox"/> Leaving continental U.S.<br><input type="checkbox"/> Exceeds 5 business days<br><input type="checkbox"/> Costs exceed \$5,000<br>If YES to any, special approval is required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**An expense claim must be completed and submitted to Finance within 10 working days of your return.**



C I T Y O F  
**RENO**

## Memorandum

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**DATE:** 03/30/2026

**TO:** Jackie Bryant, City Manager

**THROUGH:** Cody Shadle, Director, Public Safety Dispatch

**FROM:** Joanna Aitken, Management Assistant, Public Safety Dispatch

**DEPT:** Public Safety Dispatch

**SUBJECT:** Travel Training Request

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The following is a request and justification for travel training approval for Dispatch Director Cody Shadle to attend the 2026 Octave Live on Tour Conference in Austin, TX June 16-19, 2026. Breakdown of travel costs as follows: round trip airfare \$492.00; lodging for three nights \$777.00; per diem and incidentals \$254.00; conference registration \$199.00; for a total of \$1,722.00.

Overview: The Octave Live On Tour Conference is an annual event and provides critical training on 9-1-1 technology, networking with experts, education on product capabilities and current events in the field.

This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.

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U.S. General Services Administration

# FY 2026 per diem rates for austin, Texas

Daily lodging rates (excluding taxes) | October 2025 - September 2026

| Primary destination | County | 2025 Oct | Nov   | Dec   | 2026 Jan | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   |
|---------------------|--------|----------|-------|-------|----------|-------|-------|-------|-------|-------|-------|-------|-------|
| Austin              | Travis | \$173    | \$173 | \$173 | \$187    | \$187 | \$187 | \$173 | \$173 | \$173 | \$173 | \$173 | \$173 |



U.S. General Services Administration

# FY 2026 per diem rates for austin, Texas

Meals and incidental expenses (M&IE) rates and breakdown

| Primary destination | County | M&IE total | Breakfast | Lunch | Dinner | Incidental expenses | First and lastday of travel |
|---------------------|--------|------------|-----------|-------|--------|---------------------|-----------------------------|
| Austin              | Travis | \$80       | \$20      | \$22  | \$33   | \$5                 | \$60.00                     |

City of Reno

Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #

BLMGT3

JUN 16 - 19

RNO✈AUS

FLIGHT TOTAL

\$572.40

6/16 - Austin

JUN 16 - 19

Reno/Tahoe, NV to Austin, TX

Confirmation # BLMGT3

Internal Reference # na

| PASSENGERS        | EST. POINTS         | FLIGHT    | EXTRAS           | FARE/SEATS                                               |
|-------------------|---------------------|-----------|------------------|----------------------------------------------------------|
| Micah Cody Shadle | +796 <sup>PTS</sup> | RNO ✈ LAS | ✎ Preferred seat | Basic<br>✎ <a href="#">View fare details</a><br>Seat 8A  |
|                   |                     | LAS ✈ AUS | ✎ Standard seat  | Basic<br>✎ <a href="#">View fare details</a><br>Seat 17F |
|                   |                     | AUS ✈ LAS | ✎ Standard seat  | Basic<br>✎ <a href="#">View fare details</a><br>Seat 18F |
|                   |                     | LAS ✈ RNO | ✎ Standard seat  | Basic<br>✎ <a href="#">View fare details</a><br>Seat 18F |

Upgrade or modify seats

## Departing 6/16/26 Tuesday



DEPARTS

7:25 AM

RNO

Reno/Tahoe, NV - RNO

ARRIVES

8:50 AM

LAS

Las Vegas, NV - LAS

stop 1: Las Vegas, NV - LAS

DEPARTS

9:55 AM

LAS

Las Vegas, NV - LAS

ARRIVES

2:40 PM

AUS

Austin, TX - AUS

FLIGHT  
**1276**    
SCHEDULED AIRCRAFT  
Boeing 737-700  
*Subject to change*

TRAVEL TIME  
**1hr 25min**

FLIGHT  
**868**    
SCHEDULED AIRCRAFT  
Boeing 737 MAX8  
*Subject to change*

TRAVEL TIME  
**2hr 45min**

**Basic** **\$185.12**  
*(Passenger x1)*

**Seat Upgrades** **\$48.00**

SUBTOTAL  
**\$233.12**

## Returning 6/19/26 Friday

DEPARTS

9:25 AM

AUS

Austin, TX - AUS

ARRIVES

10:10 AM

LAS

Las Vegas, NV - LAS

stop 1: Las Vegas, NV - LAS

DEPARTS

11:35 AM

LAS

Las Vegas, NV - LAS

ARRIVES

1:05 PM

RNO

Reno/Tahoe, NV - RNO

FLIGHT  
**322**    
SCHEDULED AIRCRAFT  
Boeing 737 MAX8  
*Subject to change*

TRAVEL TIME  
**2hr 45min**

FLIGHT  
**5056**    
SCHEDULED AIRCRAFT  
Boeing 737-800  
*Subject to change*

TRAVEL TIME  
**1hr 30min**

**Basic** **\$212.09**  
*(Passenger x1)*

**Seat Upgrades** **\$47.00**

SUBTOTAL  
**\$259.09**

**Taxes & fees** **\$80.19**

**Flight total** **\$572.40**

### Icon legend

 Wi-Fi available |  Live TV available |  Change planes

### Helpful Information:

- No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more](#)

Book your hotel with us and earn up to 10,000 points per night.

Where are you headed? \*

Austin-Bergstrom International Airport

Check-in date \*

Check-out date \*

06/16/2026

→ 06/19/2026



Hilton Austin Airport

3★ property

from **\$175**/night  
Earn 9,000 Rapid Rewards® points



La Quinta Inn & Suites by  
Wyndham Austin Airport

2.5★ property

from **\$86**/night  
Earn 2,000 Rapid Rewards® points



Cambria Hotel Austin Airport

3★ property

from **\$150**/night  
Earn 4,400 Rapid Rewards® points

[Search Hotels](#)

Payment summary

PAYMENT INFORMATION



**MasterCard 1407**  
XXXXXXXXXXXX1407  
Expiration: 8/26

CARD HOLDER  
**Joanna Aitken**

BILLING ADDRESS  
**PO Box 1900**  
**Reno, NV US 89505**

AMOUNT PAID

**\$572.40**

Total charged

|                      |                 |
|----------------------|-----------------|
| SUBTOTAL             | \$492.21        |
| TAXES & FEES         | \$80.19         |
| <b>TOTAL DOLLARS</b> | <b>\$572.40</b> |

[Show price breakdown](#)

## Orders & P.

June 16 - June 18, 2026 | Fairmont Austin

## Order Details

| Item | Registrant | Fee | Qty | Amount Ordered (USD) | Amount Paid (USD) | Amount Due (USD) |
|------|------------|-----|-----|----------------------|-------------------|------------------|
|------|------------|-----|-----|----------------------|-------------------|------------------|

Order Number: DKNFTNZ6DCP (Submitted on 3/26/2026)

Invoice Number: 032026-0830

| Event        | Registration                        | Fee      | Quantity | Total    | Balance  |
|--------------|-------------------------------------|----------|----------|----------|----------|
| Shadle, Cody | <input checked="" type="checkbox"/> | \$199.00 | 1        | \$199.00 | \$199.00 |
|              |                                     |          |          |          | \$0.00   |

|       |          |          |        |
|-------|----------|----------|--------|
| Total | \$199.00 | \$199.00 | \$0.00 |
|-------|----------|----------|--------|

## Payments & Refunds

**Need help refunding registrants?**

| Type | Method | Date | Ref # | Amount (USD) |
|------|--------|------|-------|--------------|
|------|--------|------|-------|--------------|

|                |                                     |            |              |      |          |
|----------------|-------------------------------------|------------|--------------|------|----------|
| Online Payment | <input checked="" type="checkbox"/> | Mastercard | 3/26/2026 ET | 0722 | \$199.00 |
|----------------|-------------------------------------|------------|--------------|------|----------|

|       |          |
|-------|----------|
| Total | \$199.00 |
|-------|----------|

# Fairmont

AUSTIN

101 Red River Street  
Austin, TX, United States 78701  
Tel: 512-600-2000  
Fax: 512-480-0831

Room : 1961  
Folio # : 243255  
Cashier # : 1644  
Page # : 1 of 1

Mr Cody Shadle  
5195 Spectrum blvd.  
Reno NV 89512  
United States

ALL Membership # : 3081031804203F23  
Group Name : NewCo LIVE Americas 2026  
Company Name : Liaisons Meetings & Events

Arrival : 06/16/26  
Departure : 06/19/26

| Date          | Description                             | Additional Information | Charges | Credits |
|---------------|-----------------------------------------|------------------------|---------|---------|
| 06/16/26      | Deposit Transfer at C/I                 |                        |         | 310.90  |
| 06/16/26      | Room Charge                             |                        | 259.00  |         |
| 06/16/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/16/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/16/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/16/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/17/26      | Room Charge                             |                        | 259.00  |         |
| 06/17/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/17/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/17/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/17/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/18/26      | Room Charge                             |                        | 259.00  |         |
| 06/18/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/18/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/18/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/18/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/19/26      | Mastercard                              | XXXXXXXXXXXX5436 XX/XX |         | 621.80  |
| Total Charges |                                         |                        | 932.70  |         |
| Total Credits |                                         |                        |         | 932.70  |
| Balance       |                                         |                        |         | 0.00    |

Thank you for choosing the Fairmont Austin.  
To provide feedback about your stay, please contact Mike Culver, General Manager, at [GM.Mikeculver@fairmont.com](mailto:GM.Mikeculver@fairmont.com)



**Cody Shadle**

City of Reno Public Safety Dispatch

**ATTENDEE**

**2026**

Congratulations, you are now registered!

Your Confirmation Number is:

CCNTVYLVZ9M

## Hotel Booking

Submit or edit your booking below

Cody Shadle

[Book Your Hotel](#)

You will receive an email with your registration details.

[Add to Calendar](#)

## Registration Summary

Review your registration information below

# Cody Shadle

shadlec@reno.gov

Phone number

+17757371012

Company

City of Reno Public Safety Dispatch

Job title

Director

Address

5195 Spectrum blvd.  
Reno 89512

Emergency contact

Rachael Shadle

Emergency contact phone

775-750-6298

## Questions

Country

United States

State/Province

Nevada

Industry

Government & Public Sector

Which best describes you?

Current Customer

What is your position level?

Executive, VP, Director

How did you hear about this event?

Colleague or industry peer

Please select any dietary restrictions or allergies

Not Applicable

I consent to receive electronic marketing communications on relevant products, services, publications, and events.

I agree

I acknowledge that I have read and accept the privacy policy [linked here](#).

I agree

Modify Registration

Cancel Registration

[Home](#)[User Forums](#)[Octave Showcase](#)[Log Out](#)[Post Registration](#) 

June 17-18, 2026 | Austin, TX

# Intelligence Unleashed

We don't just make data make sense. We focus its power, unleashing intelligence that gives customers an ongoing edge. Join us for two full days packed with keynotes, breakout sessions, future product roadmaps and product demos. Get ready to experience the future of software and what it means for your team.

Register  
Now



## Octave Ovations

Octave Ovations recognize customers who turn data and intelligence into decisive action. These awards celebrate work that sharpens performance, amplifies efficiency and delivers measurable outcomes.

Submissions are now open through April 15.

Submit your entry and learn about criteria on



## Octave User Forums

Connect, network and collaborate with other product users through the Octave User Forums. Registration is complimentary and first come, first served—so be sure to sign up for the sessions that interest you.



## Octave Showcase

Experience the power and possibility of Octave solutions at the Octave Showcase demos on the Expo Floor. Discover real-world customer stories, explore innovative use cases and start planning your own projects with our experts.

TUESDAY

June 16,  
2026

**Badge Pickup**

3:00 PM – 7:00 PM

WEDNESDAY

June 17,  
2026

**Badge Pickup**

7:00 AM – 5:00 PM

**Opening Keynote**

9:00 AM – 10:30 AM

**Breakout  
Sessions**

11:00 AM – 5:00 PM

**Octave  
Showcase  
Reception**

5:30 PM – 8:00 PM

THURSDAY

June 18,  
2026

**User Forums**

9:00 AM – 5:00 PM

**Dinner**

6:00 PM – 8:00 PM

**Sponsor Octave Live OnTour**

Interested in being a sponsor? Contact Jerry Felts at [jerry.felts@hexagon.com](mailto:jerry.felts@hexagon.com) for more

City of Sparks - Finance Department  
431 Prater Way  
P.O. Box 857  
Sparks, NV 89432-0857

# INVOICE

Remit with Payment or Pay by  
Phone: (775) 353-5555

Customer Number: 054401  
Invoice Number: 721021  
Invoice Date: 6/30/2026

## Washoe County Comptroller

| DESCRIPTION                                                   | AMOUNT                                               |
|---------------------------------------------------------------|------------------------------------------------------|
| FY26 E911 Octave Conference Texas 6/16-6/20                   | 2,156.92                                             |
| City Tax ID# 88-6000202<br>For Questions Call: (775) 353-2230 | <b>TOTAL FOR INVOICE</b><br>Payment Due Upon Receipt |
|                                                               | <b>\$2,156.92</b>                                    |

NOTE: A convenience fee will be applied to all credit and debit card payments. The convenience fee charged in connection with your transaction is a pass-through fee generated and paid to the credit card company processing the transaction and is listed as a separate item on your receipt. The convenience fee does not exceed the amount the credit card company charges for processing and the City of Sparks does not retain any portion of this fee. You may still pay with cash, check or e-check to avoid the convenience fee.

City of Sparks - Finance Department  
431 Prater Way  
P.O. Box 857  
Sparks, NV 89432-0857

# INVOICE

Keep For Your Records

Customer Number: 054401  
Invoice Number: 721021  
Invoice Date: 6/30/2026

## Washoe County Comptroller

| DESCRIPTION                                                   | AMOUNT                                               |
|---------------------------------------------------------------|------------------------------------------------------|
| FY26 E911 Octave Conference Texas 6/16-6/20                   | 2,156.92                                             |
| City Tax ID# 88-6000202<br>For Questions Call: (775) 353-2230 | <b>TOTAL FOR INVOICE</b><br>Payment Due Upon Receipt |
|                                                               | <b>\$2,156.92</b>                                    |



Washoe County Comptroller  
Attn: Accounts Payable  
P.O. Box 11130  
Reno, NV 89520-0027



**CITY OF SPARKS  
INVOICE POSTING DOCUMENT**

| Invoice # |
|-----------|
|           |

| Customer # |
|------------|
| 054401     |

| Date       |
|------------|
| 06/30/2026 |

Customer Name: Washoe County Comptroller, Accounts Payable

Address: PO BOX 11130

City, State, Zip: Reno, NV 89520-0027

| Item | Description on Invoice<br>(Limited to 26 Characters) | Account              | Amount      |
|------|------------------------------------------------------|----------------------|-------------|
| 1    | Octave Conference                                    | 403150/090390/090219 | \$ 2,156.92 |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |
|      |                                                      |                      |             |

General Comments (for reference purposes only):

Email Invoice and Backup to APTeam@washoecounty.us

Derek Haren

Prepared By

Trans # \_\_\_\_\_



# Travel Reconciliation Form

## City of Sparks

Invoice Number  
BALDUE/

Name (Last, First)  
Elder, Russell

Department  
Finance

Date  
7/30/26

Travel Location  
Austin, Texas

Purpose  
Octave Live OnTour Conference

### Actual Expenses

Place an "X" if paid with P-Card ↓

| Date               | 6/16<br>Tue | 6/17<br>Wed | 6/18<br>Thu | 6/19<br>Fri | 6/20<br>Sat |  |  |  |   | Total      |
|--------------------|-------------|-------------|-------------|-------------|-------------|--|--|--|---|------------|
| Air Travel         | \$522.60    |             |             |             |             |  |  |  | X | \$522.60   |
| Auto Rental        |             |             |             |             |             |  |  |  |   |            |
| Taxi/Shuttle       | \$53.93     |             |             | \$27.89     | \$14.95     |  |  |  |   | \$96.77    |
| Fuel               |             |             |             |             |             |  |  |  |   |            |
| Registration       | \$199.00    |             |             |             |             |  |  |  | X | \$199.00   |
| Lodging            | \$310.90    | \$310.90    | \$310.90    | \$223.42    |             |  |  |  | X | \$1,156.12 |
| Subsistence        | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$39.20     |  |  |  |   | \$359.20   |
| Parking/Tolls      |             |             |             |             |             |  |  |  |   |            |
| Mileage/Equivalent |             |             |             |             |             |  |  |  |   |            |
| Misc.              |             |             |             |             |             |  |  |  |   |            |
| Misc.              |             |             |             |             |             |  |  |  |   |            |
| Misc.              |             |             |             |             |             |  |  |  |   |            |

Total Travel Expenses: \$2,333.69

Advance Received by Traveler: \$279.20

Registration Paid by Check:

Expenses Paid by P-Card: \$1,877.72

Total Due Traveler: \$176.77

Total Due City:

### Balance Due Traveler

Name (Last, First)  
Elder, Russell

Department  
Finance

Amount  
\$176.77

To be reimbursed through the Washoe County 9-1-1 Emergency Response Advisory Committee.

Due to the main return flight being cancelled and the new flight being delayed over 3 hours, the connecting flight in Burbank was missed and thus an additional hotel stay was needed on 6/19. This added additional subsistence costs, as well as uber costs.

I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses were actual, reasonable, and were personally incurred in performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, or paid from another source.

Traveler's Signature

I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.

Department Head's Signature

| TransNo    | Trans.date | Period | Account | Account(T) | Amount   | Total    | Fund | Key Service Area | Program | Text                                                 |
|------------|------------|--------|---------|------------|----------|----------|------|------------------|---------|------------------------------------------------------|
| 1100148897 | 5/31/2026  | 202611 | 603280  | Travel     | 522.60   | 522.60   | 1204 | 090290           | 090219  | 5/31/2026 PCARD RUSSELL ELDER SOUTHWES 5262157721500 |
| 1100148897 | 5/31/2026  | 202611 | 603275  | Training   | 199.00   | 199.00   | 1204 | 090290           | 090219  | 5/31/2026 PCARD RUSSELL ELDER WORLD TRAVEL SERVICE I |
| 1100149900 | 6/30/2026  | 202612 | 603280  | Travel     | 621.80   |          | 1204 | 090290           | 090219  | 6/30/2026 PCARD RUSSELL ELDER FAIRMONT AUSTIN        |
| 1100148897 | 5/31/2026  | 202611 | 603280  | Travel     | 310.90   |          | 1204 | 090290           | 090219  | 5/31/2026 PCARD RUSSELL ELDER FAIRMONT AUSTIN        |
| 1100149900 | 6/30/2026  | 202612 | 603280  | Travel     | 223.42   | 1,156.12 | 1204 | 090290           | 090219  | 6/30/2026 PCARD RUSSELL ELDER HAMPTON INNS           |
| 2100157553 | 6/3/2026   | 202612 | 603280  | Travel     | 279.20   | 279.20   | 1204 | 090290           | 090219  | 6/16-6/19/26 OCTAVE LIVE                             |
| Russ Total |            |        |         |            | 2,156.92 |          |      |                  |         |                                                      |

## Elder, Russell

---

**From:** Southwest Airlines <southwestairlines@ifly.southwest.com>  
**Sent:** Wednesday, May 6, 2026 12:27 PM  
**To:** Elder, Russell  
**Subject:** You're going to Austin on 06/16 (B2WZJK)!

### This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Here's your itinerary & receipt. See ya soon!  
[View in web browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

### Travel notice

**Do you have a REAL ID?** Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



Hi Russell,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

JUNE 16 - JUNE 19

RNO  AUS

Reno/Tahoe to Austin

Confirmation # **B2WZJK**

Confirmation date: 05/06/2026

PASSENGER  
RAPID REWARDS #

Russell Elder  
[Join](#) or [Log in](#)

SEATS  
RNO - LAS

[Modify seat](#)  
Assigned at check-in

TICKET # 5262157721500  
EST. POINTS EARNED 0

LAS - AUS Assigned at check-in  
AUS - RNO Assigned at check-in

Rapid Rewards® points are only estimations.

## Your itinerary

**Flight 1:** Tuesday, 06/16/2026 Est. Travel Time: 5h 15m [Basic](#)

FLIGHT  
WN #1276

DEPARTS

**RNO 07:25AM**

Reno/tahoe



ARRIVES

**LAS 08:50AM**

Las Vegas

Stop: Change planes

FLIGHT  
WN #0868

DEPARTS

**LAS 09:55AM**

Las Vegas



ARRIVES

**AUS 02:40PM**

Austin

**Flight 2:** Friday, 06/19/2026 Est. Travel Time: 3h 25m [Basic](#)

FLIGHT  
WN #4078

DEPARTS

**AUS 02:00PM**

Austin



ARRIVES

**RNO 03:25PM**

Reno/tahoe

## Payment information

### Total cost

**Air - B2WZJK**

|                             |           |               |
|-----------------------------|-----------|---------------|
| Base Fare                   | \$        | 448.37        |
| U.S. Transportation Tax     | \$        | 33.63         |
| U.S. 9/11 Security Fee      | \$        | 11.20         |
| U.S. Flight Segment Tax     | \$        | 15.90         |
| U.S. Passenger Facility Chg | \$        | 13.50         |
| <b>Total</b>                | <b>\$</b> | <b>522.60</b> |

### Payment

May 6, 2026

**Payment Amount** \$522.60  
Mastercard ending in 1412

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262157721500

## What to expect on your trip, and a few reminders.



With the **Basic fare**, you get one standard carryon and one personal item per ticketed Passenger. Plus earn 2X Rapid Rewards® points per dollar. Flight changes allowed with fare upgrade. [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)



You need to check in at least 30 minutes before your flight's originally scheduled departure time. Check in online or in the Southwest® app starting 24 hours before your flight. [Learn more.](#)

## Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



Want better than Basic? **Upgrade your fare to Choice and enjoy:**

- 6X Rapid Rewards® points<sup>1</sup>
- Choice of Standard seat
- Greater travel flexibility

[Upgrade now](#)

<sup>1</sup>All Rapid Rewards® rules and regulations apply and can be found at [Southwest.com/rrterms](https://www.southwest.com/rrterms).

**Hertz**

**NEW! Up to 2,750 Rapid Rewards® points  
+ save up to 30% on base rates\***

Off the plane & on the road in our newest fleet yet.

\*Taxes/fees excluded. Terms apply.

[Rent a car >](#)



## Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Austin.

[Book hotel >](#)



## Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

### Bag fee summary\*

| FARE/TIER STATUS                  | CARRYON | 1ST CHECKED BAG | 2ND CHECKED BAG |
|-----------------------------------|---------|-----------------|-----------------|
| Basic, Choice, Choice Preferred   | FREE    | \$45            | \$55            |
| Choice Extra                      | FREE    | FREE            | FREE            |
| A-List                            | FREE    | FREE            | \$35            |
| A-List Preferred                  | FREE    | FREE            | FREE            |
| Rapid Rewards® Credit Cardmembers | FREE    | FREE            | \$55            |

\*Weight and size limits apply. Southwest® allows all ticketed Passengers to bring one standard carryon and one personal item at no cost. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)



[Book hotel >](#)



[Book car >](#)



[View all offers >](#)



[Help Center](#)



[Update preferences](#)

[Download mobile app](#)

**No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Choice Extra, Choice Preferred, and Choice Transferable Flight Credits created from reservations booked and ticketed and/or changed on or after May 28, 2025 expire twelve months from the date the fare was purchased and ticketed. Basic fare flight credits expire six months from the date the fare was purchased and ticketed.

**Prohibition on Multiple/Conflicting Reservations:** To promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

If you have purchased a refundable fare and choose not to travel, you must request your refund to the original payment form within 1 year of ticket issuance.

This is a post-only mailing from Southwest Airlines®. Please do not attempt to respond to this message. Your privacy is important to us. Please read our [Privacy Policy](#) and [Terms of Use](#).

See [Southwest Airlines Co. Notice of Incorporated Terms](#)

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Southwest Airlines  
2702 Love Field Drive  
Dallas, TX 75235  
1-800-I-FLY-SWA (1-800-435-9792)

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**Elder, Russell**

---

**From:** Octave Events Team <octave@liaisonscorp.com>  
**Sent:** Tuesday, May 5, 2026 1:43 PM  
**To:** Elder, Russell  
**Subject:** Registration Confirmed - Octave Live OnTour - Austin

**This Message Is From an External Sender**

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]



Russell Elder,

Congratulations! Your registration for Octave Live OnTour in Austin, TX was successfully completed.

The event will take place at the Fairmont Austin on June 17-18, 2026.

You can find the most up-to-date information on the event website by clicking the button below.

Please save this information for future reference.

[Event Website](#)

Add to Calendar



If you need to make any changes, use your confirmation number to manage your registration.

Confirmation number: **3JNBL29JF66**

## Manage Your Registration

### Registration Summary

Russell Elder  
Event Registration

Questions

Country

United States

State/Province

Nevada

How did you hear about this event?

Octave Sales Person or Account Manager

Please enter the name of the Octave sales person or account manager.

Andrew Sayko

Please select any dietary restrictions or allergies

Dairy free, Shellfish

Industry

Government & Public Sector

Which best describes you?

Current Customer

What is your position level?

Mid-Level (Operational Manager)

What Octave product(s) and/or solutions are you currently using?

OCR, OCD, MR

I acknowledge that I have read and accept the privacy policy .

I agree

See you in Austin!

Sincerely,

Octave Events Team

[events.ali@hexagon.com](mailto:events.ali@hexagon.com)

Your payment for the Octave Live OnTour - Austin event has been successfully processed. Please save this email for your records.

#### Transaction Information

| Item               | Price    | Quantity | Payment Amount |
|--------------------|----------|----------|----------------|
| Event Registration | \$199.00 | 1        | \$199.00       |
| Payment Total      |          |          | \$199.00       |

Registration Confirmation Number: 3JNBL29JF66

[View your registration](#)

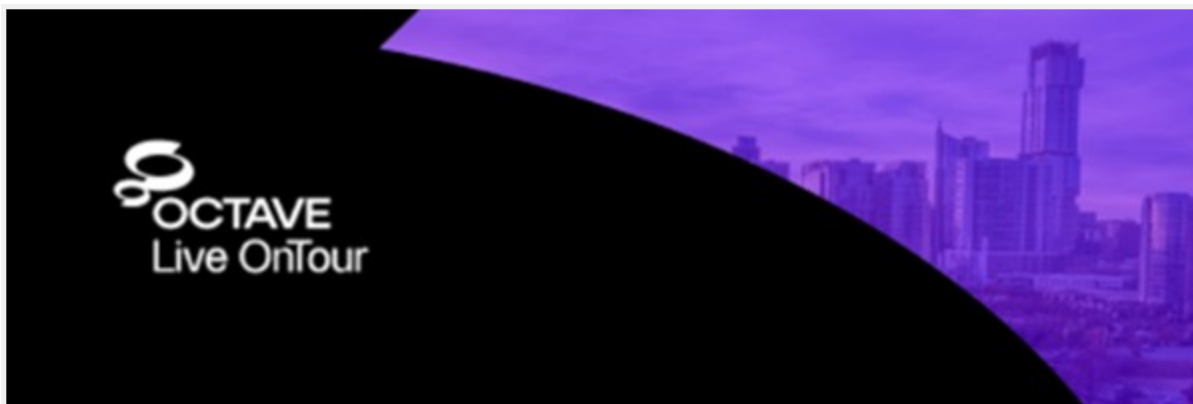
If you have any questions about this transaction or email, please contact Octave Events Team directly at [octave@liaisonscorp.com](mailto:octave@liaisonscorp.com).

## Elder, Russell

**From:** Octave Events Team <info@cvent.com>  
**Sent:** Tuesday, May 5, 2026 2:25 PM  
**To:** Elder, Russell  
**Subject:** Octave Roadshow - Austin - Hotel Reservation Acknowledgement

### This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]



Jun 16, 2026 - Jun 19, 2026  
Austin, TX

Dear Russell,

Welcome to Austin for the Octave Roadshow - Austin.

Thank you for making your hotel reservation on May 5, 2026 for Octave Roadshow - Austin being held in Austin, TX, over the dates of Jun 16, 2026 - Jun 19, 2026.

All reservation changes can be made at the event website by [clicking here](#).

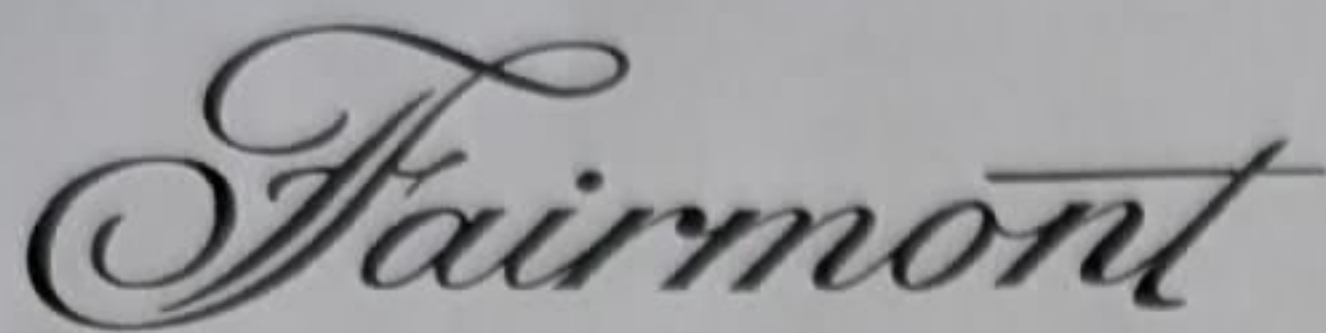
| Reservation Information          |                                             |
|----------------------------------|---------------------------------------------|
| <b>Acknowledgement Number:</b>   | 6OFY4DSM                                    |
| <b>Your hotel:</b>               | Fairmont Austin                             |
| <b>Check-in:</b>                 | Jun 16, 2026                                |
| <b>Check-out:</b>                | Jun 19, 2026                                |
| <b>Waitlist (If Applicable):</b> |                                             |
| <b>Room type:</b>                | Standard Room                               |
| <b>Guests per room:</b>          | 1                                           |
| <b>Guest name:</b>               | Russell Elder                               |
| <b>Share with:</b>               | There are no other guests sharing this room |

| <b>Requests:</b>                  |                                                                                                                                                                                                                                                                                                                                                                                   |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|--------------|------|--------------|-------|-----------|--------|--------------|---|-----------|--------|--------------|---|-----------|--------|
| <b>Guarantee method:</b>          | Credit Card                                                                                                                                                                                                                                                                                                                                                                       |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Nightly Rates:</b>             | <table border="1"> <thead> <tr> <th>Date</th> <th>Guests</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Jun 16, 2026</td> <td>1</td> <td>Confirmed</td> <td>259.00</td> </tr> <tr> <td>Jun 17, 2026</td> <td>1</td> <td>Confirmed</td> <td>259.00</td> </tr> <tr> <td>Jun 18, 2026</td> <td>1</td> <td>Confirmed</td> <td>259.00</td> </tr> </tbody> </table> | Date                  | Guests | Status       | Rate | Jun 16, 2026 | 1     | Confirmed | 259.00 | Jun 17, 2026 | 1 | Confirmed | 259.00 | Jun 18, 2026 | 1 | Confirmed | 259.00 |
| Date                              | Guests                                                                                                                                                                                                                                                                                                                                                                            | Status                | Rate   |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| Jun 16, 2026                      | 1                                                                                                                                                                                                                                                                                                                                                                                 | Confirmed             | 259.00 |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| Jun 17, 2026                      | 1                                                                                                                                                                                                                                                                                                                                                                                 | Confirmed             | 259.00 |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| Jun 18, 2026                      | 1                                                                                                                                                                                                                                                                                                                                                                                 | Confirmed             | 259.00 |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Additional Person Charges:</b> | <table border="1"> <thead> <tr> <th colspan="2">Additional Guest Rate</th> </tr> </thead> <tbody> <tr> <td>Second Guest</td> <td>0.00</td> </tr> <tr> <td>Third Guest</td> <td>30.00</td> </tr> </tbody> </table>                                                                                                                                                                 | Additional Guest Rate |        | Second Guest | 0.00 | Third Guest  | 30.00 |           |        |              |   |           |        |              |   |           |        |
| Additional Guest Rate             |                                                                                                                                                                                                                                                                                                                                                                                   |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| Second Guest                      | 0.00                                                                                                                                                                                                                                                                                                                                                                              |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| Third Guest                       | 30.00                                                                                                                                                                                                                                                                                                                                                                             |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Total Room Charge:</b>         | <b>930.07</b><br><br>Please note that room rates do not include the following taxes and fees: an 11.00% Occupancy Tax per night, a 6.00% State Tax per night, a 0.70% State Recovery Fee per night, and a 2% Austin Tourism PID Fee. Taxes and fees are subject to change without prior notice.                                                                                   |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Cancellation Policy:</b>       | Cancellations must take place at least 30 days prior (May 15, 2026) to arrival in order to not receive a penalty.                                                                                                                                                                                                                                                                 |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Hotel Information</b>          |                                                                                                                                                                                                                                                                                                                                                                                   |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Hotel Name:</b>                | Fairmont Austin                                                                                                                                                                                                                                                                                                                                                                   |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Address:</b>                   | 101 Red River Street<br>Austin, TX 78701                                                                                                                                                                                                                                                                                                                                          |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |
| <b>Weather:</b>                   | <a href="#">View the Weather Forecast</a>                                                                                                                                                                                                                                                                                                                                         |                       |        |              |      |              |       |           |        |              |   |           |        |              |   |           |        |

A kind note about calling the hotel "just to be sure"

Please do not call your hotel "to be sure" until after May 26, 2026. Please understand that processing your reservations from the Housing Bureau into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from the Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

After May 26, 2026, all reservation changes can be made by contacting the hotel directly at (512) 600-2000. Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.



AUSTIN

101 Red River Street  
Austin, TX, United States 78701  
Tel: 512-600-2000  
Fax: 512-480-0831

Room : 2061  
Folio # : 243327  
Cashier # : 100013562  
Page # : 1 of 1

Russell Elder  
431 prater way  
Sparks NV 89436  
United States

ALL Membership # :  
Group Name : NewCo LIVE Americas 2026  
Company Name : Liaisons Meetings & Events

Arrival : 06/16/26  
Departure : 06/19/26

| Date          | Description                             | Additional Information | Charges | Credits |
|---------------|-----------------------------------------|------------------------|---------|---------|
| 06/16/26      | Deposit Transfer at C/I                 |                        |         | 310.90  |
| 06/16/26      | Room Charge                             |                        | 259.00  |         |
| 06/16/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/16/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/16/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/16/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/17/26      | Room Charge                             |                        | 259.00  |         |
| 06/17/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/17/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/17/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/17/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/18/26      | Room Charge                             |                        | 259.00  |         |
| 06/18/26      | Tourism Public Improvement District Fee |                        | 5.18    |         |
| 06/18/26      | State Recovery Fee                      |                        | 1.81    |         |
| 06/18/26      | Room Occupancy State Tax 6%             |                        | 15.85   |         |
| 06/18/26      | Room City Tax 11%                       |                        | 29.06   |         |
| 06/19/26      | Mastercard                              | XXXXXXXXXXXX1412 XX/XX |         | 621.80  |
| Total Charges |                                         |                        | 932.70  |         |
| Total Credits |                                         |                        |         | 932.70  |
| Balance       |                                         |                        |         | 0.00    |

Thank you for choosing the Fairmont Austin.  
To provide feedback about your stay, please contact Mike Culver, General Manager, at [GM.Mikeculver@fairmont.com](mailto:GM.Mikeculver@fairmont.com)



Hampton Inn and Suites by Hilton - Los Angeles-  
Burbank Airport, CA  
7501 N Glenoaks Blvd, Burbank 91504  
CA US  
8187681106  
LAXBK\_Hampton\_Suites@Hilton.com

Date Range: 2026-06-19 - 2026-06-20  
Tax#/ID# :

Guest Folio

Confirmation Number - 53896781

Primary Guest

Guest Name elder, russell  
Address 4170 Mystery Dr  
City, State, Zip Code Sparks NV 89436  
Country US

ADDN GUESTS

Hilton Honors

MEMBER  
1636662551

Stay Details

Check In Date Jun 19, 2026  
Check Out Date Jun 20, 2026  
Room KXTD - 329  
Source OTHER  
Guests 2/0

Company Details

Name  
Tax#/ID#  
PO Number  
Account Name

Other Details

Tax Invoice  
Tax/Fee NO  
Exemption  
Tax/Fee  
Exempt Date  
**Travel Agent**  
IATA  
Name

| Date         | Type     | Description             | Amount     |
|--------------|----------|-------------------------|------------|
| Jun 19, 2026 | Charge   | GUEST ROOM              | \$192.28   |
| Jun 19, 2026 | Tax      | RM - LATMD              | \$3.85     |
| Jun 19, 2026 | Tax      | RM - OCCUPANCY TAX      | \$26.92    |
| Jun 19, 2026 | Tax      | RM - TOURISM ASSESSMENT | \$0.37     |
| Jun 20, 2026 | Payments | MASTER-1412             | (\$223.42) |

Summary

| Type                    | Amount        |
|-------------------------|---------------|
| CREDIT CARD             | (\$223.42)    |
| GUEST ROOM              | \$192.28      |
| RM - LATMD              | \$3.85        |
| RM - OCCUPANCY TAX      | \$26.92       |
| RM - TOURISM ASSESSMENT | \$0.37        |
| <b>Folio Balance</b>    | <b>\$0.00</b> |

CITY OF SPARKS

| CHECK DATE             |        | VENDOR NAME            |        |        |                     | CHECK AMOUNT | CHECK NUMBER |
|------------------------|--------|------------------------|--------|--------|---------------------|--------------|--------------|
| 06/10/2026             |        | 14761 Elder, Russell K |        |        |                     | 279.20       | 108788       |
| EXT INV REF            | GROSS  | DISCOUNT               | NET    | PO     | DESCRIPTION         |              |              |
| TA 6/16-6/19/26 OCTAVE | 279.20 | 0.00                   | 279.20 | 0      | 6/16-6/19/26 OCTAVE |              |              |
| TOTALS                 |        | 279.20                 | 0.00   | 279.20 |                     |              |              |

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**CITY OF SPARKS**  
431 Prater Way  
Sparks, NV 89431  
(775) 353-2237

**BANK OF AMERICA**  
ODDIE BRANCH, SPARKS NV

94-72  
1224

**108788**  
06/10/2026

NOT VALID AFTER 90 DAYS

**Pay** Two Hundred Seventy Nine DOLLARS Twenty CENTS

\$279.20

TO THE  
ORDER OF

Elder, Russell K  
CITY HALL-INFORMATION TECHNOLOGY  
431 PRATER WAY  
SPARKS, NV 89431

Mayor

Chief Financial Officer

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108788 122400724 345024177

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**CITY OF SPARKS**  
431 Prater Way  
Sparks, NV 89431

Elder, Russell K  
CITY HALL-INFORMATION TECHNOLOGY  
431 PRATER WAY  
SPARKS, NV 89431

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\*10427724

\* 8386960 8386963

Printed by MindGate

Patent Number US 7,975,904 B2

**Billing Statement**  
**Single Cardholder**

|               |          |               |                                                     |
|---------------|----------|---------------|-----------------------------------------------------|
| Purchases     | 1,032.50 | CH First Name | Contains 'null'                                     |
| Other Charges | 0.00     | CH Last Name  | Contains 'Elder'                                    |
| Credits       | 0.00     | Company Name  | CITY OF SPARKS                                      |
| Total         | 1,032.50 | Post Date     | Between 2026-04-28 00:00:00 and 2026-05-27 00:00:00 |
| Payments      | 0.00     | Report Owner  | HAREN, DEREK                                        |
|               |          | Report Time   | 2026-07-07 12:09:33                                 |

| Post Date     | Purchase Date | Vendor Name            | Debit Amount | Credit | Type |
|---------------|---------------|------------------------|--------------|--------|------|
| 05/06/2026    | 05/05/2026    | WORLD TRAVEL SERVICE I | 199.00       | 0.00   | P    |
|               |               |                        | 199.00       |        |      |
| 05/08/2026    | 05/06/2026    | FAIRMONT AUSTIN        | 310.90       | 0.00   | P    |
|               |               |                        | 310.90       |        |      |
| 05/08/2026    | 05/06/2026    | SOUTHWES 5262157721500 | 522.60       | 0.00   | P    |
|               |               |                        | 522.60       |        |      |
| report count: | 3             |                        | 1,032.50     | 0.00   |      |
|               |               |                        | 1,032.50     |        |      |

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature 2

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Billing Statement**  
**Single Cardholder**

|               |          |               |                                                     |
|---------------|----------|---------------|-----------------------------------------------------|
| Purchases     | 1,017.72 | CH First Name | Exactly Matches 'null'                              |
| Other Charges | 0.00     | CH Last Name  | Exactly Matches 'elder'                             |
| Credits       | 0.00     | Company Name  | CITY OF SPARKS                                      |
| Total         | 1,017.72 | Post Date     | Between 2026-05-28 00:00:00 and 2026-06-26 00:00:00 |
| Payments      | 0.00     | Report Owner  | HAREN, DEREK                                        |
|               |          | Report Time   | 2026-07-29 13:28:53                                 |

| Post Date     | Purchase Date | Vendor Name     | Debit Amount | Credit | Type |
|---------------|---------------|-----------------|--------------|--------|------|
| 06/22/2026    | 06/20/2026    | HAMPTON INNS    | 223.42       | 0.00   | P    |
|               |               |                 | 223.42       |        |      |
| 06/22/2026    | 06/19/2026    | ASSEMBLA, INC.  | 172.50       | 0.00   | P    |
|               |               |                 | 172.50       |        |      |
| 06/22/2026    | 06/19/2026    | FAIRMONT AUSTIN | 621.80       | 0.00   | P    |
|               |               |                 | 621.80       |        |      |
| report count: | 3             |                 | 1,017.72     | 0.00   |      |
|               |               |                 | 1,017.72     |        |      |

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature 2

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Progressive Print Solutions (775) 825-8445  
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CITY OF SPARKS

| CHECK DATE         | VENDOR NAME                                |            |            |            | CHECK AMOUNT         | CHECK NUMBER |
|--------------------|--------------------------------------------|------------|------------|------------|----------------------|--------------|
| 06/24/2026         | 301406 BANK OF AMERICA - PROCUREMENT CARDS |            |            |            | 229,675.63           | 109004       |
| EXT INV REF        | GROSS                                      | DISCOUNT   | NET        | PO         | DESCRIPTION          |              |
| PCARD STMT 5/27/26 | 229,675.63                                 | 0.00       | 229,675.63 | 0          | PROCUREMENT CARD CHA |              |
| TOTALS             |                                            | 229,675.63 | 0.00       | 229,675.63 |                      |              |

\*10427724

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CITY OF SPARKS  
431 Prater Way  
Sparks, NV 89431  
(775) 353-2237

BANK OF AMERICA  
ODDIE BRANCH, SPARKS NV

94-72  
1224

109004  
06/24/2026

NOT VALID AFTER 90 DAYS

**Pay** Two Hundred Twenty Nine Thousand Six Hundred Seventy Five DOLLARS Sixty Three CENTS

\$229,675.63

TO THE ORDER OF  
BANK OF AMERICA - PROCUREMENT CARDS  
PO BOX 15731  
WILMINGTON, DE 19886-5731

*[Signature]*  
Mayor  
*[Signature]*  
Chief Financial Officer

\* 8386960 8386963

Patent Number US 7,975,904 B2

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⑈ 109004 ⑈ ⑆ 122400724⑆ ⑈ 345024177⑈

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431 Prater Way  
Sparks, NV 89431

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BANK OF AMERICA - PROCUREMENT CARDS  
PO BOX 15731  
WILMINGTON, DE 19886-5731

Request ID :

34V4

---

**Employee**

**Employee Name :** ERICK WILLRICH  
**Employee ID :** 00009129  
**Email Address :** EWILLRICH@WASHOECOUNTY.GOV  
**\*AP Email :** apconcurtravel@washoecounty.gov

---

**Report Header**

**Policy :** \*Employee Travel Report  
**Report Name :** Austin, TX 06/16/2026  
**Report Start Date :** 06/13/2026  
**Report End Date :** 06/19/2026  
**\*Business Purpose :** 1 - Conference/Seminars  
**\*Does this trip include personal Travel? :** Yes  
**\*Personal Dates of Travel :** 06/13 - 06/15  
**Additional Information :** Flight home was cancelled; reflected in extra per diem due to later arrival date.  
**\*Department :** 1080 (Technology Services)  
**\*Division :** 1081 (TS Admin)  
**\*Cost Object Type :** Cost Center  
**\*Cost Object :** 108100 (Technology Services Administration)  
**Comment :** Concur ConcurAuditor1 (06/25/2026): Your report has been audited. SHARON NEVILLE (06/24/2026): Personal Days 6/13 - 6/15, will pay difference in flight price. Staying at Host Hotel. Return flight is with travelers from other agencies and is a direct flight that allows for employee to arrive home earlier and not be paid evening per diem and overtime for travel. This travel will be reimbursable by the 911 Emergency Response Advisory Committee Fund.  
**Report Id :** A8B7EA2CB51D4FB988B4

---

**Expense Entries**

| Transaction Date | Expense Type        | GL Account Code | Vendor                      | City of Purchase | Payment Type       | Amount   | Currency   |
|------------------|---------------------|-----------------|-----------------------------|------------------|--------------------|----------|------------|
| 04/24/2026       | Agency Booking Fees | 711210          | AGENT FEE<br>89009306994263 | Austin           | Airfare Ghost Card | \$5.00   | US, Dollar |
| 04/24/2026       | Airfare             | 711210          | Southwest                   | Reno             | Airfare Ghost Card | \$659.61 | US, Dollar |
| 06/19/2026       | Hotel               |                 | Fairmont Austin             | Austin           | Cash               | \$932.70 | US, Dollar |
| 06/19/2026       | Incidentals         | 711210          |                             | Austin           | Cash               | \$3.75   | US, Dollar |

|            |                              |        |                    |        |      |          |            |
|------------|------------------------------|--------|--------------------|--------|------|----------|------------|
| 06/18/2026 | Incidentals                  | 711210 |                    | Austin | Cash | \$5.00   | US, Dollar |
| 06/17/2026 | Incidentals                  | 711210 |                    | Austin | Cash | \$5.00   | US, Dollar |
| 06/16/2026 | Incidentals                  | 711210 |                    | Austin | Cash | \$5.00   | US, Dollar |
| 06/19/2026 | Meal Per Diem                | 711210 |                    | Austin | Cash | \$56.25  | US, Dollar |
| 06/18/2026 | Meal Per Diem                | 711210 |                    | Austin | Cash | \$75.00  | US, Dollar |
| 06/17/2026 | Meal Per Diem                | 711210 |                    | Austin | Cash | \$75.00  | US, Dollar |
| 06/16/2026 | Meal Per Diem                | 711210 |                    | Austin | Cash | \$75.00  | US, Dollar |
| 03/13/2026 | Seminar/Course fees          | 711210 | Octave Events Team | Austin | Cash | \$199.00 | US, Dollar |
| 06/19/2026 | Taxi/Uber/Lfyt - Ride Shares | 711210 | Lyft               | Austin | Cash | \$36.27  | US, Dollar |
| 06/16/2026 | Taxi/Uber/Lfyt - Ride Shares | 711210 | Lyft               | Austin | Cash | \$16.70  | US, Dollar |

| Expense Type                 | Amount   |
|------------------------------|----------|
| Agency Booking Fees          | \$5.00   |
| Airfare                      | \$659.61 |
| Hotel                        | \$777.00 |
| Hotel Tax                    | \$155.70 |
| Incidentals                  | \$18.75  |
| Meal Per Diem                | \$281.25 |
| Seminar/Course fees          | \$199.00 |
| Taxi/Uber/Lfyt - Ride Shares | \$52.97  |

**Amount Due Employee :** \$1,484.67

**Amount Due Company Card :** \$664.61

### Approval Timeline

| Action                          | Approver               |
|---------------------------------|------------------------|
| 1 Verify (Concur Audit Service) | ConcurAuditor1, Concur |
| 2 Department Head Approval      | ZAMANIAN, BEHZAD T.    |
| 3 Accounts Payable Approval     | PARTIDA, MARINA I.     |

### Audit Trail

| Date/Time           | Updated By     | Action                            | Description                                                            |
|---------------------|----------------|-----------------------------------|------------------------------------------------------------------------|
| 06/24/2026 04:04 PM | SHARON NEVILLE | Delegate/Proxy Report Creation    | This expense report was created by a delegate or proxy user.           |
| 06/24/2026 05:23 PM | SHARON NEVILLE | Notify Employee                   | Delegate has notified the employee that the report is ready for review |
| 06/25/2026 08:45 AM | ERICK WILLRICH | Confirmation Agreement Acceptance | Washoe Traveler Submit Agreement                                       |
|                     | ERICK          |                                   | Status changed from Not Submitted to Submitted                         |

|                     |                       |                                                  |                                                                                                                                                    |
|---------------------|-----------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/25/2026 08:45 AM | WILLRICH              | Approval Status Change                           | Comment:<br>Status changed from Submitted to Submitted and Pending Concur Audit Review                                                             |
| 06/25/2026 08:45 AM | ERICK WILLRICH        | Approval Status Change                           | Comment:<br>Status changed from Submitted and Pending Concur Audit Review to Approved                                                              |
| 06/25/2026 09:20 AM | Concur ConcurAuditor1 | Approval Status Change                           | Comment: Your report has been audited.                                                                                                             |
| 06/25/2026 09:20 AM | Concur System         | ExpenseJS.report.email.approval.sent.action      | ExpenseJS.report.email.approval.sent.format                                                                                                        |
| 06/25/2026 09:20 AM | Concur System         | ExpenseJS.report.email.approval.sent.action      | ExpenseJS.report.email.approval.sent.format                                                                                                        |
| 06/25/2026 09:20 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 06/25/2026 09:20 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 06/25/2026 09:20 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 06/28/2026 07:47 PM | BEHZAD ZAMANIAN       | Email reminder has been sent                     | An email reminder was sent to recipient: BZAMANIAN@WASHOECOUNTY.GOV for: Approval Request- Expense Report, *WC- Overdue Expense Approvals - 3 Days |
| 06/29/2026 09:24 AM | BEHZAD ZAMANIAN       | Approval Status Change                           | Status changed from Pending Department Head Approval to Approved<br>Comment:                                                                       |
| 07/01/2026 07:55 AM | MARINA PARTIDA        | Receipt Image Reviewed                           | Receipt image has been reviewed                                                                                                                    |
| 07/01/2026 08:07 AM | MARINA PARTIDA        | Receipt Image Upload                             | The user uploaded receipt images to this report.                                                                                                   |
| 07/01/2026 10:05 AM | MARINA PARTIDA        | Receipt Image Reviewed                           | Receipt image has been reviewed                                                                                                                    |
| 07/02/2026 04:37 PM | SHARON NEVILLE        | Receipt Image Upload                             | The user uploaded receipt images to this report.                                                                                                   |
| 07/06/2026 09:14 AM | MARINA PARTIDA        | Receipt Image Reviewed                           | Receipt image has been reviewed                                                                                                                    |
| 07/06/2026 09:17 AM | MARINA PARTIDA        | Approval Status Change                           | Status changed from Pending Accounts Payable Approval to Approved<br>Comment:                                                                      |
| 07/06/2026 09:17 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 07/06/2026 09:17 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 07/06/2026 09:17 AM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 07/06/2026 07:25 PM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 07/06/2026 07:25 PM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |
| 07/06/2026 07:25 PM | Concur System         | ExpenseJS.report.email.status.change.sent.action | ExpenseJS.report.email.status.change.sent.format                                                                                                   |

---

7:59 AM

Good morning Sharon, can you provide me with more details on why Erick paid for his own registration to the Octave conference?

Last read

Neville, Sharon 8:05 AM

SN

Yes. He was originally going to it on his own and then his manager decided that the county would pay for it because there were funds available through the 911 fund and the SO was sending some of their people with those funds.

8:06 AM

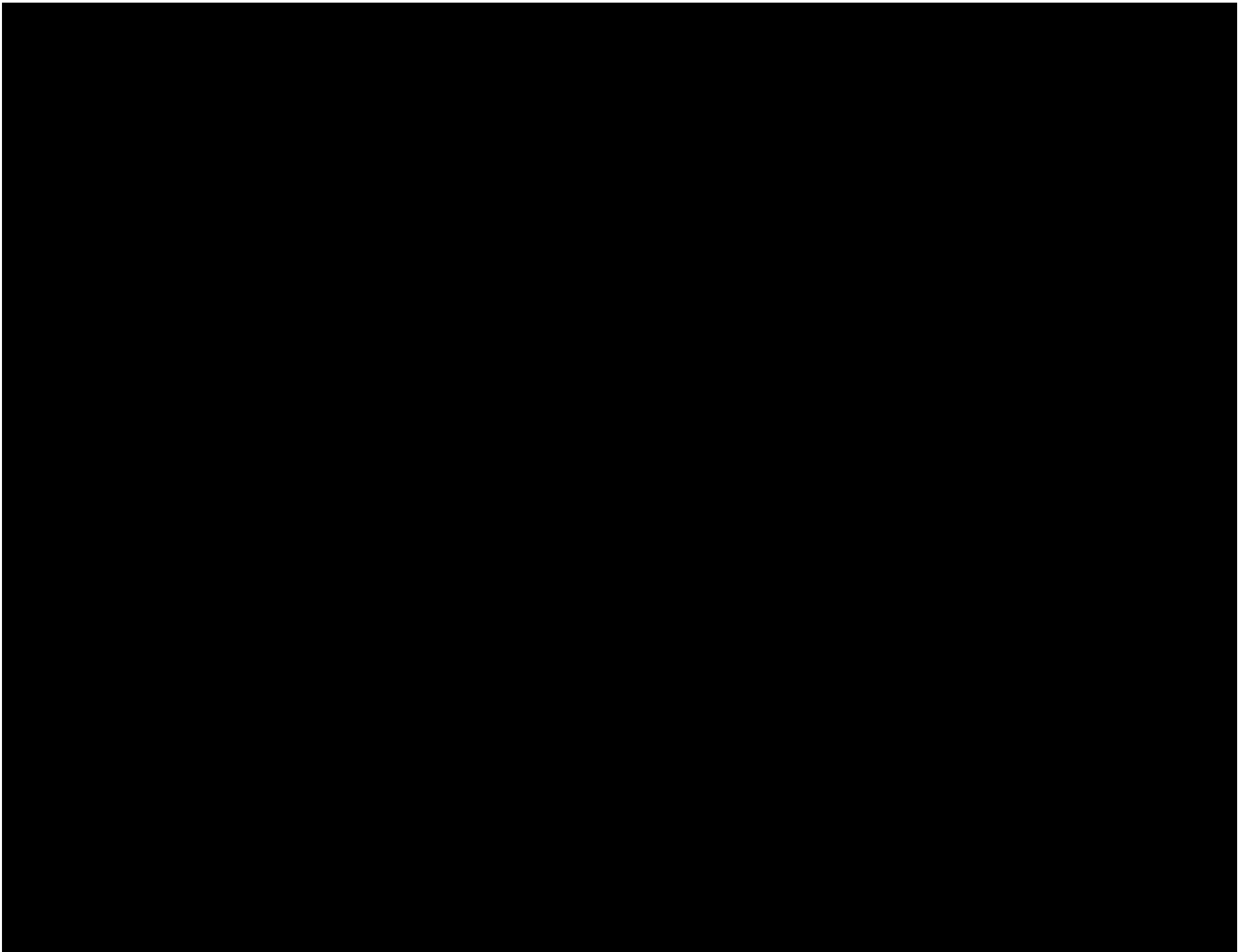
Thank you, I will add that and process as a one time exception. However, i do need a full receipt showing payment method. The current attachments do not reflect a payment method or that the employee paid for it himself

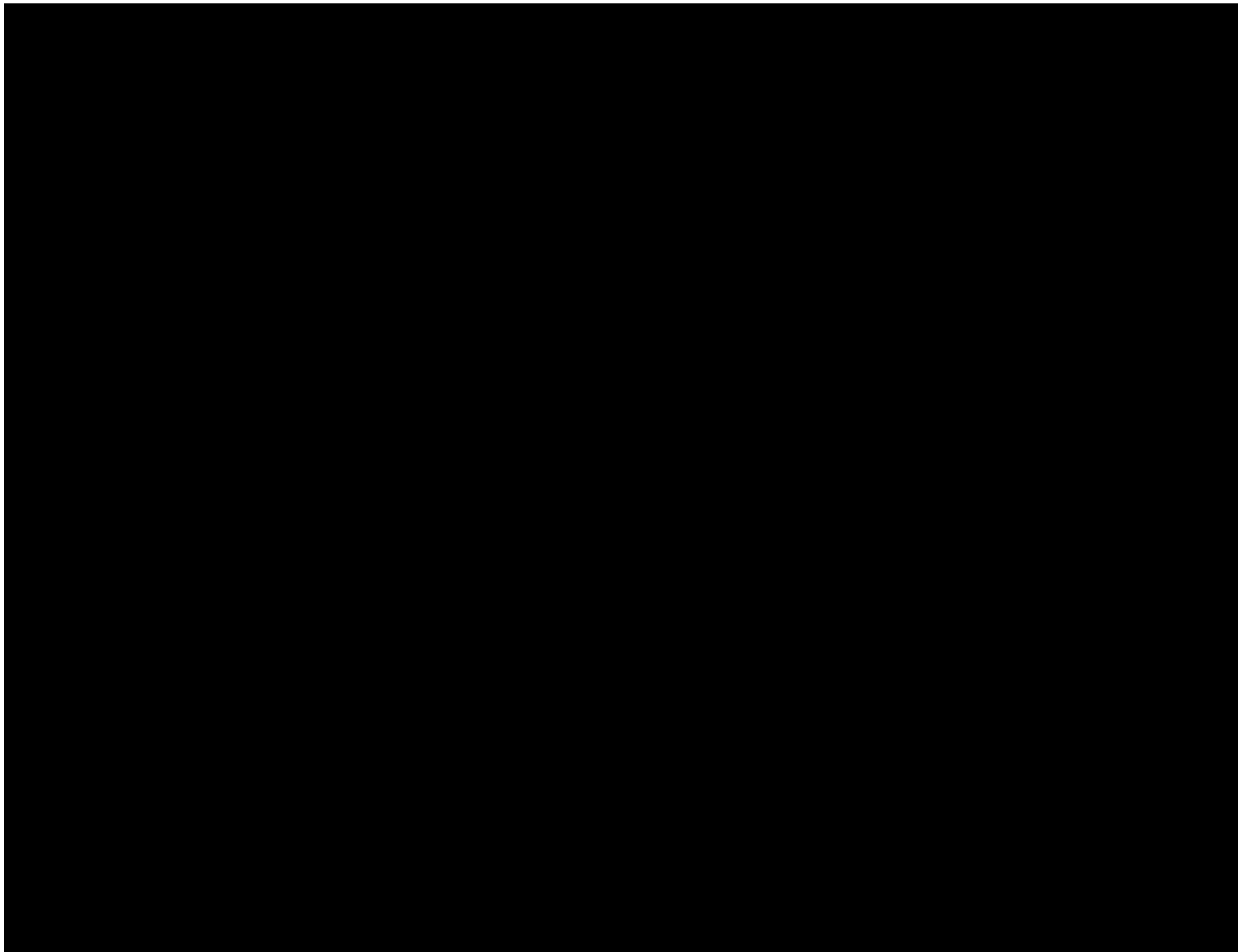
Can you request a full receipt from him please?



Citi®/AAdvantage® Executive World Elite Mastercard® - 2156







Mar 14, 2026

ERICK S WILLRICH

FAIRMONT AUSTIN AUSTIN TX PHONE NUMBER: 5126002000

\$310.90

FOLIO NUMBER: 16927957 ARRIVE: 06/16/2026

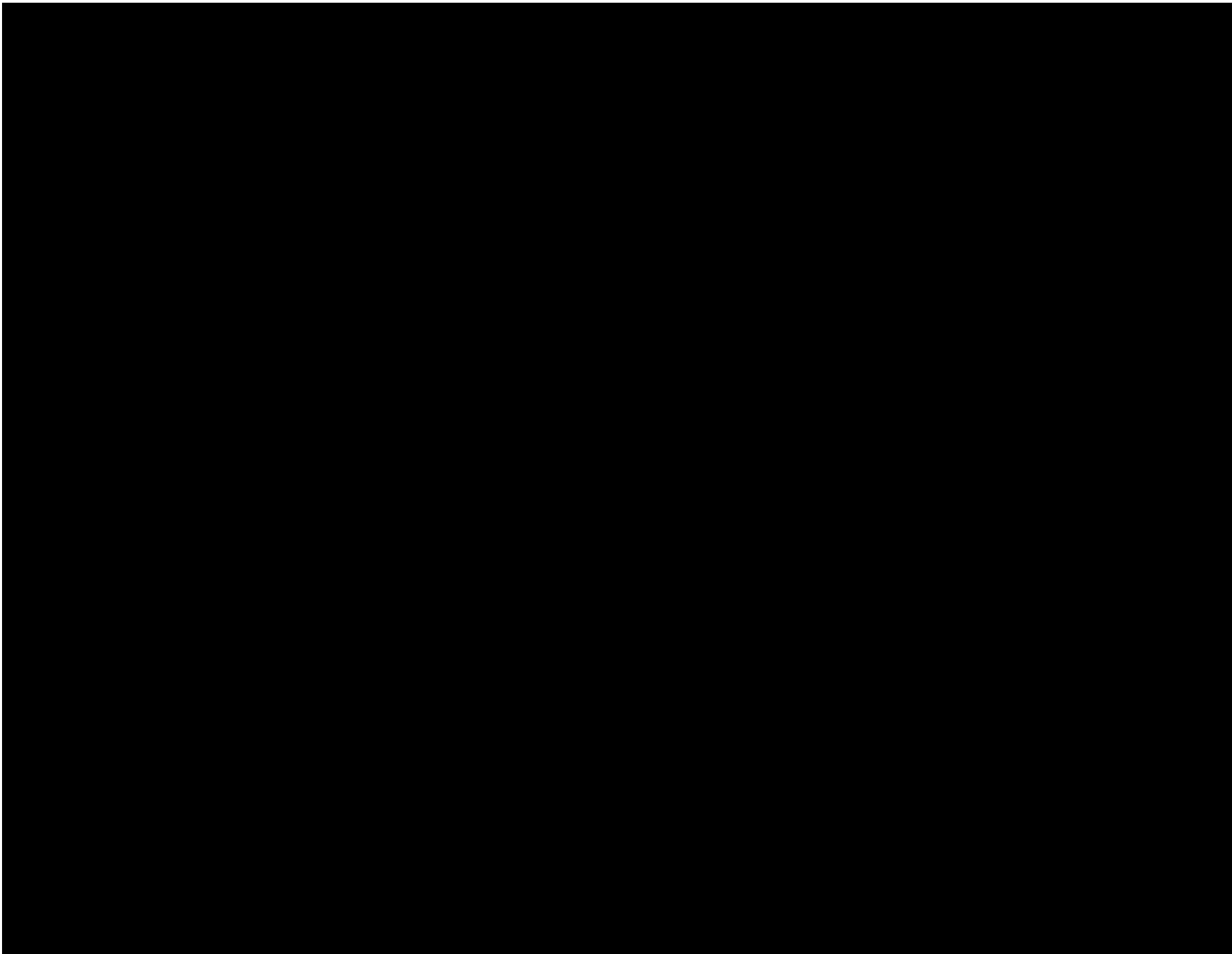
DEPART:06/19/2026

Mar 13, 2026

ERICK S WILLRICH

WORLD TRAVEL SERVICE I KNOXVILLE TN

\$199.00







Southwest  
US

\$659.61

GhostCard

04/24/2026 11:59 PM

Receipt: 5267436541089

Passenger Name: WILLRICH/ERICK SCOTT

Depart ✈ 06/13/2026 6:40 AM

RNO → LAS Flight Number: WN 4750 Class: Z

Depart ✈ 06/13/2026 9:50 AM

LAS → AUS Flight Number: WN 5061 Class: Z

Depart ✈ 06/19/2026 2:00 PM

AUS → RNO Flight Number: WN 4078 Class: N

| Description                   | Amount                 |
|-------------------------------|------------------------|
| Ticket (WILLRICH/ERICK SCOTT) |                        |
|                               | Subtotal: \$575.82     |
|                               | Tax: \$83.79           |
|                               | <b>Total: \$659.61</b> |

## Ticket(s) Issued

This is your travel invoice

ERICK SCOTT WILLRICH

Washoe County

Booking Locator: **CKJXKN**

RezID: 0599-1793

## June 13 Trip to Austin, TX, US

Reno, NV, US | Austin, TX, US

Sat, 06/13/2026 - Fri, 06/19/2026

Primary Traveler

ERICK SCOTT WILLRICH | Employee

Trip Includes

Air

Booked By

NEVILLE/SHARON

Booking Source

Online

Date Created

4/24/2026 4:58 PM

Date Ticketed/Confirmed

4/24/2026 6:55 PM

Transaction Type

Original

Cost Center

TECHNOLOGY SERVICES ADMINISTRATION

## Invoice and Payment Receipt

Charges in this section have already been applied.

AIRFARE SOUTHWEST AIRLINES

Ticket 5267436541089 Issued 04/24/2026 0655P

\$659.61

Invoice 1834943 Charged To CA-6815

SERVICE FEE- AIR DOMESTIC TOUCHLESS-ONLINE

RECEIPT 8900930699426 Issued 04/24/2026 0655P

\$5.00

Invoice 1834943 Charged To CA-6815

Total Charges 04/24/2026 0655P

\$664.61

Total Invoiced Charges

\$664.61

## Ticket(s) Issued

This is your travel invoice

ERICK SCOTT WILLRICH

Washoe County

Booking Locator: **CKJXKN**

RezID: 0599-1793

## June 13 Trip to Austin, TX, US

Reno, NV, US | Austin, TX, US

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Primary Traveler

ERICK SCOTT WILLRICH | Employee

Trip Includes

Air

Booked By

NEVILLE/SHARON

Booking Source

Online

Date Created

4/24/2026 4:58 PM

Date Ticketed/Confirmed

4/24/2026 6:55 PM

Transaction Type

Original

Cost Center

TECHNOLOGY SERVICES ADMINISTRATION

## Invoice and Payment Receipt

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Ticket 5267436541089 Issued 04/24/2026 0655P

\$659.61

Invoice 1834943 Charged To CA-6815

SERVICE FEE- AIR DOMESTIC TOUCHLESS-ONLINE

RECEIPT 8900930699426 Issued 04/24/2026 0655P

\$5.00

Invoice 1834943 Charged To CA-6815

Total Charges 04/24/2026 0655P

\$664.61

Total Invoiced Charges

\$664.61

Here's your updated itinerary and trip receipt.

[View in web browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

 **Travel notice**

**Do you have a REAL ID?** Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



**Hi Erick Scott,**

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon.

**June 19**

AUS  RNO

Austin to Reno/Tahoe

Confirmation # **AZZRZA**

Confirmation date: 06/19/2026

|                    |                             |              |                             |
|--------------------|-----------------------------|--------------|-----------------------------|
| <b>PASSENGER</b>   | <b>Erick Scott Willrich</b> | <b>SEATS</b> | <a href="#">Modify seat</a> |
| RAPID REWARDS #    | 121280843                   | AUS - RNO    | 11E - Preferred             |
| TICKET #           | 5262172209787               |              |                             |
| EST. POINTS EARNED | 0                           |              |                             |

Rapid Rewards® points are only estimations.

### Your itinerary

**Flight:** Friday, 06/19/2026 Est. Travel Time: **5h 5m** [Choice](#)

| FLIGHT          | DEPARTS            |                                                                                     | ARRIVES            |
|-----------------|--------------------|-------------------------------------------------------------------------------------|--------------------|
| <b>WN #2593</b> | <b>AUS 08:30PM</b> |  | <b>RNO 11:35PM</b> |
|                 | Austin             |                                                                                     | Reno/tahoe         |

- Stop: San Diego no plane change

### Payment information

#### Total cost

**Air - AZZRZA**

Base Fare \$ 575.82

U.S. Transportation Tax \$ 43.19

#### Payment

April 24, 2026

Credit from ticket #5262172100386 to  
**#5262172209787**

|                             |                  |
|-----------------------------|------------------|
| U.S. Flight Segment Tax     | \$ 15.90         |
| U.S. 9/11 Security Fee      | \$ 11.20         |
| U.S. Passenger Facility Chg | \$ 13.50         |
| <hr/>                       |                  |
| <b>Total</b>                | <b>\$ 659.61</b> |

**Fare rules:** if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262172209787

#### What to expect on your trip, and a few reminders.



With **Choice fare**, you can select your Standard seat at booking and earn 6X Rapid Rewards® points per dollar along with free same-day changes and standby (taxes and fees may apply, but refunds will be provided). [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)



You need to check in at least 30 minutes before your flight's originally scheduled departure time. Check in online or in the Southwest® app starting 24 hours before your flight. [Learn more.](#)

## Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



**NEW! Up to 2,750 Rapid Rewards® points  
+ save up to 30% on base rates\***

Off the plane & on the road in our newest fleet yet.

\*Taxes/fees excluded. Terms apply.

[Rent a car >](#)



**Earn up to 10,000 Rapid Rewards®  
points per night**

Choose a hotel in Reno/Tahoe.

[Book hotel >](#)



**Have questions about your  
upcoming trip?**

Get all the answers before you leave  
for the airport.

[Prepare now >](#)

**Bag fee summary\***

| FARE/TIER STATUS                  | CARRYON | 1ST<br>CHECKED<br>BAG | 2ND<br>CHECKED<br>BAG |
|-----------------------------------|---------|-----------------------|-----------------------|
| Basic, Choice, Choice Preferred   | FREE    | \$45                  | \$55                  |
| Choice Extra                      | FREE    | FREE                  | FREE                  |
| A-List                            | FREE    | FREE                  | \$35                  |
| A-List Preferred                  | FREE    | FREE                  | FREE                  |
| Rapid Rewards® Credit Cardmembers | FREE    | FREE                  | \$55                  |

\*Weight and size limits apply. Southwest® allows all ticketed Passengers to bring one standard carryon and one personal item at no cost. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)



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[Book car](#)



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[Update preferences](#)

[Download mobile app](#)

**No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Choice Extra, Choice Preferred, and Choice Transferable Flight Credits created from reservations booked and ticketed and/or changed on or after May 28, 2025 expire twelve months from the date the fare was purchased and ticketed. Basic fare flight credits expire six months from the date the fare was purchased and ticketed.

**Prohibition on Multiple/Conflicting Reservations:** To promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

If you have purchased a refundable fare and choose not to travel, you must request your refund to the original payment form within 1 year of ticket issuance.

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See [Southwest Airlines Co. Notice of Incorporated Terms](#)

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Southwest Airlines  
2702 Love Field Drive  
Dallas, TX 75235  
[1-800-I-FLY-SWA \(1-800-435-9792\)](tel:1-800-I-FLY-SWA)

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AUSTIN

101 Red River Street  
Austin, TX, United States 78701  
Tel: 512-600-2000  
Fax: 512-480-0831

Room : 2558  
Folio # : 243703  
Cashier # : 3069  
Page # : 1 of 2

Erick Willrich  
14430 Rancheros Drive  
Reno NV 89521  
United States

ALL Membership # :  
Group Name : NewCo LIVE Americas 2026  
Company Name : Liaisons Meetings & Events

Arrival : 06/16/26  
Departure : 06/19/26

| Date          | Description                             | Additional Information      | Charges  | Credits  |
|---------------|-----------------------------------------|-----------------------------|----------|----------|
| 06/16/26      | Deposit Transfer at C/I                 |                             |          | 310.90   |
| 06/16/26      | Rules & Regs                            | Room# 2558 : CHECK# 2884717 | 102.47   |          |
| 06/16/26      | Room Charge                             |                             | 259.00   |          |
| 06/16/26      | Tourism Public Improvement District Fee |                             | 5.18     |          |
| 06/16/26      | State Recovery Fee                      |                             | 1.81     |          |
| 06/16/26      | Room Occupancy State Tax 6%             |                             | 15.85    |          |
| 06/16/26      | Room City Tax 11%                       |                             | 29.06    |          |
| 06/17/26      | Laundry                                 |                             | 398.00   |          |
| 06/17/26      | Laundry - Sales Tax                     |                             | 32.84    |          |
| 06/17/26      | Package Charge                          |                             | 259.00   |          |
| 06/17/26      | Tourism Public Improvement District Fee |                             | 5.18     |          |
| 06/17/26      | State Recovery Fee                      |                             | 1.81     |          |
| 06/17/26      | Room Occupancy State Tax 6%             |                             | 15.85    |          |
| 06/17/26      | Room City Tax 11%                       |                             | 29.06    |          |
| 06/18/26      | Package Charge                          |                             | 259.00   |          |
| 06/18/26      | Tourism Public Improvement District Fee |                             | 5.18     |          |
| 06/18/26      | State Recovery Fee                      |                             | 1.81     |          |
| 06/18/26      | Room Occupancy State Tax 6%             |                             | 15.85    |          |
| 06/18/26      | Room City Tax 11%                       |                             | 29.06    |          |
| 06/19/26      | Late Check-out Charge                   | 3 PM Late check out         | 50.00    |          |
| 06/19/26      | Room Misc Fees State Tax 6%             |                             | 3.00     |          |
| 06/19/26      | Room Misc Fees City Tax 11%             |                             | 5.50     |          |
| 06/19/26      | Room Misc Fees State Recovery Fee       |                             | 0.35     |          |
| 06/19/26      | Mastercard                              | XXXXXXXXXXXX2156 XX/XX      |          | 1,203.96 |
| 06/19/26      | Package Loss - F&B                      |                             | -10.00   |          |
| Total Charges |                                         |                             | 1,514.86 |          |



AUSTIN

101 Red River Street  
Austin, TX, United States 78701  
Tel: 512-600-2000  
Fax: 512-480-0831

Room : 2558  
Folio # : 243703  
Cashier # : 3069  
Page # : 2 of 2

Erick Willrich  
14430 Rancheros Drive  
Reno NV 89521  
United States

ALL Membership # :  
Group Name : NewCo LIVE Americas 2026  
Company Name : Liaisons Meetings & Events

Arrival : 06/16/26  
Departure : 06/19/26

Total Credits 1,514.86

Balance 0.00

Thank you for choosing the Fairmont Austin.  
To provide feedback about your stay, please contact Mike Culver, General Manager, at [GM.Mikeculver@fairmont.com](mailto:GM.Mikeculver@fairmont.com)



**YOUR RIDE TO 101 RED RIVER ST ON JUNE 16, 2026 AT 11:50 AM**

**Thanks for riding with Joseph**

[Add tip](#)

100% of tips go to drivers.



Apple Pay (MasterCard)

**\$18.93**

|                               |         |
|-------------------------------|---------|
| Standard fare (1.48mi, 9m 6s) | \$13.55 |
| Texas Surcharge               | \$0.38  |
| Tip                           | \$5.00  |

**You've already paid for this ride.**

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 16, 2026. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

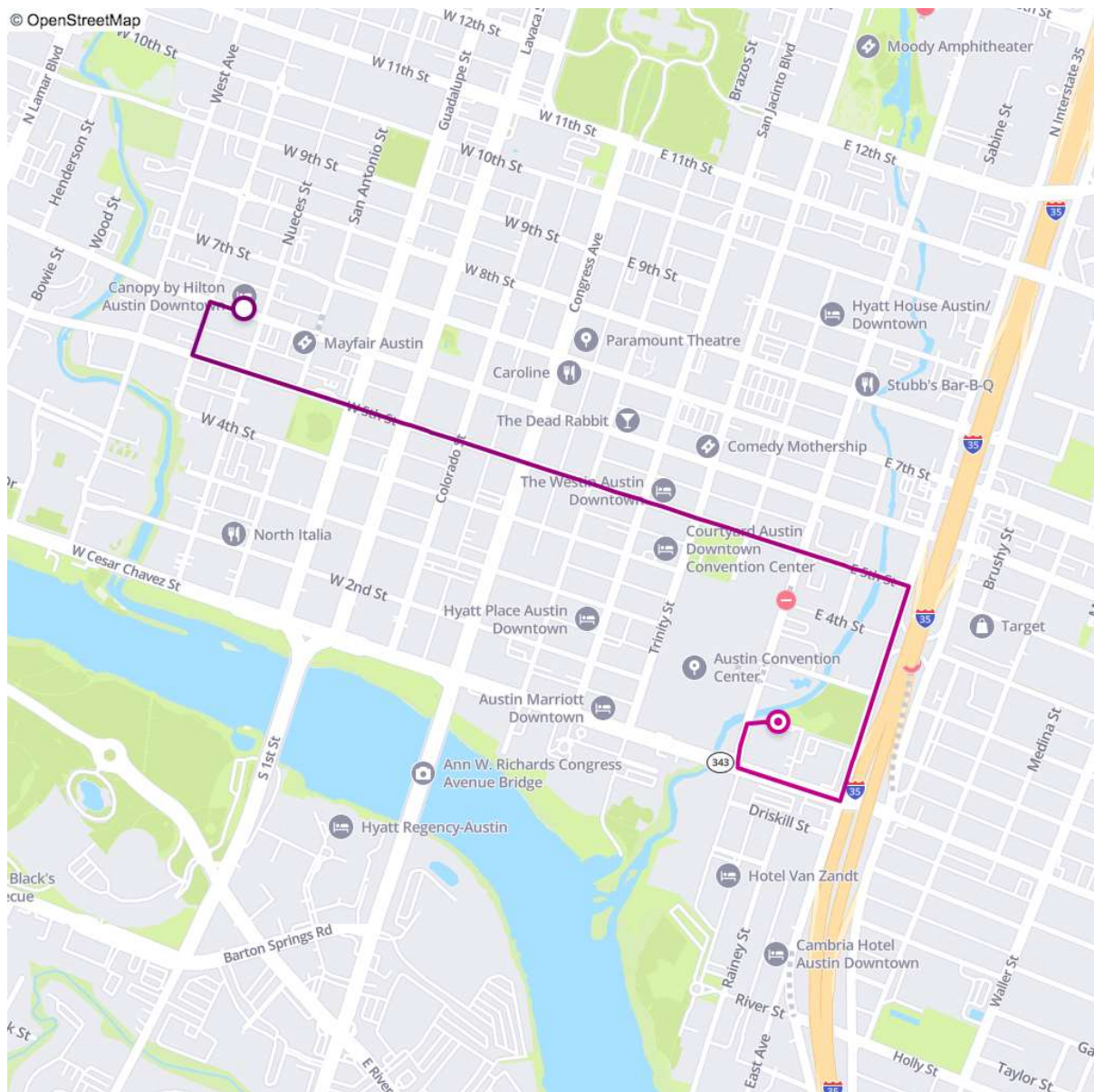
## Your trip

### Pickup 11:50 AM

604 6th St W, Austin, TX

### Drop-off 11:59 AM

101 Red River St, Austin, TX



## How Lyft prioritizes your safety



Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Does Lyft help you feel safe?



### Get help and more



[Tip driver](#)



[Find lost item](#)



[Report incident](#)



[Dispute ride charges](#)



[Favorite Driver](#)



[Help center](#)



Select 'You' on the home screen in the Lyft app, then '[Ride History](#)' to view your ride cost breakdown or get additional help.

Receipt #2230481708954618896

[© OpenStreetMap](#)

© 2026 Lyft, Inc.

548 Market St., P.O. Box 68514

San Francisco, CA 94104

CPUC ID No. TCP0032513 - P



## YOUR RIDE TO PRESIDENTIAL BLVD ON JUNE 19, 2026 AT 3:00 PM

Thanks for riding with Fabian

[Add tip](#)

100% of tips go to drivers.



Apple Pay (MasterCard)

**\$36.27**

|                                  |         |
|----------------------------------|---------|
| Standard fare (10.63mi, 21m 53s) | \$32.18 |
| Texas Surcharge                  | \$0.79  |
| Tip                              | \$3.30  |

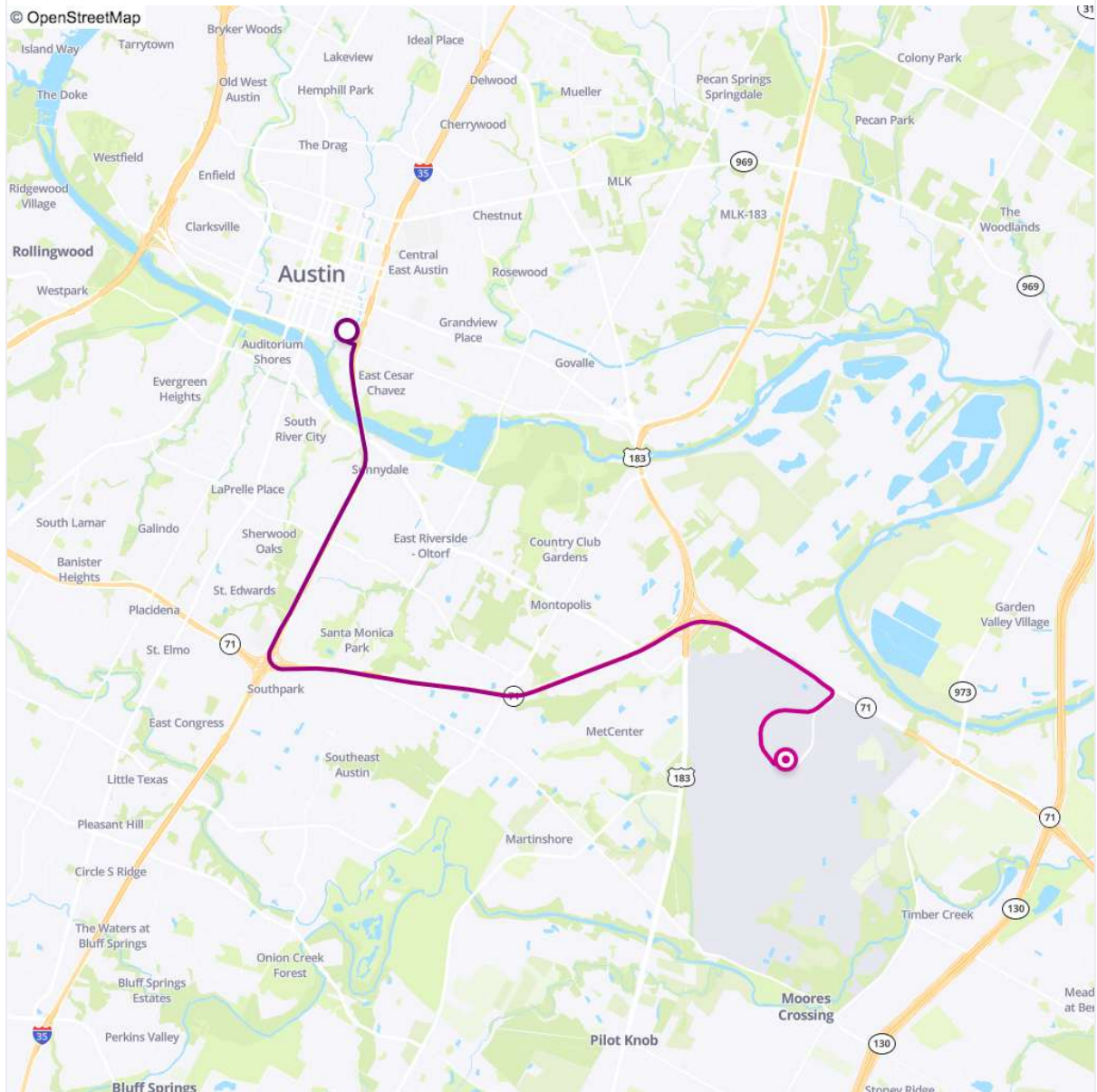
### Your trip

**Pickup 3:00 PM**

101 Red River St, Austin, TX

Drop-off 3:22 PM

Presidential Blvd, Austin, TX



## How Lyft prioritizes your safety



Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Does Lyft help you feel safe?



## Get help and more



[Tip driver](#)



[Find lost item](#)



[Report incident](#)



[Dispute ride charges](#)



[Favorite Driver](#)



Select 'You' on the home screen in the Lyft app, then '[Ride History](#)' to view your ride cost breakdown or get additional help.

Receipt #2231631504538385596

© [OpenStreetMap](#)

© 2026 Lyft, Inc.

548 Market St., P.O. Box 68514

San Francisco, CA 94104

CPUC ID No. TCP0032513 - P

## Willrich, Erick S

---

**From:** Octave Events Team <octave@liaisonscorp.com>  
**Sent:** Friday, March 13, 2026 11:49 AM  
**To:** Willrich, Erick S  
**Subject:** Registration Confirmed - Octave Live OnTour - Austin

### This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

[Report Suspicious](#)



Erick Willrich,

Congratulations! Your registration for Octave Live OnTour in Austin, TX was successfully completed.

The event will take place at the Fairmont Austin on June 17-18, 2026.

You can find the most up-to-date information on the event website by clicking the button below.

Please save this information for future reference.

## Event Website

Add to Calendar



If you need to make any changes, use your confirmation number to manage your registration.

Confirmation number: **VQNSQ7KHNQW**

## Manage Your Registration

### Registration Summary

Erick Willrich  
Event Registration

Questions

State/Province

Nevada

Country

United States

How did you hear about this event?

Email

Please select any dietary restrictions or allergies

Not Applicable

I consent to receive electronic marketing communications on relevant products, services, publications, and events.

I agree

Industry

Government & Public Sector

Which best describes you?

Current Customer

What is your position level?

Mid-Level (Operational Manager)

What Octave product(s) and/or solutions are you currently using?

OnCall - OCD/OCR/MFR/OMU/MR

I acknowledge that I have read and accept the privacy policy .

I agree

See you in Austin!

Sincerely,

Octave Events Team

[events.ali@hexagon.com](mailto:events.ali@hexagon.com)

Your payment for the Octave Live OnTour - Austin event has been successfully processed. Please save this email for your records.

**Transaction Information**

| Item               | Price    | Quantity | Payment Amount |
|--------------------|----------|----------|----------------|
| Event Registration | \$199.00 | 1        | \$199.00       |
| Payment Total      |          |          | \$199.00       |

Registration Confirmation Number: VQNSQ7KHNQW

[View your registration](#)

If you have any questions about this transaction or email, please contact Octave Events Team directly at [octave@liaisonscorp.com](mailto:octave@liaisonscorp.com).