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Tuesday November 17, 2015

Local Travel

Nonlocal Travel

Reports

Administration



Printer Friendly PDF

Nonlocal Travel Reimbursement Request - View

Traveler Information

Name and Home Address

BLONDIN, MICHAEL D

Employee Vendor Number

Office Telephone Number 703-207-4003

Reimbursement Document:

Reimbursement Status: C - Complete

Approval Document:

SAP Document:

Office/School: FALLS CHURCH HIGH SCHOOL

Departure Date: June 24, 2015

Return Date: July 2, 2015

Destination: Germany

Index: Subobject:

Purpose of Travel: Professional Development

Travel Method: Air

Travel Sponsor: VWGOA Partnership with FCPS

Total Estimated Expenses: \$ 4200.00
 Travel Amount Limit: \$ 4200.00
 Amount of Advance Received: \$ 0.00

Grant Amount: \$ 4200.00

Description of Expense	Wednesday 06/24/15	Thursday 06/25/15	Friday 06/26/15	Saturday 06/27/15	Sunday 06/28/15	Monday 06/29/15	Tuesday 06/30/15	Wednesday 07/01/15	Thursday 07/02/15	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare										\$0.00	\$0.00	\$0.00
Registration Fee										\$0.00	\$0.00	\$0.00
Lodging (tax included)										\$0.00	\$0.00	\$0.00
Lodging Tax										\$0.00		
Car Rental										\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)										\$0.00	\$0.00	\$0.00
Lunch (M&IE Per Diem)										\$0.00	\$0.00	\$0.00
Dinner (M&IE Per Diem)										\$0.00	\$0.00	\$0.00
Incidentals (M&IE Per Diem)										\$0.00	\$0.00	\$0.00
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					\$4200.00					\$4200.00	\$4200.00	\$0.00
Total										\$4200.00	\$4200.00	\$0.00
Travel Amount Limit												\$4200.00
Amount of Advance Received												\$0.00
Balance Due Traveler												\$0.00
Balance Due FCPS												\$0.00

Entered By: Maclin, Chad

Phone: 571-423-4595

Travel Notes

Paid Mt. Vernon Travel Invoice # 062415FCPS by FCPS PO # [REDACTED] in the amount of \$46,200 which was divided by 11 travelers for a total of \$4,200 each (FCPS Check # [REDACTED] dated 4/15/2015.) This travel submission was utilized for audit purposes only. The funding for this trip was paid for with Volkswagen Group of America (VWGOA) grant funds.

Receipts

- [Receipts File 1](#) (Other Expenses)

Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
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0100	Funds Verification	Nonlocal Travel	mehinds	07/21/2015	Approved	None
1000	Accounting Review	Nonlocal Travel	KVGarcia	07/21/2015	Approved	None

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General Travel Questions Contact Accounting Operations at 571-423-3739 or [TravelInfo](#). Technical Support Contact Financial Services FASTeam at 571-423-3636 or [Financial Services FASTeam](#).

Nonlocal Travel Request

Traveler's Name

Blondin, Michael D

Document: [REDACTED]

SAP Document: [REDACTED]

Status: P - Posted

Required Date: June 1, 2015

Office/School: FALLS CHURCH HIGH SCHOOL

Entered By: Maclin, Chad

Phone: 571-423-4595

Estimated Expenses

Registration Fee:	\$ 2216.00
Lodging:	\$ 320.00
Lodging Tax: (20% of lodging amount)	\$ 64.00
Meal Per Diem:	\$ 0.00
Incidental Expenses Per Diem:	\$ 0.00
Commercial Transportation:	\$ 1600.00
Mileage:	\$ 0.00
Car Rental:	\$ 0.00
Other Expenses:	\$ 0.00
Total Estimated Expenses:	\$ 4200.00

Grant Amount:	\$ 4200.00
Travel Amount Limit:	\$ 4200.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 384.00

Departure Date: June 24, 2015

Return Date: July 2, 2015

Destination: Germany

Lodging Rate: 1.00 Meals/Incidental Rate: 1.00

Purpose of Travel: Professional Development

Index: [REDACTED] Subobject: [REDACTED]

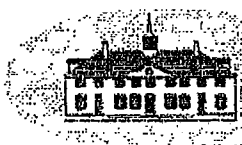
Travel Method: Air

Travel Sponsor: VWGOA Partnership with FCPS

Conference Web Site: NA

Travel Notes

Request is funded by the VWGOA grant and has been approved by FCPS LT. Travel is being entered for audit purposes. All expenses \$4,200 for each traveler have been paid by check to Mt. Vernon Travel and represent the entire amount to be paid by the grant/FCPS. Additional costs beyond the amount already paid will be the individual traveler's responsibility. Travelers won't submit reimb. requests upon return. Travel supports the POG relating to preparing our students to be college and career ready.



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 15, 2015

Invoice # 062415FCPS

Mr. Chad Maclin
Fairfax County Public Schools
3877 Fairfax Ridge Road, cubicle 2219
Fairfax, VA 22030

INVOICE

Package Trip for Fairfax County Public Schools employees traveling to Germany with
EF Education First.

Departure Date: Wednesday, June 24, 2015

Return Date: Thursday, July 2, 2015

Price: \$4,200.00 per Person

11 Travelers X \$4,200.00 per Person = \$46,200.00

TOTAL COST OF SERVICE \$46,200.00

Trip has been arranged by EF Education First

Payment is NON-REFUNDABLE

Full payment is due by April 24, 2015

Check should be made payable to: Mount Vernon Travel, Inc.
8601 Richmond Highway
Alexandria, VA 22309
(703) 799-9400