



Welcome Grimes, Alexandra N.

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Tuesday February 3, 2015

Local Travel

Nonlocal Travel

Approval

Administration

My Profile



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## Nonlocal Travel Reimbursement Request - View

## Traveler Information

## Traveler's Name

VEINBERGS, SARA M

## Reimbursement Document

SAP Document:

Reimbursement Status: C - Complete

## Approval Document:

SAP Document:

Office/School: WEST POTOMAC HIGH SCHOOL

Departure Date: July 15, 2014

Return Date: July 18, 2014

Destination: Philadelphia, PA

Index: 200217 Subobject: 5024

Purpose of Travel: School Based Staff Professional Development

Travel Method: Private Vehicle

Travel Sponsor: AVID (Advancement Via Individual Determination)

Total Estimated Expenses: \$ 1884.24  
 Travel Amount Limit: \$ 0.00  
 Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	Tuesday 07/15/14	Wednesday 07/16/14	Thursday 07/17/14	Friday 07/18/14	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare					\$0.00	\$0.00	\$0.00
Registration Fee					\$739.00	\$739.00	\$0.00
Lodging (tax included)					\$654.90	\$654.90	\$0.00
Car Rental					\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)	\$8.25	\$11.00	\$11.00	\$8.25	\$38.50	\$0.00	\$38.50
Lunch (M&IE Per Diem)	\$12.00	\$16.00	\$16.00	\$12.00	\$56.00	\$0.00	\$56.00
Dinner (M&IE Per Diem)	\$25.50	\$34.00	\$34.00	\$25.50	\$119.00	\$0.00	\$119.00
Incidentals (M&IE Per Diem)	\$3.75	\$5.00	\$5.00	\$3.75	\$17.50	\$0.00	\$17.50
POV Mileage Amount	\$100.00				\$100.00	\$0.00	\$100.00
Parking					\$0.00	\$0.00	\$0.00
Transportation					\$0.00	\$0.00	\$0.00
Other Expenses					\$0.00	\$0.00	\$0.00
<b>Total</b>					<b>\$1724.90</b>	<b>\$1393.90</b>	<b>\$331.00</b>
<b>Travel Amount Limit</b>							<b>\$0.00</b>
<b>Amount of Advance Received</b>							<b>\$0.00</b>
<b>Balance Due Traveler</b>							<b>\$331.00</b>
<b>Balance Due FCPS</b>							<b>\$0.00</b>

## Travel Notes

Registration was paid with 2014 funds. All funds were from the 2014-2015 Student Achievement Grant.

## Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	Sjohn	08/19/2014	Approved	None
1000	Accounting Review	Nonlocal Travel	angrimes	08/19/2014	Approved	None

[Back to List](#)

Home | FAQ | Regulation 5310.9 | Help

General Travel Questions Contact Accounts Payable at 571-423-3739 or [TravelInfo](#). Technical Support Contact Financial Services FASTeam at 571-423-3636 or [Financial Services FASTeam](#).

**Veinbergs, Sara**

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**From:** Hubbard, Dana  
**Sent:** Wednesday, May 14, 2014 12:56 PM  
**To:** Veinbergs, Sara  
**Subject:** FW: AVID Summer Institute Registration Confirmation

**Importance:** High

Dana Hubbard

West Potomac High School  
Biology Department/AVID coordinator  
Varsity Field Hockey Coach

**From:** AVID Center [<mailto:eventregistration@avidcenter.org>]  
**Sent:** Wednesday, May 14, 2014 12:40 PM  
**To:** Hubbard, Dana  
**Subject:** AVID Summer Institute Registration Confirmation  
**Importance:** High

**Please do not reply to this email.** Replies to this message are routed to an unmonitored mailbox.

**Updated:** 5/14/2014

### **AVID Summer Institute Registration Confirmation**

Congratulations! Summer Institute registration for Sara Veinbergs is complete. Sara Veinbergs has been sent a confirmation email with the following information.

#### **Registration Summary**

**Name:** Sara Veinbergs, from West Potomac High School  
**Event:** 2014-Philadelphia Summer Institute, 7/16/2014 - 7/18/2014  
**Strand:** Leadership-Implementation HS, for strand descriptions, please [click here](#).  
**Registration ID:** [REDACTED]  
**Payment Status:** Paid  
**Payment Method:** [REDACTED]  
**Amount Paid:** \$739.00 on 5/14/2014

#### **Next Steps**

Review the Registration Summary above for accuracy. **It is imperative that Sara Veinbergs is registered for the correct strand, as there is limited time for changes on site.** If changes are

necessary or you have any questions, please [click here](#) to visit our Registration Help page to contact AVID Center.

---

Thank you.



JPMORGAN CHASE BANK NA  
P.O. BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

**MEMO STATEMENT**  
**THIS IS NOT A BILL**

ACCOUNT NUMBER

STATEMENT DATE 05-27-14

NET CHARGES



WEST POTOMAC HS SD  
WEST POTOMAC HS  
WEST POTOMAC HS FINANCE  
6500 QUANDER RD  
ALEXANDRIA VA 22307-1099

\*\*T0001A07

*[Signature]*

JUN 04 2014

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: WEST POTOMAC HS SD

CYCLE LIMIT: \$5,000

ACCOUNTING CODE:

### CARDHOLDER ACTIVITY

#### Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-15	05-14		AVID CENTER CA P.O.S.: VREAAC51C4FA SALES TAX: 0.00	739.00

Total Purchasing Activity

FOR CUSTOMER SERVICE CALL:

FOR LOST/STOLEN CARDS CALL:

FOR TTY/TDD SERVICE CALL:

ACCOUNT NUMBER

STATEMENT DATE:

05/27/14

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	
DISPUTE AMOUNT	.00

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-6225  
ELGIN, IL 60121

GUEST FOLIO

Philadelphia Marriott Downtown • 1201 Market Street, Philadelphia, PA 19107 USA • 215.625.2900 • Marriott.com/PHLDT

PHILADELPHIA MARRIOTT DOWNTOWN



800 VEINBERGS/SARA 189.00 07/18/14 12:00 3556 8174  
 Room Name Rate Depart Time ACCT# GROUP  
 DBDB 07/15/14 14:29  
 Type Arrive Time  
 68

MRW#:

Room Clerk	Address	Payment			
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	
07/15	ROOM	800, 1 189.00			
07/15	STOCCTAX	800, 1 13.23			
07/15	LCOCCTAX	800, 1 16.07			
07/16	ROOM	800, 1 189.00			
07/16	STOCCTAX	800, 1 13.23			
07/16	LCOCCTAX	800, 1 16.07			
07/17	ROOM	800, 1 189.00			
07/17	STOCCTAX	800, 1 13.23			
07/17	LCOCCTAX	800, 1 16.07			
07/18					
					\$654.90

TO BE SETTLED TO: CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK AT EXT 6580, OR PRESS "MENU ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
 SMVEINBERGS@FCPS.EDU  
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

PHILADELPHIA MARRIOTT DOWNTOWN  
 1201 MARKET ST  
 PHILADELPHIA, PA 19107-2817

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

To secure your next stay, go to marriott.com



**MEMO STATEMENT  
THIS IS NOT A BILL**

JPMORGAN CHASE BANK NA  
P.O. BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

**ACCOUNT NUMBER** [REDACTED]

**STATEMENT DATE** 07-27-14

**NET CHARGES** [REDACTED]

WEST POTOMAC HS SD  
WEST POTOMAC HS  
WEST POTOMAC HS FINANCE  
6500 QUANDER RD  
ALEXANDRIA VA 22307-1099

\*\*\*T0013924

**AUG 21 2014**

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: WEST POTOMAC HS SD

CYCLE LIMIT: \$5,000

ACCOUNTING CODE: [REDACTED]

**CARDHOLDER ACTIVITY**

**Purchasing Activity**

**Travel Activity**

FOR CUSTOMER SERVICE CALL:

FOR LOST/STOLEN CARDS CALL:

FOR TTY/TDD SERVICE CALL:

**ACCOUNT NUMBER**

**STATEMENT DATE:**

07/27/14

**ACCOUNT SUMMARY**

PURCHASES &  
OTHER CHARGES

CASH ADVANCES .00

CREDITS .00

CASH ADVANCE FEE .00

**NET CHARGES** [REDACTED]

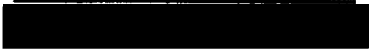
DISPUTE AMOUNT .00

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-6225  
ELGIN, IL 60121



WEST POTOMAC HS SD  
WEST POTOMAC HS  
WEST POTOMAC HS FINANCE  
6500 QUANDER RD  
ALEXANDRIA VA 22307-1099

ACCOUNT NUMBER



STATEMENT DATE: 07/27/14

CARDHOLDER ACTIVITY				
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-21	07-18		MARRIOTT 33703 PHLDL C PHILADELPHIA PA 3556 ARRIVAL: 07-15-14	654.90
Total Travel Activity				



Trip to:  
**Philadelphia, PA**  
 151.25 miles / 2 hours 36 minutes

Notes



Download  
Free App



4. Take the 2nd **right** onto **Old Keene Mill Rd**. [Map](#) 1.3 Mi  
*Old Keene Mill Rd is 0.4 miles past Shootingstar Dr*  
*If you are on Tiverton Dr and reach Burlington Pl you've gone about 0.1 miles too far* 2.0 Mi Total
5. Old Keene Mill Rd becomes **Franconia Rd**. [Map](#) 0.01 Mi  
2.0 Mi Total
6. Take the **I-95 N / I-495 E** ramp toward **Baltimore**. [Map](#) 0.3 Mi  
2.4 Mi Total
7. Keep **right** to take the **I-395 N** ramp toward **Washington**. [Map](#) 0.5 Mi  
2.8 Mi Total
8. Keep **left** to take **I-395 N** via **EXIT 170A** toward **Washington** (Crossing into **District of Columbia**). [Map](#) 11.7 Mi  
14.6 Mi Total

#### Highway Exits



Exit 2B    Exit 6



9. Stay **straight** to go onto **I-695 S / Southwest Fwy N**. Continue to follow **I-695 S**. [Map](#) 2.0 Mi  
16.5 Mi Total



10. Merge onto **DC-295 N** toward **US-50** (Crossing into **Maryland**). [Map](#) 4.4 Mi  
20.9 Mi Total





11. DC-295 N becomes MD-295 N. [Map](#)

27.8 Mi

48.7 Mi Total



12. Take the I-895 N / Baltimore Harbor Tunnel Thruway exit. [Map](#)

0.3 Mi

49.0 Mi Total



13. Merge onto I-895 N / Harbor Tunnel Trwy E (Portions toll). [Map](#)

10.5 Mi

59.5 Mi Total

#### Highway Exits



Exit	Exit	Exit	Exit	Exit
9	11A	11B	12	13



14. Take I-95 N (Portions toll) (Crossing into Delaware). [Map](#)

58.6 Mi

118.1 Mi Total

#### Highway Exits



Exit	Exit	Exit	Exit	Exit	Exit	Exit
67	77A/77B	80	85	109A-B	1	3A



Exit	Exit	Exit	Exit
64	74	85	89

Make a reservation: 1-800-536-0738



15. Keep left to take I-95 N toward I-495 / Wilmington / Philadelphia. [Map](#)

1.4 Mi

119.5 Mi Total



16. Keep left to take I-95 N toward Wilmington (Crossing into Pennsylvania). [Map](#)

23.6 Mi

143.1 Mi Total

#### Highway Exits



Exit	Exit	Exit	Exit
6	1	7	9B-A



17. Take the PA-291 W exit, EXIT 13, toward I-76 W / Valley Forge / Island Avenue. [Map](#)

1.2 Mi

144.3 Mi Total



18. Merge onto Penrose Ave / PA-291 E via the ramp on the left toward I-76 W / Valley Forge. [Map](#)

2.3 Mi

146.6 Mi Total



19. Turn left onto S 26th St / PA-291. [Map](#)  
Sunoco A Plus is on the corner

1.4 Mi

147.9 Mi Total



20. Take I-76 W / Schuylkill Expy W. [Map](#)

2.3 Mi

150.3 Mi Total

#### Highway Exits



Exit
346B



21. Take EXIT 345 toward 30TH St. [Map](#)

0.1 Mi

150.4 Mi Total



22. Turn right onto **Chestnut St.** [Map](#)

*Franklin's Skate Park Fund is on the corner  
If you reach Schuylkill Ave you've gone a little too far*

**0.9 Mi**

*151.3 Mi Total*



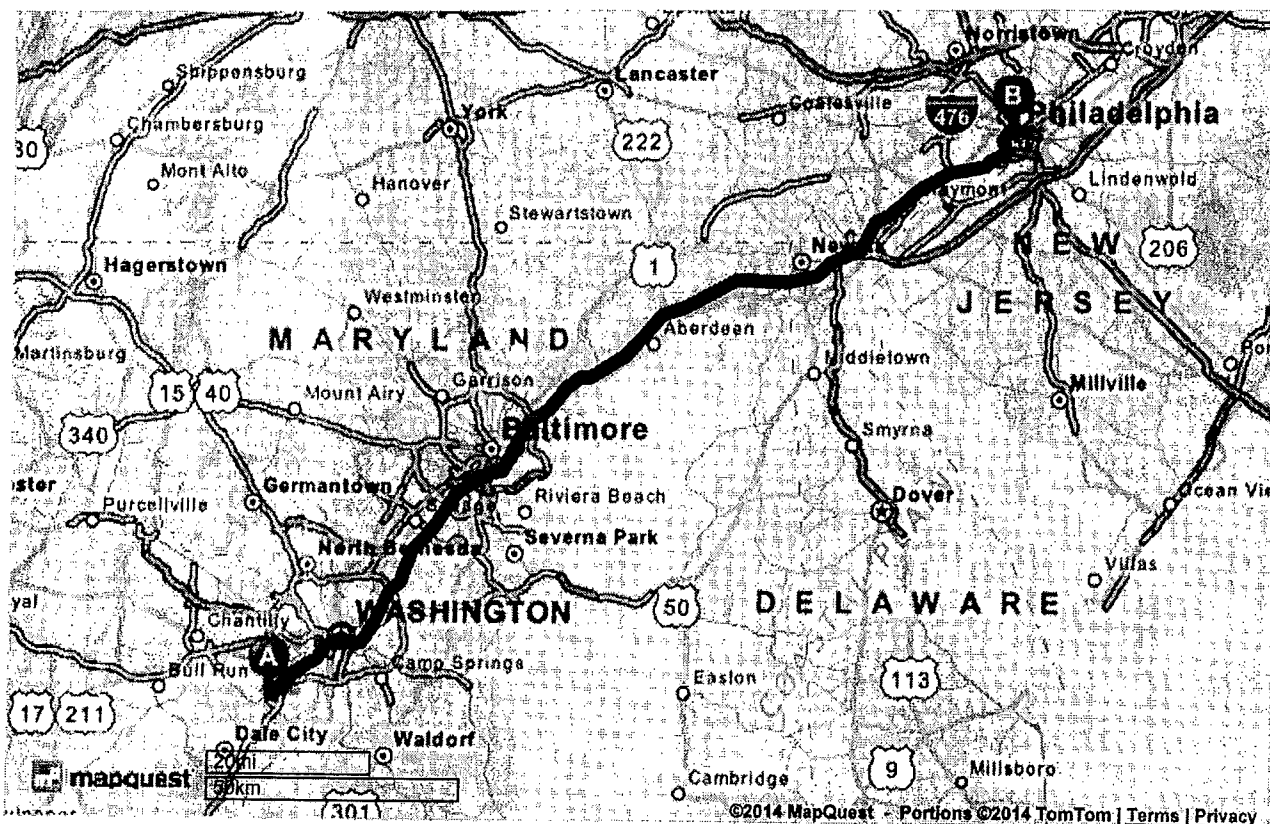
23. Welcome to **PHILADELPHIA, PA.** [Map](#)

*Your destination is just past S 16th St  
If you reach S Broad St you've gone a little too far*



**Philadelphia, PA**

Total Travel Estimate: 151.25 miles - about 2 hours 36 minutes



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