

LANCASTER COUNTY CLERK

County-City Building | 555 South 10th Street | Lincoln, NE 68508-2803
402-441-7484 | Fax 402-441-8728

DAN NOLTE
Clerk

October 12, 2022

Terry Wagner, Lancaster County Sheriff

Claim(s) to be reviewed by the Lancaster County Board of Commissioners

The Lancaster County Board of Commissioners will be reviewing the following claim(s) on Thursday, October 13, 2022, during the County Board Staff Meeting, on the first floor of the County-City Building:

- A. P-Card transaction for Zoe Windle, card ending in 4963, for Lyft fare, dated August 27, 2022, for a total of \$85.79. This claim includes fares for ride-sharing services and includes an 18% tip which is outside of travel policy R-21-0053.

I. Expenses for Education, training, or travel: Agencies that have been issued P-Cards:

C. Transportation Expenses


Travelers shall exercise reasonable judgment to acquire all travel necessities at the lowest reasonable cost to the County, including, but not limited to, scheduling travel in a manner that results in a lower net cost to the County, such as group travel by auto, weekend travel for discount fares, and early ordering of airline tickets for best discount fares.

3. Local Transportation

Local transportation costs, including such costs as airport Limousine, ride-sharing services (e.g., Uber, Lyft), and taxi fare (including reasonable tips not to exceed 15% of the fare) may be reimbursed. Expenses for rental cars shall be paid with the P-Card only and when authorized by an Agency Head. Requests for a rental car must be approved by the Agency Head in advance of the trip. Car rentals may be authorized when such rental will be less expensive than taxi fares or when the use of the car permits the Traveler to accomplish the purpose of the trip in a more efficient manner.

Any additional documentation to support your claim should be submitted to the County Clerk's office prior to the meeting.

Sincerely,

for 
Dan Nolte

Lancaster County Clerk

Email: Dave Derbin, County Board Office
Kristy Bauer, County Board Office
Kevin Nelson, County Clerk's Office
Ashley Bohnet, County Attorney's Office
John Ward, County Attorney's Office
Candace Berens, County Attorney's Office
Sara Sump, County Sheriff's Office



Cardholder Activity

Name: ZOE WINDLE

Account Number: **4963

Cycle End Date: 09/26/2022

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/26/2022	UNITED	\$35.00	USD	35.00	✓
08/29/2022	0164201316727 800-932-2732, TX	\$35.00	6590.64720. . .(T467) IACA - Windle		
08/26/2022	HILTON PALMER HOUSE	\$859.41	USD	859.41	✓
08/29/2022	CHICAGO, IL	\$859.41	6590.64715. . .(T467) IACA - Windle		
08/27/2022	LYFT RIDE FRI 3PM	\$85.79	USD	85.79	✓
08/29/2022	855-865-9553, CA	\$85.79	6590.64720. . .(T467) IACA - Windle		

Activity Totals
\$980.20

Purchases
\$980.20

Payments
\$0.00

Cardholder Name: _____

Signature: _____

Supervisor Name: Sara Sup

Signature: Sara Sup

Uyen T. Le

From: Zoe M. Windle
Sent: Wednesday, August 31, 2022 12:19 PM
To: Uyen T. Le
Subject: FW: Thanks for your purchase with United

T467

Here is the final receipt showing the second checked bag!



Wed, Aug 31, 2022

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Note: There are travel restrictions in place due to the coronavirus. Check our [Important notices page](#) for the latest updates

Flight 1 of 1 UA3988

Fri, Aug 26, 2022
Chicago, IL, US (ORD)

Fri, Aug 26, 2022
Lincoln, NE, US (LNK)

Flight Operated by Air Wisconsin Airlines dba United Express.

Traveler Details

WINDLE/ZOEMAE
First Checked Bag (0164201316727)

ORD-LNK

Purchase Summary

Method of payment:
Date of purchase:

Visa ending in 4963
Fri, Aug 26, 2022

First Checked Bag (Reference Number: 0164201316727):

35.00 USD

Total:

35.00 USD



THE PALMER HOUSE HILTON
 17 E MONROE ST
 CHICAGO, IL 60603
 United States of America
 TELEPHONE 312-726-7500 • FAX 312.917.1707
 Reservations
 www.hilton.com or 1 800 HILTONS

WINDLE, ZOE
 575 SOUTH 10TH STREET
 LINCOLN NE 68508
 UNITED STATES OF AMERICA

Room No: 13131/K1
 Arrival Date: 8/21/2022 10:55:00 AM
 Departure Date: 8/26/2022 10:48:00 AM
 Adult/Child: 1/0
 Cashier ID: LSPE
 Room Rate: 183.00
 AL:
 HH #
 VAT #
 Folio No/Che 5111400 A

Confirmation Number: 3265908670

THE PALMER HOUSE HILTON 8/26/2022 10:48:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
7/7/2022	Advance Deposit VS *7343	ERICKAO	24209331		(\$214.84)	
8/21/2022	GUEST ROOM	GIA	24337137	\$183.00		
8/21/2022	STATE OCCUPANCY TAX	GIA	24337137	\$21.78		
8/21/2022	CITY OCCUPANCY TAX	GIA	24337137	\$8.24		
8/21/2022	COUNTY OCCUPANCY TAX	GIA	24337137	\$1.83		
8/22/2022	GUEST ROOM	DSODERL UND	24339757	\$183.00		
8/22/2022	STATE OCCUPANCY TAX	DSODERL UND	24339757	\$21.78		
8/22/2022	CITY OCCUPANCY TAX	DSODERL UND	24339757	\$8.24		
8/22/2022	COUNTY OCCUPANCY TAX	DSODERL UND	24339757	\$1.83		
8/23/2022	GUEST ROOM	DSODERL UND	24342408	\$183.00		
8/23/2022	STATE OCCUPANCY TAX	DSODERL UND	24342408	\$21.78		
8/23/2022	CITY OCCUPANCY TAX	DSODERL UND	24342408	\$8.24		
8/23/2022	COUNTY OCCUPANCY TAX	DSODERL UND	24342408	\$1.83		
8/24/2022	GUEST ROOM	DSODERL UND	24345500	\$183.00		
8/24/2022	STATE OCCUPANCY TAX	DSODERL UND	24345500	\$21.78		
8/24/2022	CITY OCCUPANCY TAX	DSODERL UND	24345500	\$8.24		
8/24/2022	COUNTY OCCUPANCY TAX	DSODERL UND	24345500	\$1.83		
8/25/2022	GUEST ROOM	DSODERL UND	24348820	\$183.00		
8/25/2022	STATE OCCUPANCY TAX	DSODERL UND	24348820	\$21.78		
8/25/2022	CITY OCCUPANCY TAX	DSODERL UND	24348820	\$8.24		
8/25/2022	COUNTY OCCUPANCY TAX	DSODERL UND	24348820	\$1.83		

WINDLE, ZOE
 575 SOUTH 10TH STREET
 LINCOLN NE 68508
 UNITED STATES OF AMERICA

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THE PALMER HOUSE HILTON 8/26/2022 10:48:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
8/26/2022	VS *4963	LSPE	24350989		(\$859.41)	
BALANCE						\$0.00

Thank you for staying with us. If you found your experience pleasant, we would most appreciate you taking the time to rate our hotel on the most frequented website for travel; that being TripAdvisor. You can post a rating at www.tripadvisor.com.

CREDIT CARD DETAIL

APPR CODE	028678	MERCHANT ID	000100682400
CARD NUMBER	VS *7343	EXP DATE	09/22
TRANSACTION ID	24209331	TRANS TYPE	Sale

T467



AUGUST 26, 2022 AT 4:03 PM

Thanks for riding with Musibau!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (18.61mi, 59m 19s)	\$64.17
Fuel Surcharge	\$0.55
Downtown Zone Surcharge	\$1.75
City of Chicago Airport, McCormick Place, Navy	\$5.00
Pier Surcharge	\$0.10
City of Chicago Accessibility Fee	\$1.13
City of Chicago Fee	\$13.09
Tip	

 Visa *4963

\$85.79