

**COUNTY OF FAIRFAX, VIRGINIA**  
**TRAVEL EXPENSE REIMBURSEMENT PAYMENT VOUCHER**

I CERTIFY THAT EXPENSES LISTED BELOW IN THE AMOUNT OF \$295.50 WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COUNTY OF FAIRFAX, VIRGINIA, AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF THIS BUSINESS. ALL MILEAGE DURING THE NORMAL WORKDAY EXCLUDES ROUND TRIP MILEAGE OF 7 MILES BETWEEN MY HOME AND BASE SCHOOL/WORK LOCATION.

(TYPE NAME AND HOME ADDRESS IN SPACE BELOW)

Colleen Eddy

[Signature] 7/28/13  
 Signature of Traveler Date  
 Oakton High School Assistant Principal  
 Base School/Activity Position

FCPS Employee Identification Number [Redacted]  
 Office Telephone No. (703) 319-2880

[Signature] \_\_\_\_\_  
 Signature of Approving Authority Date

1. Date	2. LOCATION AT WHICH EXPENSE WAS INCURRED POINTS BETWEEN WHICH TRAVEL WAS NECESSARY METHOD OF TRANSPORTATION USED & MILEAGE RATE ALLOWED EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY	3. MILES TRAVELED	4. MILEAGE OR FARES	5. AUTO EXP. (ITEMIZE BY SECOND COLUMN)	6. MEALS	7. LODGING (SHOW FULLY SEPARATELY)	8. OTHER (ITEMIZE BY SECOND COLUMN)	9. TOTALS
6/16/13	Napa, California 1st day travel plus incidental				3	49.50		49.50
6/17/13	Napa, California dinner				1	36.00	34.00	34.00
6/18/13	Napa, California dinner				1	36.00	34.00	34.00
6/19/13	Napa, California dinner				1	36.00	34.00	34.00
6/20/13	Napa, California dinner				1	36.00	34.00	34.00
6/21/13	Napa, California dinner				1	36.00	34.00	34.00
6/22/13	Napa, California / San Francisco, CA				1	36.00	34.00	34.00
6/17	incidental				1 X	66.00	34.00	34.00
6/18	incidental						5.00	
6/19	incidental						5.00	
6/20	incidental						5.00	
6/21	incidental						5.00	
6/22	incidental						5.00	
USE OF PRIVATELY OWNED CAR AUTHORIZED AT _____ PER MILE					9	253.50		
TOTAL THIS SHEET					1 X	295.50	30.00	283.50
AREA/DEPARTMENT USE								

REVIEWED BY [Signature]

DATE 12.17.2013

TOTAL PAGE 2  
 TOTAL PAGE 3  
 TOTAL PAGE 4  
 AMOUNT CERTIFIED FOR PAYMENT \$295.50 283.50

SFX	TC	DOC REF	TREAS	SUBSID	INDEX	SUBOBJ	AMOUNT
VENDOR	PROJECT	PH	PY	LOC	JOB NO	DESCRIPTION	
A							
B							
C							
D							

FS 13-71 (Rev. 4/07)

All previous editions of this form must be destroyed

TRAVELER

Amount to be reimbursed: \$283.50



Welcome Grimes, Alexandra N.

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[Local Travel](#)[Nonlocal Travel](#)[Approval](#)[Administration](#)[My Profile](#)

Printer Friendly PDF

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

Eddy, Colleen A.

**Document:** [REDACTED]**SAP Document:** [REDACTED]**Status:** P - Posted**Required Date:** June 20, 2013**Office/School:** OAKTON HIGH SCHOOL

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

**Estimated Expenses**

<b>Registration Fee:</b>	\$ 750.00
<b>Lodging:</b>	\$ 1029.00
<b>Lodging Tax: (20% of lodging amount)</b>	\$ 205.80
<b>Meal Per Diem:</b>	\$ 457.50
<b>Incidental Expenses Per Diem:</b>	\$ 37.50
<b>Commercial Transportation:</b>	\$ 0.00
<b>Mileage:</b>	\$ 0.00
<b>Car Rental:</b>	\$ 0.00
<b>Other Expenses:</b>	\$ 0.00
<b>Total Estimated Expenses:</b>	\$ 2479.80

**Departure Date:** June 21, 2013**Return Date:** June 28, 2013**Destination:** Napa, California**Purpose of Travel:** Professional Development**Index:** 050217 **Subobject:** 5022**Travel Method:** Air**Travel Sponsor:** Buck Institute for Education**Conference Web Site:** [www.bie.org](http://www.bie.org)

<b>Grant Amount:</b>	\$ 0.00
<b>Travel Amount Limit:</b>	\$ 0.00
<b>Amount of Advance Requested:</b>	\$ 0.00
<b>Reservation Amount:</b>	\$ 1729.80

**Travel Notes**

I am currently in California for the PBL World 2013 conference hosted by the Buck Institute. I arrived in San Francisco on Saturday, and the conference began on Monday, June 17. The conference will end tomorrow, June 21, and I will return on Saturday, June 22. Unfortunately, I failed to complete my travel request prior to departure. I am hoping that I may receive my per diem reimbursement. The dates entered above are wrong because the program will only allow me to request travel in the future

**Action by Approving Authority**

(Request Submitted for Approval on 06/20/2013 8:24 PM)

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	<a href="#">nmsommer</a>	06/21/2013	Approved	
0500	Office Approval	Nonlocal Travel	<a href="#">JABanbury</a>	06/22/2013	Approved	
0800	Dept Approval	Nonlocal Travel	<a href="#">fezuluaga</a>	06/22/2013	Approved	
1000	FAMIS Review	Nonlocal Travel	<a href="#">ilim</a>	06/24/2013	Approved	

[Back to List](#)
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Airfare

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

ACCOUNT NUMBER

STATEMENT DATE: 03/27/13

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-18	03-14		QUALITY INN NAPA WINER NAPA CA 0111660921 ARRIVAL: 03-13-13	204.06
03-18	03-14		QUALITY INN NAPA WINER NAPA CA 0111661015 ARRIVAL: 03-13-13	204.06
03-18	03-14		QUALITY INN NAPA WINER NAPA CA 0111660980 ARRIVAL: 03-13-13	204.06
03-18	03-14		QUALITY INN NAPA WINER NAPA CA 0111661067 ARRIVAL: 03-13-13	261.06
03-27	03-25	Rodeneaver	DELTA 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		UNITED 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
03-27	03-25		UNITED 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

# JPMorganChase

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

MEMO STATEMENT  
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 03-27-13

John Bankbury, 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

1:7000225L

Received 4/12/13

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE: [REDACTED]

OK EC

## CARDHOLDER ACTIVITY

### Purchasing Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-11	03-11	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2037	2,000.00
03-13	03-11	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-13	03-11	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-25	03-22	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2270	6,500.00
Total Purchasing Activity				5,000.00

Kannapell  
Registration

### Travel Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
02-28	02-26	[REDACTED]	[REDACTED]	[REDACTED]

FOR CUSTOMER SERVICE CALL:

ACCOUNT NUMBER

ACCOUNT SUMMARY

FOR LO

ALL:

STATEMENT DATE:

03/27/13

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-0225  
ELGIN, IL 60121

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

Registration



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

\*\*\*0003823

*Reconciled 6/14/13*

*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

*McCalla  
Murphy  
Eddy*

FOR CREDIT CARD CALL: [REDACTED]	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
FOR LOSS CALL: [REDACTED]	STATEMENT DATE: 05/27/13	
FOR TELLER CALL: [REDACTED]		
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 3,750.00
		CASH ADVANCES .00
		CREDITS .00
		CASH ADVANCE FEE .00
		NET CHARGES \$3,750.00
		DISPUTE AMOUNT .00

**Kannapell, Leanne M**

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**From:** PBLWorld Store <info@bie.org>  
**Sent:** Monday, March 11, 2013 2:08 PM  
**To:** Kannapell, Leanne M  
**Subject:** PBLWorld - Thank you for your Registration

## THANK YOU FOR YOUR ORDER

Order Date: Mar 11, 2013

Order ID: [REDACTED]

Transaction ID: [REDACTED]

---

### Billing

LeAnne Kannapell  
Oakton High School  
2900 Sutton road  
Vienna, Virginia 22181  
USA  
lmkannapell@fcps.edu  
703-319-2773

---

Attendee	Workshop	Price
Colleen Eddy (caeddy@fcps.edu)	PBL 101: 6-12	\$750.00
Colleen Eddy (caeddy@fcps.edu)	DL2: ConnectEd (Alternative: DL2: New Tech Network)	\$0.00
Colleen Eddy (caeddy@fcps.edu)	DL1: Asia Society (Alternative: DL1: High Tech High)	\$0.00

---

**Total: \$750.00**

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

Your Invoice

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

07-15-13

NET CHARGES

\$5,797.39

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

\*\*T0002550

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		NAPA WINERY INN NAPA CA 0123404278	1,373.70
			ARRIVAL: 06-16-13	
06-24	06-22		NAPA WINERY INN NAPA CA 0123404345	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22		NAPA WINERY INN NAPA CA 0123404398	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22		NAPA WINERY INN NAPA CA 0123404485	1,088.70
			ARRIVAL: 06-16-13	
06-24	06-22		NAPA WINERY INN NAPA CA 0123404445	1,088.70
			ARRIVAL: 06-16-13	
Total Travel Activity				5,728.50

FOR CUSTOMER SERVICE CALL:

FOR LOSS

CALL:

FOR T

ALL:

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 IL1-8225  
ELGIN, IL 60121

403/D-60-66



OAKTON HS SA9  
OAKTON HS  
2900 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@choicetohotels.com

Buck Institute  
Eddy, Colleen + Rodeheaver  
2900 Sutton Rd  
Buck Educational Institute  
Vienna, VA 22181

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**

Post Date	Description	Comment	Amount
3/14/13	[REDACTED]	advance deposit	(204.06)
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 \_\_\_\_\_  
CHOICEprivileges®

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