



Welcome Grimes, Alexandra N.

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 Tuesday February 3, 2015  
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[Local Travel](#)[Nonlocal Travel](#)[Approval](#)[Administration](#)

Printer Friendly PDF

## Nonlocal Travel Reimbursement Request - View

## Traveler Information

 Traveler's Name  
 AZIMI, YUSEF

Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: MADISON HIGH SCHOOL

 Total Estimated Expenses: \$ 3317.70  
 Travel Amount Limit: \$ 0.00  
 Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Departure Date: November 16, 2013

Return Date: November 20, 2013

Destination: Boston / Cambridge, MA

Index: 697005 Subobject: 5022

Purpose of Travel: Professional Development

Travel Method: Air

Travel Sponsor: Office of Leadership Development - PLA

Description of Expense	Saturday 11/16/13	Sunday 11/17/13	Monday 11/18/13	Tuesday 11/19/13	Wednesday 11/20/13	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare						\$161.80	✓ \$161.80	\$0.00
Registration Fee						\$1895.00	\$1895.00	\$0.00
Lodging (tax included)						\$836.00	\$836.00	\$0.00
Car Rental						\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)	\$9.00	\$12.00	\$12.00	\$12.00	\$9.00	\$54.00	\$0.00	\$54.00
Lunch (M&IE Per Diem)	\$13.50	\$18.00	\$18.00	\$18.00	\$13.50	\$81.00	\$0.00	\$81.00
Dinner (M&IE Per Diem)	\$27.00	\$36.00	\$36.00	\$36.00	\$27.00	\$162.00	\$0.00	\$162.00
Incidentals (M&IE Per Diem)	\$3.75	\$5.00	\$5.00	\$5.00	\$3.75	\$22.50	\$0.00	\$22.50
POV Mileage Amount						\$0.00	\$0.00	\$0.00
Parking					\$103.00	\$103.00	✓ \$0.00	\$103.00
Transportation	\$15.00				\$15.00	\$30.00	✓ \$30.00	\$0.00
Other Expenses						\$0.00	\$0.00	\$0.00
<b>Total</b>						<b>\$3345.30</b>	<b>\$2922.80</b>	<b>\$422.50</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>\$422.50</b>
<b>Balance Due FCPS</b>								<b>\$0.00</b>

 1705.48  
 120.90

Entered By: Escott, Teresa K.

Phone: 571-423-3501

## Travel Notes

1. Airfare, registration/tuition, lodging, ground transportation in Boston paid by FCPS. 2. Traveler requesting to be reimbursed for all meals, incidentals, and parking costs in Washington.

## Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	TKEscott	12/27/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	anqrimes	12/30/2013	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](#).



This Group Travel Agreement sets forth the terms and conditions for group travel on US Airways.

E-TICKET RECEIPT (01)

US AIRWAYS CONTACT INFORMATION:

Group Reservations  
799 Hanes Mall Boulevard  
Winston-Salem, NC 27103

Contact: 877-874-7687  
Fax: 336-760-7597  
Business Hours: Monday - Friday 8:00a.m. - 8:00p.m. EDT/EST

GROUP CONTACT INFORMATION:

TORIE SCOTT - E-mail: TKESCOTT@FCPS.EDU  
3877 FAIRFAX RIDGE RD  
FAIRFAX VA 22030 -571 423 1317

GROUP INFORMATION:

F P S LEADERSHIP GROUP # [REDACTED]

Total Group Fare: \$3,397.80  $\div 21 = 161.80$

SubGroupA - Group Size: 21

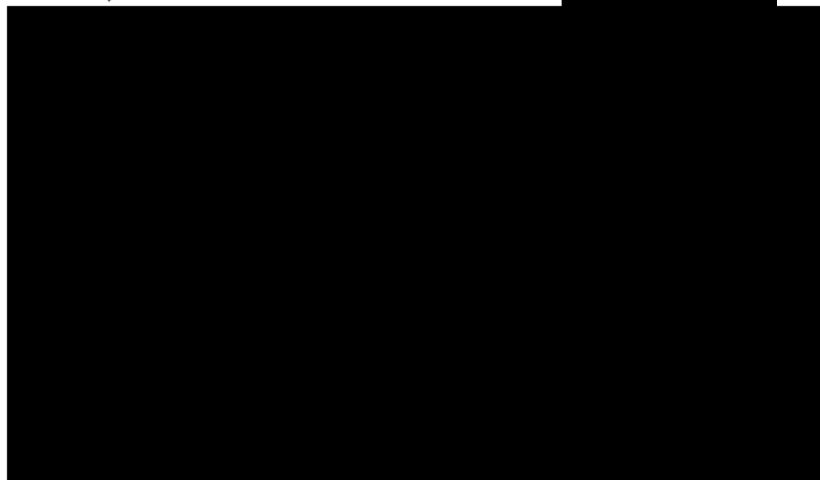
| Record Locator(s): [REDACTED]

E-TICKET RECEIPT:

US AIRWAYS  
CUSTOMER RECEIPT

CUSTOMER NAME :

[REDACTED]  
AZIMI/YUSEF [REDACTED]



NON-NEGOTIABLE

CONFIRMATION NUMBER: [REDACTED]

DATE OF ISSUE : 18SEP13

SEGMENT		TIME	DATE	FLIGHT	STATUS
1.	LV WASHINGTON DCA	430PM	16NOV	US 2122E	OK
	AR BOSTON BOS	559PM			
2.	LV BOSTON BOS	400PM	20NOV	US 2123E	OK
	AR WASHINGTON DCA	531PM			

USD FARE	TAX-USD	TAX-USD	USD TTL
130.24	9.76 US	21.80 XT	161.80

/FC 16NOV13WAS US BOS69.77EGRP US WAS60.47EGRP USD130.24E  
ND ZPDCABOS XT7.80ZP5.00AY XF9.00DCA4.5BOS4.5

791417/VALID US ONLY  
NONREFUNDABLE/FEE FOR CHANGE

----- E N D -----

(US Airways Express flight number ranges and operating carriers are as follows: US2200-2599 operated by PSA Airlines, Inc.; US2600-2999 operated by Mesa; US3000-3239 operated by Chautauqua Airlines; US3250-3499 operated by Republic Airlines; US3500-3574 operated by Trans State Airlines, US3575-4099 operated by Air Wisconsin; US4100-4649 operated by Piedmont Airlines; US4650-4799 operated by Air Midwest and US4800-4999 operated by Colgan Air.)

<TOFAXNUM:571 423 1317><TONAME:TORI ESCOTT>

SHERATON COMMANDER HOTEL  
16 Garden Street  
Cambridge, MA 02138

t— 617 547 4800  
f— 617 234 1302



Sheraton

SHERATON COMMANDER HOTEL  
16 Garden Street  
Cambridge, MA 02138

t— 617 547 4800  
f— 617 234 1302

*Paid through  
PO - AP*

Page Number: 1

INVOICE / STATEMENT

	09-JAN-14
ACCOUNT NO.	STATEMENT DATE

50336	09-JAN-14
ACCOUNT NO.	STATEMENT DATE

F C P S  
Purchase Order #8500090752  
PO Box 4000  
Merrifield, VA 22116

Attn:  
Accounts Payable

F C P S *97052*  
Purchase Order #8500090752  
PO Box 4000  
Merrifield, VA 22116

PAYMENT DUE UPON RECEIPT OF NOTICE

DATE	REFERENCE / DESCRIPTION	CHARGES	PMTS / CREDITS	AMOUNT DUE
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27-NOV-13 580173/Folio

\*\*\*Aslf

18-NOV-13 No Show Revenue *Holly* 209.00  
18-NOV-13 N/S State Tax *McGaughey* 11.91  
18-NOV-13 N/S City Tax *11/16* 12.54  
18-NOV-13 N/S CCF Tax 5.75

239.20

239.20

27-NOV-13 595687/Folio

\*\*\*Almquist, Stephanie 424

16-NOV-13 Room Transient 209.00  
16-NOV-13 Room State Tax 11.91  
16-NOV-13 Room City Tax 12.54  
16-NOV-13 Room Ccf Tax 5.75  
17-NOV-13 Room Transient 209.00  
17-NOV-13 Room State Tax 11.91  
17-NOV-13 Room City Tax 12.54  
17-NOV-13 Room Ccf Tax 5.75  
18-NOV-13 Room Transient 209.00  
18-NOV-13 Room State Tax 11.91  
18-NOV-13 Room City Tax 12.54  
18-NOV-13 Room Ccf Tax 5.75  
19-NOV-13 Room Transient 209.00  
19-NOV-13 Room State Tax 11.91  
19-NOV-13 Room City Tax 12.54  
19-NOV-13 Room Ccf Tax 5.75

956.80

27-NOV-13 595688/Folio

\*\*\*Azimi, Yusef 216

16-NOV-13 Room Transient 209.00

TO INSURE PROPER CREDIT DETACH THIS  
STUB AND RETURN WITH YOUR PAYMENT

DATE	REFERENCE	AMOUNT DUE
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27-NOV 580173 239.20  
27-NOV 595687 956.80  
27-NOV 595688 956.80  
27-NOV 595689 956.80  
27-NOV 595690 956.80  
27-NOV 595691 956.80  
27-NOV 595692 956.80  
27-NOV 595693 956.80  
27-NOV 595694 956.80  
27-NOV 595695 956.80  
27-NOV 595696 956.80  
27-NOV 595697 956.80  
27-NOV 595698 956.80  
27-NOV 595699 956.80  
27-NOV 595700 956.80  
27-NOV 595702 956.80  
27-NOV 595703 956.80  
27-NOV 595704 956.80  
27-NOV 595705 956.80  
27-NOV 595706 956.80  
27-NOV 595707 956.80

\*\* Total \*\* 19375.20

956.80

90 DAYS & OVER	60-90 DAYS	30-60 DAYS	CURRENT	BALANCE DUE
				** Continued **

AMOUNT ENCLOSED	BALANCE DUE
	** Continued **



**Sheraton Commander Hotel**  
**16 Garden Street**  
**Cambridge, MA 02138**  
**617-547-4800**

## ESTIMATE

Check Number

**Date**

7.12.13

**SOLD TO**

<b>NAME</b>	Fairfax County Public Schools
<b>ADDRESS</b>	Office of Leadership Development Suite 1400, 3877 Fairfax Ridge Rd Fairfax, VA 22030
<b>ATTN:</b>	Ms. Tori Escott

**ACCOUNT #**

[illegible]

The above calculation is not an invoice and only an estimate of the services noted above. A final invoice will be prepared within a few days from departure. Any estimates paid prior to arrival will be applied to the final invoice with balance due upon receipt unless direct billing has been established.

## Check Payment to Sheraton

### Display Check Information

 Check recipient    Check issuer...     Accompanying docs     Payment document

Paying company code

Payment document no.

#### Bank details

House Bank

Bank Key

Account ID

Bank Account

Bank name

BANK OF AMERICA, N.A.

City

RICHMOND

#### Check information

Check number

Currency

USD

Payment date

02/07/2014

Amount paid

19,375.20

Check encashment

02/28/2014

Cash discount amount

0.00

Extract creation

02/07/2014

12:00:06

#### Check recipient

Name

COMMANDER PROPERTIES INC

City

CAMBRIDGE

Payee's country

US

Regional code

MA

Azimi  
REAGAN  
NATIONAL AIRPORT  
RECEIPT K5  
ENTRY TIME:  
11/16/13 15:00  
EXIT TIME:  
11/20/13 05:51 PM  
PARK-DUR.: HRS:MIN  
4:02:51  
AMOUNT:  
\$ 103.00  
KIND OF PAYMENT:  
VISA  
RECEIPT  
NOT FOR EXIT

High)

Escott, Tori K  
Thursday, November 21, 2013 3:36 PM  
Almquist, Stephanie P; Azimi, Yusef (Madison High); Barnes, Margaret F.; Barr, Kelly T;  
Boehme, Kristen M; Bumbrey, Liz; Copeland, Tony; Goddin, Melissa M; Gravitte, Pamela  
A.; Jackson, Deborah (McLean); Jackson-Muir, Keesha N; Lenart, Erin; Litz, Jeffrey D.;  
Marshall, Maureen E; Miller, Charles M; Mohr, Monica E; Slattery, Christine M.; Stokes,  
Gordon K; Swoger, James F; Burke, Larry  
Escott, Tori K  
Non-Local Travel - HARVARD TRIP UPDATE

recent and prestigious Harvard graduates,

It sounds like everyone enjoyed their trip to Boston. There is one more piece of housekeeping that still needs a bit of attention: Your NonLocal Travel Reimbursement Requests must be made. Please get me your parking or taxi receipts, and any other incidental fees, perhaps baggage fees, so that I may enter those for you. In order to be correct, please respond to this email with the following info:

- I have parking receipts
- I have taxi receipts
- I didn't incur any to and from airport costs
- I have incidental fees (baggage, etc.)

For those who did not incur any additional out of pocket reimbursable costs, I can complete your reimbursement request right away. The others I will need your receipts.

As always, if you have any questions, please let me know and I will find your answer.

Thanks,  
Tori  
Tori Escott  
Office of Leadership Development  
Department of Professional Learning and Accountability  
Fairfax County Public Schools  
Suite 1400  
3877 Fairfax Ridge Rd.  
Fairfax, VA 22030  
571-423-1360

# Star Shuttle & AAAboston Limousine

404 Mountain Ave  
Revere, MA 02151  
USA  
617 230 6005 Fax 617 390 8041  
Email: info@starshuttleboston.com  
www.starshuttleboston.com

Invoice No. [REDACTED]

## Credit Memo

### Bill To

Office of Leadership Development  
Department of Professional Learning  
3877 Fairfax Ridge Rd.Suite 1400  
Fairfax, VA 22030

### Ship To

Office of Leadership Development  
Department of Professional Learning  
3877 Fairfax Ridge Rd.Suite 1400  
Fairfax, VA 22030

Date: 9/21/2013	Order #:	Sales Person: Max	Terms: Net 0 days
Shipped By:	Ship Date:	Tracking #:	

Qty	Item ID	Description	Unit Price	TOTAL
21	11/16/13	One-way BOS Logan to Sheraton Commander Hotel in Cambridge	\$15.00	\$315.00
21	11/20/13	One-way Sheraton Commander Hotel in Cambridge to BOS	\$15.00	\$315.00
	1001	Gratuuity of 15%	\$95.50	\$95.50
Notes			SubTotal	\$725.50
			Shipping	\$0.00
			TOTAL	\$725.50
			Paid	\$95.50
			Balance Due	\$630.00

Warranty Policy

Returns Policy

We appreciate your business!

30





**HARVARD**  
**GRADUATE SCHOOL OF EDUCATION**  
*Programs in Professional Education*

**BILL TO:**

Attn: Larry Burke  
[LPBurke@fcps.edu](mailto:LPBurke@fcps.edu)  
Fairfax Public Schools, VA

**DATE:** 8/12/2013

**INVOICE#:** 13ASLF Fairfax Public Schools  
Revised from April 2013

Thank you for your interest in our programs. Payment is due within 30 days of the invoice date to hold your seats due to program demand and the volume of preprogram preparation. We accept payment by purchase order, check, bank wire transfer, or credit card. Payment details, including cancellation policy, are included on this invoice.

If you have any questions regarding the financial aspect of this reservation, please e-mail at [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu).

Program	Dates	Tuition	Reserved Seats	Amount
2013 ASLF New and Aspiring School Leaders; Fall	Nov-17-2013	\$1,895.00	21	\$39,795 - 3,980 = 31,815 ÷ 21 = 1,515.47
Total Tuition				\$39,795 +
Deposit Paid 4/4/13				\$7,580
10% discount				\$3,980 —
Balance Due				\$28,236
DEPOSIT DUE DATE				9/11/2013

**PAYMENT INSTRUCTIONS:** Please adhere to the above payment schedule to avoid forfeiting your spots. Payment can be made in one of the following ways:

**PURCHASE ORDER:** Fax to 617.495.5900 or mail original to bind registration.

**CHECKS:** Please make payable to 'Harvard University'. Federal Tax ID 04-2103580. Invoice # above must appear on all checks. US funds only (USD). Please mail remittance to: Finance Department, Programs in Professional Education, Harvard Graduate School of Education, 44 Brattle Street, 5th Floor, Cambridge, MA 02138.

**WIRE TRANSFER INSTRUCTIONS:** Bank Name: Bank of America. Bank address: 100 Federal Street, Boston, MA 02110. Account: 9428-370230. Bank identifier number (ABA):026-009-593, (SWIFT): BOFAUS3N. Account Name: President and Fellows of Harvard College GSE Wire. Memo: Named above, HGSE PPE. Please make sure you pay any applicable bank fees in addition to the total due.

**CREDIT CARD:** Further information for paying with a credit card is available upon request.

**CANCELLATION POLICY:** Cancellations must be submitted via fax or email. Full refunds will be given up to 30 days prior to the start of the program. Due to program demand and pre-institute preparations, cancellations received 29-14 days prior to the start of the program are subject to a 10% cancellation fee. Cancellations received within 13 days prior to the start of the program and no-shows are subject to the full program tuition. Please note: Cancellation fees are based upon the date the written request is received.

## Check Payment to Harvard

### Display Check Information

 Check recipient     Check issuer...     Accompanying docs     Payment document

Paying company code

Payment document no

#### Bank details

House Bank

Bank Key

Account ID

Bank Account

Bank name

BANK OF AMERICA, N.A.

City

RICHMOND

#### Check information

Check number

Currency

USD

Payment date

03/25/2013

Amount paid

7,580.00

Check encashment

04/09/2013

Cash discount amount

0.00

Extract creation

03/25/2013

12:00:05

#### Check recipient

Name

PRESIDENT AND FELLOWS OF

City

CAMBRIDGE

Payee's country

US

Regional code

MA