



Welcome Grimes, Alexandra N.

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Tuesday February 3, 2015

Local Travel

Nonlocal Travel

Approval

Administration

My Profile



Printer Friendly PDF

Nonlocal Travel Reimbursement Request - View

Traveler Information

Traveler's Name

ACEVEDO, MARIANO S.

Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: LEE HIGH SCHOOL

Departure Date: July 18, 2013

Return Date: July 21, 2013

Destination: New Orleans, LA

Index: 160207 Subobject: 5022

Purpose of Travel: Professional Development

Travel Method: Air

Travel Sponsor: IB Americas

Total Estimated Expenses: \$ 2191.50

Travel Amount Limit: \$ 0.00

Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	Thursday 07/18/13	Friday 07/19/13	Saturday 07/20/13	Sunday 07/21/13	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare					\$511.20	✓ \$511.20	\$0.00
Registration Fee					\$1323.00	✓ \$1323.00	\$0.00
Lodging (tax included)					\$480.00	✓ \$0.00	\$480.00
Car Rental					\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)		\$12.00	\$12.00	\$9.00	\$33.00	\$0.00	\$33.00
Lunch (M&IE Per Diem)	\$13.50			\$13.50	\$27.00	\$0.00	\$27.00
Dinner (M&IE Per Diem)	\$27.00	\$36.00	\$36.00		\$99.00	\$0.00	\$99.00
Incidentals (M&IE Per Diem)	\$3.75	\$5.00	\$5.00	\$3.75	\$17.50	\$0.00	\$17.50
POV Mileage Amount					\$0.00	\$0.00	\$0.00
Parking	\$14.00	\$14.00	\$14.00	\$14.00	\$56.00	✓ \$0.00	\$56.00
Transportation	\$20.00	✓		\$20.00	✓ \$40.00	✓ \$0.00	\$40.00
Other Expenses	\$25.00	✓		\$25.00	✓ \$50.00	✓ \$0.00	\$50.00
Total					\$2636.70	\$1834.20	\$802.50
Travel Amount Limit							\$0.00
Amount of Advance Received							\$0.00
Balance Due Traveler							\$802.50
Balance Due FCPS							\$0.00

Travel Notes

Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	DSManuel	08/14/2013	Approved	None
0500	Office Approval	Nonlocal Travel	AEJeffers	08/15/2013	Approved	None
0800	Dept Approval	Nonlocal Travel	FWIvey	08/20/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	ilim	08/20/2013	Approved	None

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Welcome Grimes, Alexandra N.

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Tuesday February 3, 2015

Local Travel

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Printer Friendly PDF

Nonlocal Travel Request - View

Traveler Information

Traveler's Name

Acevedo, Mariano S.

Document:

SAP Document: 1000018273

Status: C - Complete

Required Date: July 17, 2013

Office/School: LEE HIGH SCHOOL

Request exceeds \$2000 for a single trip. Assistant Superintendent approval required.

Estimated Expenses

Registration Fee:	\$ 1323.00
Lodging:	\$ 400.00
Lodging Tax: (20% of lodging amount)	\$ 80.00
Meal Per Diem:	\$ 231.00
Incidental Expenses Per Diem:	\$ 17.50
Commercial Transportation:	\$ 0.00
Mileage:	\$ 0.00
Car Rental:	\$ 0.00
Other Expenses:	\$ 140.00
Total Estimated Expenses:	\$ 2191.50

Departure Date: July 18, 2013

Return Date: July 21, 2013

Destination: New Orleans, Louisiana

Purpose of Travel: Professional Development

Index: 160207 Subobject: 5022

Travel Method: Air

Travel Sponsor: IB Americas

Conference Web Site:

<https://workshops.ibo.org/index.jsp?T=1373309429342>

Grant Amount:	\$ 0.00
Travel Amount Limit:	\$ 0.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 868.50

Travel Notes

Airline Baggage Checkin - \$50 Airport Shuttle to and from hotel - \$40 Airport Car Parking (4 days) - \$50

Action by Approving Authority

(Request Submitted for Approval on 07/08/2013 3:45 PM)

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	DSManuel	07/09/2013	Rejected	
0100	Funds Verification	Nonlocal Travel	DSManuel	07/12/2013	Approved	
0500	Office Approval	Nonlocal Travel	AEJeffers	07/23/2013	Approved	
0800	Dept Approval	Nonlocal Travel	FWIvey	07/23/2013	Approved	
1000	FAMIS Review	Nonlocal Travel	ilim	07/23/2013	Approved	

[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](#).



For changes to this itinerary,
please call us toll free 24/7 at 800-525-0400
Price displayed in: USD

[Customer Service](#)
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[Print Itinerary](#)
[Email Itinerary](#)
[Mobile View](#)

Booking Receipt and Confirmation (Please print and keep this receipt)

Click here to claim your \$20.00 Rebate
on the reservation you just made.

[Continue](#)

Billing terms and conditions apply.
Claim your Cash Back with enrollment in Great Fun.
Advertisement

[Itinerary](#) | [Terms & Conditions](#)

Booking Status

Flight Booking Status:

Customer Information

Traveler : Mariano Severo Acevedo IV Booking Number [REDACTED] Phone [REDACTED]
Email : dsmanuel@fcps.edu Booked on : Mon, Apr 29, 2013

Trip Summary

For any changes to the itinerary call us 24/7 Toll Free: 800-525-0400

Flight Summary

From: Washington National, DC, US (DCA) **Depart:** Thu, Jul 18, 2013
05:45 am - 08:43 am (1 Stop)
To: New Orleans, LA, US (MSY) **Return:** Sun, Jul 21, 2013
08:24 pm - 10:00 pm (Nonstop)

Traveler Name	Ticket Number	Meal Preference	Special Request
Acevedo IV, Mariano Severo (Adult)	---	Any meal	---

Disclaimer: All special requests, meal preferences, seat requests are not guaranteed. You must contact your airline to reconfirm that they have received this request and confirmed it.

Flight Booking Details

Travel Insurance (Recommended)

Your ticket is non-refundable. Get Insurance to Protect Your Investment!

Cancellations, Delays, Lost Baggage,
Accidents - Death/Dismemberment - up to \$ 100,000 [Learn more >](#)

Total price: \$35.00

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Airline confirmation number, Online check-in link and more. [Learn More>>](#)

Please Note: text alerts are only available for US/Canada customers.

Price: \$2.99

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Booking Number : 15928697

Departing Flight - Thursday, Jul 18, 2013

	From Washington National (DCA) 05:45am - Jul 18, Thu	To Charlotte (CLT) 07:01am - Jul 18, Thu	Nonstop Coach
	From Charlotte (CLT) 07:50am - Jul 18, Thu	To New Orleans (MSY) 08:43am - Jul 18, Thu	Nonstop Coach

Add a Car Rental - Starting at just \$36 /day

\$36/day
\$205 Total

\$36/day
\$207 Total

\$36/day
\$207 Total

\$44/day
\$243 Total

\$43/day
\$243 Total

[See More Car Deals](#)

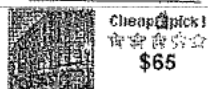


Hotel DEALS in New Orleans
for Jul 18 to Jul 21

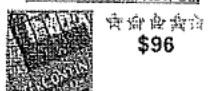
Days Inn New Orleans A...



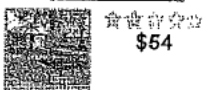
Country Inns & Suites...



Intercontinental New O...



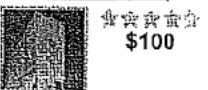
Motel 6 New Orleans



La Quinta Inn Causeway



Le Pavillion Hotel



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\$7 a Day!



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to Speak with an Agent

Add a Hotel Stay!

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And Use

Promo Code CXST0
to Save up to \$10

Or Call

1-888-437-2520
to Speak with an Agent

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US Airways
Flight 1679
Airbus Jet

Flight Duration: 3hr 09min Layover Time: 0hr 49min Total Trip Time: 3hr 58min

[Search Hotel Rates](#) [Search Car Rates](#)

Return Flight - Sunday, Jul 21, 2013



US Airways
Flight 3294
Embraer Jet

From
New Orleans (MSY)
06:24pm - Jul 21, Sun

To
Washington National (DCA)
10:00pm - Jul 21, Sun

Nonstop
Coach

Operated by US AIRWAYS EXPRESS-REPUBLIC AIRLINES

Flight Duration: 2hr 36min Total Trip Time: 2hr 36min

Baggage Fees: Most airlines now charge baggage fees. Please click the [Baggage and Carry On Fees](#) link for complete details and click to check airline [fare rules](#).

Please Note: As Airlines have frequent schedule changes, please call the Airline 24 hours prior to scheduled departure to reconfirm your flight details. [Airline Phone Numbers](#)

Passport / Visa: For international travel, all passengers must be in possession of valid travel documents such as ticket, passport, visas, transit visas, Schengen Visas and all other entry permits. Your passport must be valid for 6 months after your return date. While sometimes we may be able to assist with visa and passport information, it is solely the responsibility of the passenger(s) to arrange for all documents needed to enter the country you are traveling to, or passing through in transit.

[US Passport Holder Information](#)

[Canadian Passport Holder Information](#)

[Other Passport Holder](#)

Enhanced Seat Assignment Program

You are now entitled to specialized seating assistance and can customise your flying experience so it's as pleasant and convenient as possible! Here are some of our seat-related options:

Ability to assign a specific seat through an interactive seat map.

Ability to request a generic seat when an interactive seat map is not available.

Access to our Seat Assignment Group for any seat assistance and for other travel related services such as meals and special requests.

Guaranteed response time of 8 hours.

Our trained Seat Assignment Specialists will work to find the best available seat.



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up to
\$50.00
off

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CAVOCU4646

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Price Details (USD)

Flight Price Details

Traveler Type	Ticket Price	Tax & Fee Breakdown (incl. Enhanced Seat Assignment)	Total
1 Adult/s	\$478.99	\$39.21	\$518.20
		Insurance Fee:	Declined
		Flight Watcher:	\$0.00
		Promo Discount:	-\$5.00
Charged on Credit Card		Subtotal:	\$511.20
Total Booking Amount:			\$518.20
Total Discount (Savings):			-\$5.00

Total Cost:

\$511.20

Please Note:

All fares are quoted in USD.
Your credit card may be billed in multiple charges totaling the above amount.
Some airlines may charge baggage fees.

Charge Authorization, Your Electronic Signature Copy

☒ I, Lee HS IB Travel, have read and agree to the Terms and Conditions and I understand that this fare is non-refundable. I agree to pay a total amount of USD511.20 (Credit Card Number: ****4856) for this purchase. I understand this is to serve as my legal signature.

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[Print Itinerary](#)

[Email Itinerary](#)

[Mobile View](#)

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Search Hotel Rates



Search Car Rates

Return Flight - Sunday, Jul 21, 2013



US Airways

Flight 3294

Embraer Jet

Airline confirmation: EBR8JJ

From
New Orleans (MSY)
06:24pm - Jul 21, Sun

To
Washington National (DCA)
10:00pm - Jul 21, Sun

Nonstop
Coach

Operated by US AIRWAYS EXPRESS-REPUBLIC AIRLINES

Flight Duration: 2hr 36min

Total Trip Time: 2hr 36min

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[US Passport Holder Information](#)[Canadian Passport Holder Information](#)[Other Passport Holder](#)

Price Details (USD)

Flight Price Details

Traveler Type	Ticket Price	Tax & Fee Breakdown (incl. Enhanced Seat Assignment)	Total
1 Adult/s	\$479.99	\$36.21	\$516.20
		Insurance Fee:	Declined
		Flight Watcher:	\$0.00
		Promo Discount:	-\$5.00
Charged on Credit Card - [REDACTED]		Subtotal:	\$511.20
Total Booking Amount:			\$516.20
Total Discount (Savings):			-\$5.00
Total Cost:			\$511.20

Please Note:

All fares are quoted in USD.

Your credit card may be billed in multiple charges totaling the above amount.

Some airlines may charge [baggage fees](#).

Charge Authorization, Your Electronic Signature Copy

☒ I, Lee HS IB Travel, have read and agree to the Terms and Conditions and I understand that this fare is non-refundable. I agree to pay a total amount of USD511.20 (Credit Card Number: ****4856) for this purchase. I understand this is to serve as my legal signature.



International Baccalaureate Americas
Online Registration
7501 Wisconsin Avenue, Suite 200 West
Bethesda
MD 20814
USA

Pro forma Invoice: 100022
Date: Apr. 29, 2013
School Code: 001271
Payment method: cc

Tel: 301-202-3000
ibaconference@ibo.org

IB Conference of the Americas 2013

Mr. Mariano Acevedo
Robert E. Lee High School

6540 Franconia Road
22150 Springfield
VA
UNITED STATES

Item	Description	Quantity	Price	TOTAL
1	The MYP in Focus - Stanley Burgoyne and Sue Richards Acevedo	1	199.00	199.00
2	How to be an awesome programme coordinator leading sustainable IB Programmes - Andy Atkinson, Andrew Mitchell, and Maria Hersey Acevedo	1	229.00	229.00
3	registration fee Acevedo	1	895.00	895.00
total			USD	1,323.00 ✓

How to be an Awesome Coordinator — 7/18 9am — 4pm
MYP in Focus — 7/21 1:30pm — 4:30pm

GST/HST: 83758 1610 RT0001 QST: 1215360705 TQ0001

A copy of this invoice and a method of payment should be sent to:

International Baccalaureate Organization
Attn: Finance
7501 Wisconsin Avenue, Suite 200 West
Bethesda, MD 20814

NAME AND ADDRESS:
 ACEVEDO, MARIANO
 8316 BARK TREE CT

SPRINGFIELD, VA 22153
 US

Room: 2883/K1D
 Arrival Date: 7/18/2013 1:52:00PM
 Departure Date: 7/21/2013
 Adult/Child: 1/0
 Room Rate: 155.00

RATE PLAN C-IBO
 HH#
 AL
 BONUS AL CAR

Confirmation Number : 3516675285

7/21/2013 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
6/3/2013	VS *5487	CGETRI			\$178.15	
7/18/2013	GUEST ROOM	SSCOTT		\$155.00		
7/18/2013	SALES TAX - 13.00%	SSCOTT		\$20.15		
7/18/2013	OCCUPANCY TAX - 2.00	SSCOTT		\$2.00		
7/18/2013	CITY TAX - 1.00	SSCOTT		\$1.00		
7/19/2013	GUEST ROOM	SSCOTT		\$155.00		
7/19/2013	SALES TAX - 13.00%	SSCOTT		\$20.15		
7/19/2013	OCCUPANCY TAX - 2.00	SSCOTT		\$2.00		
7/19/2013	CITY TAX - 1.00	SSCOTT		\$1.00		
7/20/2013	GUEST ROOM	SSCOTT		\$155.00		
7/20/2013	SALES TAX - 13.00%	SSCOTT		\$20.15		
7/20/2013	OCCUPANCY TAX - 2.00	SSCOTT		\$2.00		
7/20/2013	CITY TAX - 1.00	SSCOTT		\$1.00		

WILL BE SETTLED TO

\$378.06

EFFECTIVE BALANCE OF

\$0.00

Total Hotel — \$556.21

I am only claiming \$480⁰⁰
 Per Diem \$480

Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
 - For any charges after your account was prepared, you may:
 - + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.
- If the statement meets with your approval, simply press the Zip-Out Check-Out button on your guest room telephone. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room. *Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.*

DATE OF CHARGE

FOLIO NO./CHECK NO.
 2035529 A

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

PAYMENT DUE UPON RECEIPT



U.S AIRWAYS

AC EVEDOIV/MARIANOS
18JUL13 1130A FEE FEE

Baggage Check

E-TICKET RECEIPT

ARRIVAL

FROM TO
EBC FEE

IF ONE OF YOUR FLIGHTS IS ON A PARTNER AIRLINE, PARTNER FEES MAY APPLY. PLEASE GO TO USAIRWAYS.COM/PARTNERBAGFEES FOR MORE INFO

FARE USD 25.00
TAX US 0.00
TAX
TOTAL USD 25.00

DOCUMENT NUMBER

NO CASH VALUE
NOT VALID FOR TRAVEL

THANK YOU FOR FLYING
US AIRWAYS

A STAR ALLIANCE MEMBER

PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT

Baggage Check

E-TICKET RECEIPT

ARRIVAL

FROM TO
EBC FEE

CNTTPV/US 18JUL13 BEBD11PU
AC EVEDOIV/MARIANOS
18JUL13 1130A FEE FEE

BAGGAGE FEE (1B) 01 0025.00 (2B) 00 0000 (3B) 00 0000 (4B) 00 000 (0M) 00 0000 (0Z) 00 0000 (SE) 00 0000 (CU) 00 0000 USD25.00 END

FARE USD 25.00
TAX US 0.00
TAX 0370606360301
TOTAL USD 25.00

DOCUMENT NUMBER

NO CASH VALUE
NOT VALID FOR TRAVEL

IF ONE OF YOUR FLIGHTS IS ON A PARTNER AIRLINE, PARTNER FEES MAY APPLY. PLEASE GO TO USAIRWAYS.COM/PARTNERBAGFEES FOR MORE INFO

THANK YOU FOR FLYING
US AIRWAYS

Parking @ DC National for 4 days

DCA REAGAN
703 474 4300
AVIATION CIRCLE
WASHINGTON, DC 20001

#Error
Ticket No
Last Station:
In: Out: Lane: LOT#: Duration: ID:

E113
07/18/2013 04:48
07/21/2013 23:39
215
73
3,18:51
Ranal

\$ 56.00

\$ 58.00

\$ 56.00

\$ 0.00



Airport Shuttle

Availability > Select service > Payment > Confirmation

Reservation Confirmation

Please note that this is not your boarding ticket, a copy of your ticket is being e-mailed to you. Airport Shuttle requires that you present a printed WebTicket at the time you board the vehicle. Print your WebTicket now and keep it with your other travel documents so that you have it with you on the day that you travel.

Print this page.

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To Access and Print Your WebTicket
Click Here

You are traveling to
Washington (National), DC - DCA.

To arrange ground transportation or to review transportation options and get a fare quote at that airport



We have created a reservation with the following details:

Name: Mar Acevedo	Itinerary
Reservation Number	WN3745676
Pickup Location	Hilton New Orleans Riverside
Pickup Address	2 Poydras
Dropoff Location	New Orleans Int'l Airport
Dropoff Address	
Pickup Date	Sunday, July 21, 2013
Pickup Time	3:00 PM
Number of Passengers	1
Service	Shared Van
Payment Type	Credit Card
Fare	\$ 20.00
Total Fare	\$ 20.00

Instructions

Changes to this Reservation:
If you have any questions or wish to change this reservation, please contact our reservations center at 866-595-2699. Please reference the reservation number when calling.



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Airport Shuttle

Availability > Select service > Payment > Confirmation

Reservation Confirmation

Please note that this is not your boarding ticket, a copy of your ticket is being e-mailed to you. Airport Shuttle requires that you present a printed WebTicket at the time you board the vehicle. Print your WebTicket now and keep it with your other travel documents so that you have it with you on the day that you travel.

Print this page

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To Access and Print Your WebTicket
Click Here

We have created a reservation with the following details:

Name: Mar Acevedo	Itinerary
Reservation Number	WN3745667
Pickup Location	New Orleans Int'l Airport
Pickup Address	
Dropoff Location	Hilton New Orleans Riverside
Dropoff Address	2 Poydras
Pickup Date	Thursday, July 18, 2013
Pickup Time	9:15 AM
Number of Passengers	1
Service	Shared Van
Payment Type	Credit Card
Fare	\$ 20.00
Total Fare	\$ 20.00

Instructions

Changes to this Reservation:
If you have any questions or wish to change this reservation, please contact our reservations center at 866-596-2699. Please reference the reservation number when calling.



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New Reservation

Home page

Transportation at Other
Airports