



Welcome Grimes, Alexandra N.

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## Nonlocal Travel Reimbursement Request - View

## Traveler Information

## Traveler's Name

THOMAS, FARRIS S 1

Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: CARSON MIDDLE SCHOOL

Departure Date: June 16, 2013

Return Date: June 22, 2013

Destination: Napa, CA

Index: 171217 Subobject: 5024

Purpose of Travel: School Based Staff Professional Development

Travel Method: Air

Travel Sponsor: Buck Institute for Education

Total Estimated Expenses: \$ 1683.89

Travel Amount Limit: \$ 0.00

Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	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								\$467.80	\$467.80	\$0.00
Registration Fee								\$0.00	\$0.00	\$0.00
Lodging (tax included)								\$614.24	\$614.24	\$0.00
Car Rental								\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)	\$8.25	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$8.25	\$71.50	\$0.00	\$71.50
Lunch (M&IE Per Diem)	\$12.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00		\$92.00	\$0.00	\$92.00
Dinner (M&IE Per Diem)	\$25.50	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00		\$195.50	\$0.00	\$195.50
Incidentals (M&IE Per Diem)	\$3.75	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00		\$28.75	\$0.00	\$28.75
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
<b>Total</b>								<b>\$1469.79</b>	<b>\$1082.04</b>	<b>\$387.75</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>\$387.75</b>
<b>Balance Due FCPS</b>										<b>\$0.00</b>

## Travel Notes

## Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	<a href="#">efharrington</a>	06/24/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	<a href="#">llm</a>	06/25/2013	Approved	None

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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](#).



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## Nonlocal Travel Request - View

## Traveler Information

## Traveler's Name

Thomas, Farris S 1

Document: [REDACTED]

SAP Document: [REDACTED]

Status: C - Complete

Required Date: April 15, 2013

Office/School: CARSON MIDDLE SCHOOL

## Estimated Expenses

Registration Fee:	\$ 0.00
Lodging:	\$ 614.24
Lodging Tax: (20% of lodging amount)	\$ 122.85
Meal Per Diem:	\$ 396.50
Incidental Expenses Per Diem:	\$ 32.50
Commercial Transportation:	\$ 467.80
Mileage:	\$ 0.00
Car Rental:	\$ 0.00
Other Expenses:	\$ 50.00
Total Estimated Expenses:	\$ 1683.89
Grant Amount:	\$ 0.00
Travel Amount Limit:	\$ 0.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 1216.09

Departure Date: June 16, 2013

Return Date: June 22, 2013

Destination: Napa, California

Purpose of Travel: School Based Staff Professional Development

Index: 171217 Subobject: 5024

Travel Method: Air

Travel Sponsor: Buck Institute for Education

Conference Web Site: [www.BIE.org](http://www.BIE.org)

## Travel Notes

Air and hotel will be paid for with the school credit card.

## Action by Approving Authority

(Request Submitted for Approval on 04/03/2013 11:34 AM)

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	<a href="#">efharrington</a>	04/03/2013	Rejected	
0100	Funds Verification	Nonlocal Travel	<a href="#">efharrington</a>	04/09/2013	Approved	
0500	Office Approval	Nonlocal Travel	<a href="#">affrattall</a>	04/18/2013	Approved	
0800	Dept Approval	Nonlocal Travel	<a href="#">fezuluaqa</a>	04/18/2013	Approved	
1000	FAMIS Review	Nonlocal Travel	<a href="#">angrimes</a>	04/19/2013	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](#).

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

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 03-27-13

NET CHARGES \$935.60

7757  
CARSON MS SD  
CARSON MIDDLE  
CARSON MIDDLE FINANCE  
13618 MCLEAREN RD  
HERNDON VA 20171-3215

\*\*N0001929

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: CARSON MS SD

CYCLE LIMIT: \$4,000

ACCOUNTING CODE: [REDACTED]

## CARDHOLDER ACTIVITY

## Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-21	03-19	[REDACTED]	UNITED [REDACTED] 800-832-2732 TX POOLE/BARBARAMRS DEPARTURE: 06-14-13 P.O.S.: SALES TAX: \$0.00 IAD UA W SFO UA L IAD	467.80
03-21	03-19	[REDACTED]	UNITED [REDACTED] 800-832-2732 TX THOMAS/FARRISMRS DEPARTURE: 06-14-13 P.O.S.: SALES TAX: \$0.00 IAD UA W SFO UA L IAD	467.80 ✓
Total Travel Activity				935.60

FOR CUSTOMER SERVICE CALL:

ACCOUNT NUMBER

ACCOUNT SUMMARY

FOR LOSS CALL:

STATEMENT DATE:

03/27/13

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

PURCHASES & OTHER CHARGES	935.60
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$935.60
DISPUTE AMOUNT	.00

**Harrington, Eileen F**

**From:** United Airlines, Inc. [unitedairlines@united.com]  
**Sent:** Tuesday, March 19, 2013 1:46 PM  
**To:** Harrington, Eileen F  
**Subject:** eTicket Itinerary and Receipt for Confirmation [REDACTED]

**Confirmation:**  
[REDACTED][Check-In >](#)

Issue Date: March 19, 2013

Traveler	eTicket Number	Frequent Flyer	Seats
POOLE/BARBARAMRS	[REDACTED]		24F/---
THOMAS/FARRISMRS	[REDACTED]		24E/---

**FLIGHT INFORMATION**

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft Meal
Fri, 14JUN13	UA644	W	WASHINGTON, DC (IAD - DULLES) 4:49 PM	SAN FRANCISCO, CA (SFO) 7:28 PM	757-200Purchase
Fri, 21JUN13	UA1283	L	SAN FRANCISCO, CA (SFO) 4:35 PM	WASHINGTON, DC (IAD - DULLES) 12:40 AM (22JUN)	737-800Purchase

**FARE INFORMATION****Fare Breakdown**

Airfare:	414.88USD
U.S. Federal Transportation Tax:	31.12
U.S. Flight Segment Tax:	7.80
September 11th Security Fee:	5.00
U.S. Passenger Facility Charge:	9.00
Per Person Total:	467.80USD
eTicket Total:	935.60USD

**Form of Payment:**  
[REDACTED]

The airfare you paid on this itinerary totals: 829.76 USD

The taxes, fees, and surcharges paid total: 105.84 USD

**Fare** Additional charges may apply for changes in addition to any fare rules listed.**Rules:**

NONREF/0VALUAFTDPT/CHGFEE

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

**Baggage allowance and charges for this itinerary.****Baggage fees are per traveler**

Origin and destination for checked baggage	1 <sup>st</sup> bag	2 <sup>nd</sup> bag	Max wt / dim per piece
6/14/2013 Washington, DC (IAD - Dulles) to San Francisco, CA (SFO)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)

6/21/2013 San Francisco, CA (SFO) to Washington, DC (IAD - Dulles)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)
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### Additional Baggage Information

#### Carry-on baggage information

United accepts one carry-on item of no more than 45 linear inches or 114 linear centimeters in the aircraft cabin, along with one personal item (such as a shoulder or laptop bag).

Due to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for

more information or go to [united.com](http://united.com).

#### General Baggage Information

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges


allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items


or sporting equipment, visit [united.com/baggage](http://united.com/baggage).

### IMPORTANT CONSUMER NOTICES

- ☒ **Incorporated Terms** - Your travel is subject to United's Contract of Carriage terms. The Contract is available for inspection at any UA ticketing facility, [united.com](http://united.com) or by calling 1-800-UNITED-1. Passengers have the right to receive the full text of the terms incorporated by reference free of charge by mail or other delivery service. The Contract terms include rules about limits on liability for personal injury or death and for loss, damage, or delay of goods and baggage, check-in times, overbooking, security issues, reservations, denial of carriage, refunds, claims limits and restrictions, including time limitations for filing a claim or lawsuit, and schedule changes and irregularities. The Contract of Carriage contains further detail of these terms.
- ☒ **Additional Terms** - Depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to one or more of the following, may apply to your travel: (1) the ticket may not be refundable but may be exchangeable for a fee with another restricted fare ticket meeting all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) travel may be restricted to specific flights and/or times and minimum and/or maximum stay may be required.
- ☒ **Baggage Liability** - On domestic flights, United's maximum liability limit for checked baggage is \$3300 USD per passenger and United excludes liability for all unchecked baggage. For travel within the U.S., United excludes liability for fragile, valuable or perishable items carried in all baggage including jewelry, computers, cash, camera equipment and similar valuables. If any of these items are lost, damaged or delayed, you will not be entitled to any reimbursement. You can declare excess valuation on certain baggage at the airport, additional fees will apply.
- ☒ **ADVICE TO INTERNATIONAL PASSENGERS ON CARRIER LIABILITY** - Passengers on a journey involving an ultimate destination or stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments, may apply to the entire journey, including any portion thereof within a country. For such passengers, the treaty, including special contracts of carriage embodied in applicable tariffs, governs and may limit the liability of the Carrier in respect of death of or injury to passengers, and for destruction or loss of, or damage to, baggage, and for delay of passengers and

baggage.

 **Notice—Overbooking of Flights** - Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadline which are available upon request from the air carrier, persons denied boarding involuntarily are entitled to compensation. *The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.*

 **Personal Health** - For important health tips before your flight, including information on a serious condition called Deep Vein Thrombosis, please go to [united.com](http://united.com).

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[united.com](http://united.com)

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For assistance, please contact United Airlines via telephone or via e-mail.

Harrington, Eileen F

From: United Airlines, Inc. [unitedairlines@united.com]  
Sent: Tuesday, March 19, 2013 1:34 PM  
To: Harrington, Eileen F  
Subject: united.com reservation for San Francisco, CA (SFO)

Add unitedairlines@united.com to your address book. [See instructions.](#)



Tue., Mar. 19, 2013

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[Deals & Offers](#)

[Reservations](#)

[Earn MileagePlus Miles](#)

[My Account](#)

Thank you for choosing United Airlines.



We are processing your reservation and will send you a confirmation email once this is completed. This process usually takes less than an hour; however, in rare cases it could take longer. Your reservation will remain confirmed during the processing period, and it's not necessary to contact us unless you are traveling within 24 hours.



As a reminder, you can [manage your reservation](#) at united.com, including:

Purchasing additional products and services to improve your travel experience

Viewing or changing seat assignments

Changing your flight

Checking-in (within 24 hours)

Booking a car or hotel

Printing additional receipts, and more

If you do not receive your receipt within three hours, [please contact us](#).



## Flight Summary

Confirmation Number: 



Fri., Jun. 14, 2013 | Washington, DC (IAD - Dulles) to San Francisco, CA (SFO)



Fri., Jun. 21, 2013 | San Francisco, CA (SFO) to Washington, DC (IAD - Dulles)

[Manage my reservation](#)

View full trip details, seat assignments and printable receipts.



## Traveler Details



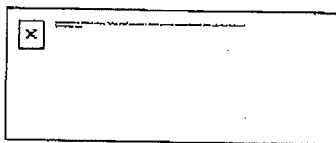
Mrs. Barbara Poole

Mrs. Farris Thomas

Seats: IAD - SFO: 24F  
SFO - IAD: —

Seats: IAD - SFO: 24E  
SFO - IAD: —





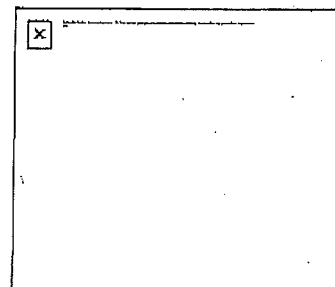
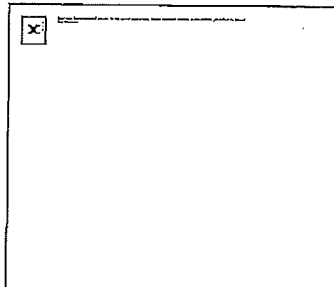
San Francisco Hotels

STARTING AT

**\$59**

PER DAY

[Book now](#)



Ticket Price Details	
2 Adults (age 18 to 64) \$892.00	
Additional Taxes/Fees \$43.60	
<b>Total Fare</b>	<b>\$935.60</b>
<a href="#">Manage my reservation</a>	



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Earn 75 reward miles/day

Earn 150 bonus reward miles when booking on [united.com](#)

Choose [Avis®](#) or [Hertz®](#)

Total Fare: \$935.60/WA21GN/LA21GN

Additional Trip Planning Tools

[Baggage Policies](#): View current baggage acceptance allowances.

[San Francisco Destination Guide](#): Download a complete travel guide.

### Important Baggage Information

#### Carry-on baggage allowed

United accepts the following items, per customer to be carried on the aircraft at no charge:

One carry-on bag no more than 45 linear inches or 114 linear centimeters (L + W + H) or 14 inches x 9 inches x 22 inches (23 x 35 x 56 cm)

One personal item (such as a shoulder or laptop bag).

[Learn more about carry-on baggage policy](#)

#### Checking bags for this itinerary

Checked baggage service charges are collected at any point in the itinerary where bags are checked. The bag service charges below reflect a maximum outside linear dimension of 62 linear inches (157 cm)

First and second baggage service charges per traveler as listed below:

	1st bag	2nd bag	Weight per bag
Fri., Jun. 14, 2013 Washington, DC (IAD - Dulles) to San Francisco, CA (SFO)	\$25	\$35	50.0 lbs (23 kgs)
Fri., Jun. 21, 2013 San Francisco, CA (SFO) to Washington, DC (IAD - Dulles)	\$25	\$35	50.0 lbs (23 kgs)



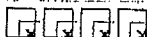
#### Check Your First Bag for Free

You and your companion can check your first bag for free when you use your MileagePlus Explorer Card to buy your ticket and fly a United-operated flight. That's up to a \$50 savings per person round trip.

[Learn more](#)

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges, allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit [united.com/baggage](#)

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P.O. Box 6120 Rapid City, SD  
57709-6120 USA



RACHEL CARSON MIDDLE SCHOOL  
HERNDON, VIRGINIA 20171

Acct Nbr w/ Vendor	Vendor Name	Payment Number	Check Date	Check #	Check Amount
	BIE	0005710	3/14/2013		\$2,000.00
Vendor Invoice Number	Date	Fund	Fund Description	Fund Amount	
PBL WORLD	3/14/2013		Administrative-General Rev/Exp	\$2,000.00	


Administrative-General Rev/Exp

\$2,000.00

SF4001-1

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR, IF UNKNOWN, CALL 800-523-2422

GZVKT10010000 L98SF024918

 SAFEGUARD LITHO USA 515L2 CK7508112L

## Harrington, Eileen F

From: PBLWorld Store [info@bie.org]  
Sent: Tuesday, March 12, 2013 2:41 PM  
To: Harrington, Eileen F  
Subject: PBLWorld - Thank you for your Registration

### THANK YOU FOR YOUR ORDER

Order Date: Mar 12, 2013

Order ID: [REDACTED]

Transaction ID: PURCHASE ORDER [REDACTED]

#### Billing

Eileen Harrington  
Rachel Carson Middle School  
13618 McLearen Road  
Herndon, VA 20171  
USA  
eharrington@fcpa.edu  
703-925-3600

Attendee	Workshop	Price
Barbara Poole (bjpoole@fcpa.edu)	PBL 101: 6-12	\$750.00
Barbara Poole (bjpoole@fcpa.edu)	PBL 201: Critical Thinking (Alternative: PBL 201: Common Core Based Rubrics)	\$250.00
Barbara Poole (bjpoole@fcpa.edu)	DL2: New Visions for Public Schools (Alternative: DL2: Big Picture Learning)	\$0.00
Barbara Poole (bjpoole@fcpa.edu)	DL1: Big Picture Learning (Alternative: DL1: New Visions for Public Schools)	\$0.00
Farris Thomas (fsthomas@fcpa.edu)	PBL 101: 6-12	\$750.00
Farris Thomas (fsthomas@fcpa.edu)	PBL 201: Common Core Based Rubrics (Alternative: PBL 201: Critical Thinking)	\$250.00
Farris Thomas (fsthomas@fcpa.edu)	DL2: New Visions for Public Schools (Alternative: DL2: Big Picture Learning)	\$0.00
Farris Thomas (fsthomas@fcpa.edu)	DL1: Big Picture Learning (Alternative: DL1: New Visions for Public Schools)	\$0.00

Total: \$2,000.00

Your registration is not confirmed until the actual Purchase Order or payment by check is received along with the receipt from this transaction. This can be faxed to (415) 883-0260 or mailed to BIE, 18 Commercial Blvd., Novato, CA 94949 and **must** be received and cleared by May 31, 2013.

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

[Download BIE's W-9](#)

[Your Invoice](#)

# Invoice

Order Date: Mar 12, 2013

Order ID: [REDACTED]

Transaction ID: [REDACTED]

**Billing**

Eileen Harrington  
 Rachel Carson Middle School  
 13618 McLearen Road  
 Hamdon, VA 20171  
 USA  
 eharrington@fcps.edu  
 703-925-3800

Attendee	Workshop	Price
Barbara Poole	PBL 101: 6-12	\$750.00
Barbara Poole	PBL 201: Critical Thinking (Alternative: PBL 201: Common Core Based Rubrics)	\$250.00
Barbara Poole	DL2: New Visions for Public Schools (Alternative: DL2: Big Picture Learning)	\$0.00
Barbara Poole	DL1: Big Picture Learning (Alternative: DL1: New Visions for Public Schools)	\$0.00
Farris Thomas	PBL 101: 6-12	\$750.00
Farris Thomas	PBL 201: Common Core Based Rubrics (Alternative: PBL 201: Critical Thinking)	\$250.00
Farris Thomas	DL2: New Visions for Public Schools (Alternative: DL2: Big Picture Learning)	\$0.00
Farris Thomas	DL1: Big Picture Learning (Alternative: DL1: New Visions for Public Schools)	\$0.00

**Total: \$2,000.00**

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If you have questions regarding refunds and cancellations, please refer to our General Info and FAQs.

Download BIE's W-9

If you wish to bookmark this page, please visit and bookmark this permanent link.

Attendee First Name

Attendee Last Name

Attendee Email

Sun. Fri  
June 17-21

pblworld.org

### Monday to Wednesday

PBL 101: 6-12

\$750.00

☐

PBL 101: K-5

\$750.00

☐

PBL Coaching Academy

\$750.00

☐

### Wednesday to Friday

PBL Leadership Academy

\$750.00

Sold Out

### Thursday

Coaching Intensive

\$2,000.00

☐

PBL 201: Advanced Placement

\$250.00

☐

PBL 201: Common Core Based Rubrics

\$250.00

☐

PBL 201: Creativity

\$250.00

☐

PBL 201: Critical Thinking

\$250.00

☐

PBL 201: Differentiated Instruction

\$250.00

☐

PBL 201: English Learners

\$250.00

☐

PBL 201: Mathalicious

\$250.00

☐

PBL 201: PBL and LDC

\$250.00

☐

PBL 201: Special Needs

\$250.00

☐

PBL 201: Web 2.0

\$250.00

☐

Janis

Barbara

## Monday to Wednesday

PBL 201: World Languages

\$250.00

┐

## Friday - Round 1 (9:00 a.m.-10:15 a.m.)

(Requires Previous Workshop Selection)

These workshops will be repeated in Round 2.

DL1: Asia Society

\$0.00

┐

DL1: Big Picture Learning

*both*

\$0.00

┐

DL1: ConnectEd

\$0.00

┐

DL1: EdVisions

\$0.00

┐

DL1: Envision

\$0.00

┐

DL1: High Tech High

\$0.00

┐

DL1: New Tech Network

\$0.00

┐

DL1: New Visions for Public Schools

\$0.00

┐

## Friday - Round 2 (10:30 a.m.-11:45 a.m.)

(Requires Previous Workshop Selection)

These workshops are a repeat of Friday Round 1.

DL2: Asia Society

\$0.00

┐

DL2: Big Picture Learning

\$0.00

┐

DL2: ConnectEd

\$0.00

┐

DL2: EdVisions

\$0.00

┐

DL2: Envision

\$0.00

┐

DL2: High Tech High

\$0.00

┐

## Monday to Wednesday

DL2: New Tech Network

\$0.00

✓

DL2: New Visions for Public Schools

*Boch*

\$0.00

✓

✓

Checkout (CC)

✓

Checkout (Purchase Order)

✓

Save and Register Another



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 06-27-13

NET CHARGES \$1,020.30

CARSON MS SD  
CARSON MIDDLE  
CARSON MIDDLE FINANCE  
13618 MCLEAREN RD  
HERNDON VA 20171-3215

\*\*H0001842

*[Signature]* 7/22/13  
*Cileen Hanington*

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: CARSON MS SD

CYCLE LIMIT: \$4,000

ACCOUNTING CODE: [REDACTED]

#### CARDHOLDER ACTIVITY

##### Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-21	[REDACTED]	NAPA WINERY INN NAPA CA 0122647140 ARRIVAL: 06-16-13	816.24 ✓
06-26	06-24	[REDACTED]	NAPA WINERY INN NAPA CA 0123665204 ARRIVAL: 06-23-13	204.06 ✓
Total Travel Activity				1,020.30

FOR CREDIT ADVANCE ALL:	ACCOUNT NUMBER	ACCOUNT SUMMARY
FOR LOSS ADVANCE ALL:	[REDACTED]	PURCHASES & OTHER CHARGES 1,020.30
FOR T ADVANCE ALL:	STATEMENT DATE:	CASH ADVANCES .00
	06/27/13	CREDITS .00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-8225 ELGIN, IL 60121		CASH ADVANCE FEE .00
		NET CHARGES \$1,020.30
		DISPUTE AMOUNT .00



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

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

Account: [REDACTED]

Date: 6/24/13

Room: 220 LBINST

Arrival Date: 6/16/13

Departure Date: 6/21/13

Check In Time: 6/16/13 7:13 PM

Check Out Time: 6/21/13 7:24 AM

Rewards Program ID:

You were checked out by: laccar.cad37

You were checked in by: kford.cad37

**Total Balance Due: 0.00**

POOLE, BARBARA

Post Date	Description	Comment	Amount
6/13/13	[REDACTED]	advance deposit	(204.06)
6/16/13	Room Charge	#220 POOLE, BARBARA	179.00
6/16/13	Occupancy Tax		25.06
6/17/13	Room Charge	#220 POOLE, BARBARA	179.00
6/17/13	Occupancy Tax		25.06
6/18/13	Room Charge	#220 POOLE, BARBARA	179.00
6/18/13	Occupancy Tax		25.06
6/19/13	Room Charge	#220 POOLE, BARBARA	179.00
6/19/13	Occupancy Tax		25.06
6/20/13	Room Charge	#220 POOLE, BARBARA	179.00
6/20/13	Occupancy Tax		25.06
6/21/13	[REDACTED]	[REDACTED]	(816.24)
6/24/13	[REDACTED]	[REDACTED]	(204.06)
6/24/13	[REDACTED]	Adjustment	204.06

**Folio Summary 6/16/13 - 6/21/13**

Room Charge	895.00
Occupancy Tax	125.30
[REDACTED]	(1,020.30)
	0.00

**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

choiceprivileges

You could be earning free nights and other great rewards. Join Choice Privileges today, at [www.choiceprivileges.com](http://www.choiceprivileges.com).



# PURCHASE REQUISITION, ORDER, AND RECEIVING REPORT

THIS ORDER IS SUBJECT TO THE LAWS OF THE  
COMMONWEALTH OF VIRGINIA AND THE FAIRFAX  
COUNTY PURCHASING RESOLUTION.

THE PURCHASE ORDER NUMBER APPEARING AT RIGHT MUST APPEAR ON ALL DELIVERIES, PACKAGES, INVOICES, PACKING SLIPS, AND RELATED CORRESPONDENCE.

PO Number
-----------

Vendor:

**BILL TO: FINANCE OFFICE**

KACHE Carson M.S

Date:

3/8

13-607

Deliver or Ship To (if different from above):

Account to be Charged:	Finance Use Only
------------------------	------------------

☐ APPR      ☐ Green Dollars      ☐ LSAF

Account Number

Paid by Pcard

S.P. CC.

**VENDOR:** Please request valid FCPS identification if this purchase order is presented in person.

VENDOR: Please request valid FCPS identification if this purchase order is presented in person.								
ITEM NUMBER	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT		QTY REC'D	
	10/16 - 6/21 Tanner Hall Pool PKL Herald Campbell  Christina Pook & James Thomas					123K 48		
			Tax					
			Shipping and Handling					

### Special Instructions

Requested By

Date \_\_\_\_\_

Approved By

Date \_\_\_\_\_

Approved By Principal/Program Manager

Date \_\_\_\_\_

## ACCEPTANCE ACKNOWLEDGEMENT

Please read the *Instructions to Receiving Employee* on the reverse

Delivery Is ☐ Partial ☐ Final ☐ Accepted and Conforms to the Purchase Order Except as Noted in Remarks

Remarks
---------

Signature of Receiving Employee

Date Received \_\_\_\_\_

I certify that the goods or services have been received or performed, inspected, and accepted as satisfactory, except as noted.

## 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.