



Welcome Grimes, Alexandra N.

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Nonlocal Travel

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Nonlocal Travel Reimbursement Request - View

Traveler Information

Traveler's Name

RODEHEAVER, MARTHA Y.

Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: OAKTON HIGH SCHOOL

Departure Date: June 15, 2013

Return Date: June 22, 2013

Destination: San Francisco, CA

Index: 050217 Subobject: 5022

Purpose of Travel: Professional Development

Travel Method: Air

Travel Sponsor: Buck Institute

Total Estimated Expenses: \$ 1834.50

Travel Amount Limit: \$ 0.00

Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	Saturday 06/15/13	Sunday 06/16/13	Monday 06/17/13	Tuesday 06/18/13	Wednesday 06/19/13	Thursday 06/20/13	Friday 06/21/13	Saturday 06/22/13	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare									\$563.29	\$563.29	\$0.00
Registration Fee									\$750.00	\$750.00	\$0.00
Lodging (tax included)									\$1085.00	\$1085.00	\$0.00
Car Rental									\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)	\$9.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$9.00	\$90.00	\$0.00	\$90.00
Lunch (M&IE Per Diem)	\$13.50	\$18.00					\$18.00	\$13.50	\$63.00	\$0.00	\$63.00
Dinner (M&IE Per Diem)	\$27.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$27.00	\$270.00	\$0.00	\$270.00
Incidentals (M&IE Per Diem)	\$3.75	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3.75	\$37.50	\$0.00	\$37.50
POV Mileage Amount									\$0.00	\$0.00	\$0.00
Parking									\$0.00	\$0.00	\$0.00
Transportation									\$0.00	\$0.00	\$0.00
Other Expenses									\$0.00	\$0.00	\$0.00
Total									\$2858.79	\$2398.29	\$460.50
Travel Amount Limit											\$0.00
Amount of Advance Received											\$0.00
Balance Due Traveler											\$460.50
Balance Due FCPS											\$0.00

Travel Notes

I put air fare as 1/9 of the total flight cost I was given on 8/5.

Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	nmsommer	07/10/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	ilim	08/05/2013	Rejected	
0100	Funds Verification	Nonlocal Travel	nmsommer	08/06/2013	Rejected	
0100	Funds Verification	Nonlocal Travel	nmsommer	08/06/2013	Approved	None



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Nonlocal Travel Request - View**Traveler Information****Traveler's Name**

Rodeheaver, Martha Y.

Document: [REDACTED]**SAP Document:** [REDACTED]**Status:** C - Complete**Required Date:** June 13, 2013**Office/School:** OAKTON HIGH SCHOOL**Estimated Expenses**

Registration Fee:	\$ 0.00
Lodging:	\$ 1085.00
Lodging Tax: (20% of lodging amount)	\$ 217.00
Meal Per Diem:	\$ 495.00
Incidental Expenses Per Diem:	\$ 37.50
Commercial Transportation:	\$ 0.00
Mileage:	\$ 0.00
Car Rental:	\$ 0.00
Other Expenses:	\$ 0.00
Total Estimated Expenses:	\$ 1834.50
Grant Amount:	\$ 0.00
Travel Amount Limit:	\$ 0.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 1834.50

Departure Date: June 15, 2013**Return Date:** June 22, 2013**Destination:** San Francisco, California**Purpose of Travel:** Professional Development**Index:** 050217 **Subobject:** 5022**Travel Method:** Air**Travel Sponsor:** Buck Institute**Conference Web Site:** www.bie.org**Travel Notes**

Taking registration place of Elizabeth Dean, who had already filled out a nonlocal travel request, so registration fee is \$0.00

Action by Approving Authority

(Request Submitted for Approval on 06/10/2013 2:07 PM)

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	nmsommer	06/10/2013	Approved	
0500	Office Approval	Nonlocal Travel	JABanbury	06/11/2013	Approved	
0800	Dept Approval	Nonlocal Travel	fezuluaqa	06/11/2013	Approved	
1000	FAMIS Review	Nonlocal Travel	ilim	06/18/2013	Approved	

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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](#).

OAKTON HS SD
OAKTON HIGH
OAKTON HIGH SCHOOL FINANCE
2900 SUTTON RD
VIENNA VA 22181-0190

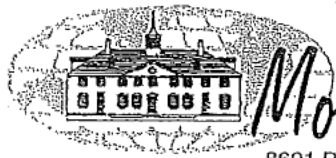
ACCOUNT NUMBER

STATEMENT DATE: 03/27/13

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-18	03-14	[REDACTED]	QUALITY INN NAPA WINER NAPA CA 0111660921 ARRIVAL: 03-13-13	204.06
03-18	03-14	[REDACTED]	QUALITY INN NAPA WINER NAPA CA 0111661015 ARRIVAL: 03-13-13	204.06
03-18	03-14	[REDACTED]	QUALITY INN NAPA WINER NAPA CA 0111660980 ARRIVAL: 03-13-13	204.06
03-18	03-14	[REDACTED]	QUALITY INN NAPA WINER NAPA CA 0111661067 ARRIVAL: 03-13-13	261.06
03-27	03-25	[REDACTED] Rodencaver	DELTA [REDACTED] ALEXANDRIA VA DEAN/ELIZABETH DEPARTURE: 06-15-13 P.O.S.: SALES TAX: \$62.65 DCA DL V SLC DL V SFO DL M ATL DL M ECP	565.60
03-27	03-25	[REDACTED]	UNITED [REDACTED] 800-932-2732 TX KANNAPELL/LEANNE DEPARTURE: 06-15-13 P.O.S.: SALES TAX: \$0.00 DCA UA L SFO UA T DCA	427.80 - KannaPELL
03-27	03-25	[REDACTED]	UNITED [REDACTED] 800-932-2732 TX EDDY/COLLEEN ANN DEPARTURE: 06-15-13 P.O.S.: SALES TAX: \$0.00 DCA UA L SFO UA T DCA	427.80
Total Travel Activity				2,333.29



Mount Vernon Travel, Inc.

8601 Richmond Highway • Alexandria, VA 22309 • (703) 799-9400

FAX (703) 799-9402 • 800-221-9402

EMAIL: mvtravel@aol.com

April 16, 2013

Invoice # [REDACTED]

Ms. Elizabeth Christie Dean → Martina Rodeheaver replaced
Oakton High School
2900 Sutton Road
Vienna, VA 22181

FLIGHT INFORMATION / INVOICE

DEPARTURE DATE: Saturday June 15, 2013

Departing: Delta Airlines Flight # 2359

from Reagan Airport @ 7:30 AM to Salt Lake City @ 10:03 AM
depart SLC flight # 2375 @ 11:05 AM arriving San Francisco @ 12:07 PM
Seats 37D & 18D

RETURN DATE: Saturday June 22, 2013

Departing: Delta Airlines Flight # 1680

from San Francisco @ 1:00 PM to Atlanta Airport @ 8:45 PM
departing Atlanta Flight # 693 @ 9:35 PM to Panama City Fl. @ 9:40 PM
Seats 29D & 22C

\$585.60 per ticket

Ticket # [REDACTED]

Record Locator: [REDACTED]

TOTAL PAID \$585.60

**Air Tickets are non-refundable.*

** Names have to match a government issued ID for each passenger
1st bag \$25.00, 2nd bag \$35.00, carry-on's free*

Please confirm flight 24 hours in advance for any flight changes

JPMorganChase

JPMORGAN CHASE BANK NA
PO BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER

STATEMENT DATE

03-27-13

John Banbury, Principal
Oakton High School

NET CHARGES

\$7,333.29

OAKTON HS SD
OAKTON HIGH
OAKTON HIGH SCHOOL FINANCE
2900 SUTTON RD
VIENNA VA 22181-6199

1*0002256

Received 4/12/13

FOR RECONCILIATION PURPOSES ONLY, DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE:

OK EL

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2087	2,000.00
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-25	03-22		BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2270	6,500.00
Total Purchasing Activity				5,000.00

Kannapel
Registration
Rodeneaver

Travel Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
				38.85

FOR CUSTOMER SERVICE CALL:

ACCOUNT NUMBER

ACCOUNT SUMMARY

FOR LOSS PREVENTION CALL:

STATEMENT DATE:

03/27/13

SEND BILLING INQUIRIES TO:
JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-8225
ELGIN, IL 00121

PURCHASES & OTHER CHARGES	7,333.29
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$7,333.29
DISPUTE AMOUNT	.00



MEMO STATEMENT
THIS IS NOT A BILL

JPMORGAN CHASE BANK NA
PO BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 05-27-13

NET CHARGES \$3,750.00

John Banbury
John Banbury, Principal
Oakton High School

OAKTON HS SD
OAKTON HIGH
OAKTON HIGH SCHOOL FINANCE
2900 SUTTON RD
VIENNA VA 22181-6199

**H0001823

Reconciled 6/4/13

OK

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE: [REDACTED]

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-08	05-06	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2270	3,750.00
Total Purchasing Activity				3,750.00

FOR CUSTOMER SERVICE CALL:	ACCOUNT NUMBER	ACCOUNT SUMMARY
FOR LOSS CALL:	[REDACTED]	PURCHASES & OTHER CHARGES 3,750.00
FOR TELLER CALL:	STATEMENT DATE:	CASH ADVANCES .00
	05/27/13	CREDITS .00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		CASH ADVANCE FEE .00
		NET CHARGES \$3,750.00
		DISPUTE AMOUNT .00

Kannapell, Leanne M

From: PBLWorld Store <info@bie.org>
Sent: Friday, March 22, 2013 3:14 PM
To: Kannapell, Leanne M
Subject: PBLWorld - Thank you for your Registration

THANK YOU FOR YOUR ORDER

Order Date: Mar 22, 2013
Order ID: Order #209
Transaction ID: [REDACTED]

Billing

LEAnne Kannnapell
Oakton High School
2900 Sutton Road
Vienna, Va 22181
USA
lmkannapell@fcps.edu
703-319-2773

Attendee	Workshop	Price
Hartley Anita (amhartley@fcps.edu)	PBL 101: 6-12	\$750.00
Elizabeth Dean (ecdean@fcps.edu) <i>Rockledge</i>	PBL 101: 6-12	\$750.00 ✓

Total: \$1,500.00

If you have questions regarding refunds and cancelations, please refer to our [General Info](#) and [FAQs](#).

Your Invoice



MEMO STATEMENT
THIS IS NOT A BILL

JPMORGAN CHASE BANK NA
PO BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 07-15-13

NET CHARGES \$5,797.39

OAKTON HS SA9
OAKTON HS
2900 SUTTON RD
VIENNA VA 22181-6109

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

CYCLE LIMIT: \$15,000

NAME: OAKTON HS SA9

ACCOUNTING CODE:

all 55350

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-22	[REDACTED]	NAPA WINERY INN NAPA CA 0123404278	1,373.70
			ARRIVAL: 06-16-13	
06-24	06-22	[REDACTED]	NAPA WINERY INN NAPA CA 0123404345	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22	[REDACTED]	NAPA WINERY INN NAPA CA 0123404398	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22	[REDACTED]	NAPA WINERY INN NAPA CA 0123404485	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22	[REDACTED]	NAPA WINERY INN NAPA CA 0123404445	1,088.70
			ARRIVAL: 06-16-13	
Total Travel Activity				5,728.50

Rodcheaver

FOR CUSTOMER SERVICE CALL:

FOR LOSS CALL:

FOR TOLL CALL:

ACCOUNT NUMBER

STATEMENT DATE:

07/15/13

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	5,797.39
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$5,797.39
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

40270-60-00



OAKTON HS SA0
OAKTON HS
2000 SUTTON RD
VIENNA VA 22181-6100

ACCOUNT NUMBER



STATEMENT DATE: 07/15/13

CARDHOLDER ACTIVITY

Fleet Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-22		CHEVRON 0210413 NAPA CA	68.89
Total Fleet Activity				68.89



**Ascend Hotel Collection Member,
Napa (CAD37)**

1998 Trower Avenue
Napa, CA 94558
(707) 257-7220
GM.CAD37@choicehotels.com

Account: [REDACTED]

Date: 6/22/13

Room: 209 BAR

Arrival Date: 6/16/13

Departure Date: 6/22/13

Check In Time: 6/16/13 3:49 PM

Check Out Time: 6/22/13 7:48 AM

Rewards Program ID:

You were checked out by: kfaris.cad37

You were checked in by: kford.cad37

Total Balance Due: 0.00

Buck Institute

Eddy, Colleen & Rodeheaver

2900 Sutton Rd
Buck Educational Institute
Vienna, VA 22181

Post Date	Description	Comment	Amount
3/14/13	[REDACTED]	advance deposit	(204.06)
		[REDACTED]	
6/16/13	Room Charge	#209 Eddy, Colleen	179.00
6/16/13	Occupancy Tax		25.06
6/17/13	Room Charge	#209 Eddy, Colleen	179.00
6/17/13	Occupancy Tax		25.06
6/18/13	Room Charge	#209 Eddy, Colleen	179.00
6/18/13	Occupancy Tax		25.06
6/19/13	Room Charge	#209 Eddy, Colleen	179.00
6/19/13	Occupancy Tax		25.06
6/20/13	Room Charge	#209 Eddy, Colleen	179.00
6/20/13	Occupancy Tax		25.06
6/21/13	Room Charge	#209 Eddy, Colleen	239.00
6/21/13	Occupancy Tax		33.46
6/22/13	[REDACTED]	[REDACTED]	(1,088.70)

Folio Summary 6/16/13 - 6/22/13

Room Charge	1,134.00
Occupancy Tax	158.76
[REDACTED]	(1,292.76)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

x

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You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

General Information

PBL World, scheduled for June 17-21 in lovely Napa, California, will bring together 500 educators who understand that Project Based Learning is a key strategy for creating an effective and engaging 21st century classroom that promotes students' ability to master the Common Core State Standards.

This is unlike any other institute or conference. Monday through Wednesday attendees will participate in BIE's classic PBL 101 workshop, which engages them in learning the principles for designing, assessing and managing standards-focused projects as well as using performance assessments to judge the rigorous work generated by 21st century learners. This year we are adding major strands to World: Instructional Coaching and Leadership.

On Thursday participants can sign up for advanced PBL 201 all-day workshops that feature such topics as PBL and Math, Creativity and Innovation, and Technology Integration. School and district teams can choose to enroll in one of our Coaching Intensives, where they will work with one of BIE's National Faculty to create customized plans for PBL implementation.

Friday, thanks to the generosity of the William & Flora Hewlett Foundation, registrants are invited to attend Deeper Learning Network workshops facilitated by our good friends at New Tech Network, High Tech High, Envision Schools, EdVisions, New Visions for Public Schools, The Asia Society, Big Picture Learning, and ConnectEd. For free!



Schedule

Mornings will begin with engaging keynotes by education thought leaders. Late afternoons belong to the attendees, who may participate at no cost in a series of short after-sessions. Evenings, well, we are going to be in Napa.

Monday - Thursday

8:00-8:30: Light breakfast
 8:30-9:15: Keynote
 9:15-9:30: Break
 9:30-12:00: Part 1 of Workshop
 12:00-12:45: Lunch
 12:45-3:30: Part 2 of Workshop
 3:45-4:30: Technology Boot Camps

Friday

8:00-8:30: Light breakfast
 8:30-8:50: Announcements and presentation
 8:50-9:00: Transition
 9:00-10:15: Deeper Learning Workshops (Round 1)

10:15-10:30: Break/transition
10:30-11:45: Deeper Learning Workshops (Round 2)
11:45-12:30: Lunch and Keynote
12:30: Conference ends

Note: Leadership Academy participants will receive a separate agenda by email.

Meals

Your registration fee includes a light breakfast and boxed lunch.

Continuing Education Units

Registration will be available at the conference.

Workshop Cancellation Policy

BIE reserves the right to cancel any workshop due to lack of registration. That decision will be made by May 24, 2013. If a workshop you register for is cancelled or full you will automatically be enrolled in your second choice. You will be informed of this change by email.

Refund Policy

Refund requests must be received by email or phone by May 31, 2013. Full refunds will be granted in such cases.

Substitution Policy

If an organization wishes to replace a registered participant with another BIE must be informed by email (david@bie.org) as soon as possible. The new participant must complete a registration form online with Erin or Lauren. The replacement participant may be required to attend only those workshops that the original participant registered for.

Discounts

There are no discounts for multiple registrations or for groups.

Contact Information

David Ross
Email: david@bie.org

Buck Institute for Education
18 Commercial Boulevard
Novato, CA 94949

Publications

Every participant in a PBL 101 workshop will receive a free copy of the *PBL 101 Workbook* and either the *PBL Starter Kit* or *PBL in the Elementary Grades*. Additional copies of these and other BIE publications will be available for purchase each day during lunch.

Dress Code

Casual/business casual.

Technology Requirements and Access

It is highly recommended that all participants bring a laptop or tablet computer for use in workshops. Free wireless will be available in the workshop rooms and in public areas of the conference site.