



Local Travel

Nonlocal Travel

Reports

Administration



Printer Friendly PDF

## Nonlocal Travel Reimbursement Request - View

## Traveler Information

## Name and Home Address

MOHAN, PATRICK J.

Employee Vendor Number [REDACTED]

Office Telephone Number 703-714-5400

## Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

## Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: MARSHALL HIGH SCHOOL

Departure Date: March 4, 2015

Return Date: March 7, 2015

Destination: Houston (L.B. Johnson Space Center), TX

Index: [REDACTED] Subobject: [REDACTED]

Purpose of Travel: Technical Training

Travel Method: Air

Travel Sponsor: Rice University Center for College Readiness

Total Estimated Expenses: \$ 2052.86

Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	Wednesday 03/04/15	Thursday 03/05/15	Friday 03/06/15	Saturday 03/07/15	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare					\$444.20	\$444.20	\$0.00
Registration Fee					\$780.00	\$780.00	\$0.00
Lodging (tax Included)					\$539.15	\$539.15	\$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)				\$13.50	\$13.50	\$0.00	\$13.50
Dinner (M&IE Per Diem)	\$27.00	\$36.00		\$27.00	\$90.00	\$0.00	\$90.00
Incidentals (M&IE Per Diem)			\$5.00		\$5.00	\$0.00	\$5.00
POV Mileage Amount	\$17.83				\$17.83	\$0.00	\$17.83
Parking				\$40.00	\$40.00	\$0.00	\$40.00
Transportation					\$0.00	\$0.00	\$0.00
Other Expenses					\$0.00	\$0.00	\$0.00
<b>Total</b>					<b>\$1929.68</b>	<b>\$1763.35</b>	<b>\$166.33</b>
<b>Amount of Advance Received</b>							<b>\$0.00</b>
<b>Balance Due Traveler</b>							<b>\$166.33</b>
<b>Balance Due FCPS</b>							<b>\$0.00</b>

## Travel Notes

The hotel stay originally had to be placed on my credit card; until the hotel received an authorization form, I could not use the IB credit card for the hotel. When the hotel switched from my credit card to the IB credit card, they switched everything, including the room service, to the IB card.

## Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	lwebster	03/16/2015	Approved	None
1000	Accounting Review	Nonlocal Travel	ansherline	03/27/2015	Approved	None

[Back to List](#)

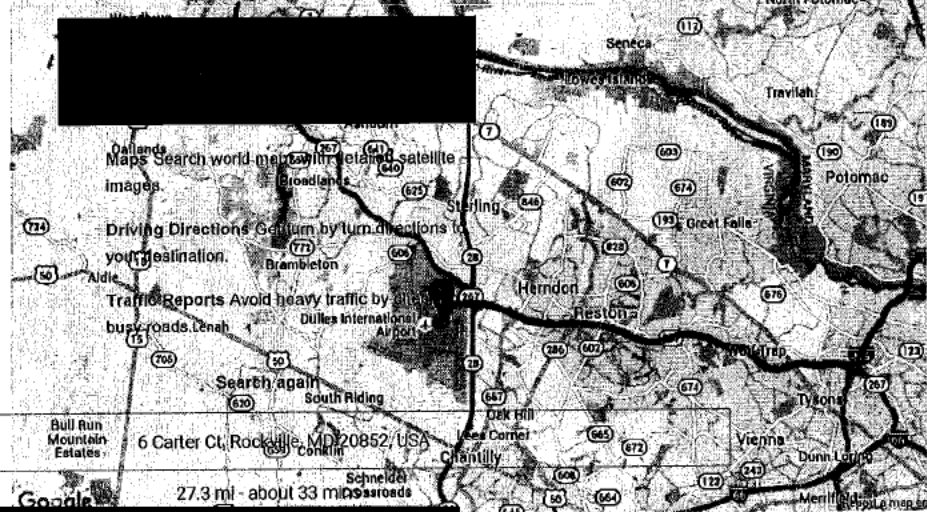

## Road and Maps Directions

IAD, Dulles, VA, United States

Get Directions

## Directions Found!

Find maps and driving directions



1. [Redacted]
2. [Redacted]
3. This page can instantly give you driving directions to your destination.
4. Result is instant and once you click on the map, the driving directions toolbar. This will allow you to access to driving directions.
5. [Redacted]
6. [Redacted]
7. Merge onto I-270 S via the ramp to Washington 0.9 mi
8. Merge onto I-270 S 1.0 mi
9. Take the exit toward Interstate 495 S/North Virginia/Washington 0.6 mi
10. Continue onto I-270 Spur S 1.5 mi
11. Merge onto I-495 S  
Entering Virginia 6.6 mi
12. Take exit 45A to merge onto VA-267 W toward Dulles Airport 0.7 mi
13. Take the exit on the left toward Dulles Airport 0.3 mi
14. Merge onto Dulles Access Rd 12.7 mi
15. Continue onto Saarinen Cir 0.2 mi
16. Continue straight to stay on Saarinen Cir 446 ft
17. Continue straight to stay on Saarinen Cir 446 ft
18. Continue straight to stay on Saarinen Cir 0.2 mi  
Destination will be on the right

Concourse B, Iad, 1 Saarinen Cir, Sterling, VA 20166, USA

Map data ©2015 Google

Get Detailed Directions

Search again

Search again

27.3 mi - about 33 mins

- 1.
- ↩ 2.
- ↩ 3.
- ↩ 4.
- ↩ 5.
- ↩ 6.
7. Merge onto I-270 S via the ramp to Washington 0.9 mi
- ↩ 8. Merge onto I-270 S 1.0 mi
- ↩ 9. Take the exit toward Interstate 495 S/North Virginia/Washington 0.6 mi
10. Continue onto I-270 Spur S 1.5 mi
- ↩ 11. Merge onto I-495 S 6.6 mi  
Entering Virginia
- ↩ 12. Take exit 45A to merge onto VA-267 W toward Dulles Airport 0.7 mi
- ↩ 13. Take the exit on the left toward Dulles Airport 0.3 mi
- ↩ 14. Merge onto Dulles Access Rd 12.7 mi
15. Continue onto Saarinen Cir 0.2 mi
- ↑ 16. Continue straight to stay on Saarinen Cir 446 ft
- ↑ 17. Continue straight to stay on Saarinen Cir 446 ft
- ↑ 18. Continue straight to stay on Saarinen Cir 0.2 mi  
Destination will be on the right

*approx. 31 miles.*

Concourse B, Iad, 1 Saarinen Cir, Sterling, VA 20166, USA

Map data ©2015 Google

Get Detailed Directions

### Nonlocal Travel Request

**Traveler's Name**

Mohan, Patrick J.

Document: [REDACTED]

SAP Document: [REDACTED]

Status: C - Complete

Required Date: December 29, 2014

Office/School: MARSHALL HIGH SCHOOL

Entered By: Shewchuk, Carlota B.

Phone: 703-714-5580

**Estimated Expenses**

Registration Fee:	\$ 780.00
Lodging:	\$ 435.00
Lodging Tax: (20% of lodging amount)	\$ 87.00
Meal Per Diem:	\$ 231.00
Incidental Expenses Per Diem:	\$ 17.50
Commercial Transportation:	\$ 425.00
Mileage:	\$ 17.36
Car Rental:	\$ 0.00
Other Expenses:	\$ 60.00
Total Estimated Expenses:	\$ 2052.86

Grant Amount:	\$ 0.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 847.86

Departure Date: March 4, 2015

Return Date: March 7, 2015

Destination: Houston (L.B. Johnson Space Center), Texas

Purpose of Travel: Technical Training

Index [REDACTED] Subobject [REDACTED]

Travel Method: Air

Travel Sponsor: Rice University Center for College Readiness

Conference Web Site:

<http://collegeready.rice.edu/spring-ib-workshops>

**Travel Notes**

Patrick is an IB English A: Literature HL teacher who is long overdue for his official IB Training! He has been at Marshall for 3 years, and is a valuable member of the team. He will be sharing a hotel room with his colleague, Jonathan Pallis (see pending additional request), to save costs.

MARSHALL HS IB SD  
MARSHALL HS  
MARSHALL HIGH SCHOOL FINANCE  
7731 LEESBURGPK  
FALLS CHURCHVA 22043-2498

ACCOUNT NUMBER

STATEMENT DATE: 01/27/15

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-07	01-05			
01-08	01-07			
01-23	01-21			
01-23	01-21		UNITED 01675338232606 800-932-2732 TX MOHAN/PATRICK DEPARTURE: 03-04-15 P.O.S.: SALES TAX: \$0.00 IAD UA G MSY UA G IAH UA W IAD	444.20
01-23	01-21			
Total Travel Activity				2,179.20

page 2

**Webster, Leigh**

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**From:** Shewchuk, Carlota B  
**Sent:** Wednesday, January 21, 2015 2:44 PM  
**To:** Webster, Leigh  
**Subject:** FW: Flight Confirmation | Houston Wed, Mar 4, 2015

FYI...for Patrick Mohan and [REDACTED]

***Carlota Bernal Shewchuk***

Co-Coordinator  
International Baccalaureate Diploma Program  
& Spanish Teacher  
George C. Marshall High School  
7731 Leesburg Pike  
Falls Church, VA 22043  
Tel. (703) 714-5580  
Fax. (703) 714-5579  
Email: [CBSheWchuk@fcps.edu](mailto:CBSheWchuk@fcps.edu)  
\*\*\*\*\*

Secretary of the Executive Board  
Mid-Atlantic Association of IB World Schools

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**From:** Orbitz [mailto:travelercare@orbitz.com]  
**Sent:** Wednesday, January 21, 2015 2:36 PM  
**To:** Shewchuk, Carlota B  
**Subject:** Flight Confirmation | Houston Wed, Mar 4, 2015



Flight Confirmation

**This is your flight confirmation for Houston Wed, Mar 4, 2015. Please note the important locator codes.**

You can always view your itinerary online for the most up-to-date information by visiting My Trips.

Orbitz booking number:

[REDACTED]

United Airlines Record locator:

[REDACTED]



YOUR FLIGHT

## Outbound

Depart 5:06 PM

Wed, Mar 4

Washington DC, District of Columbia  
Dulles Airport (IAD)

Stop 1

New Orleans, Louisiana

New Orleans Airport (MSY)



United Airlines 822 Airbus A320  
Economy  
956 mi 2hr 50min

Seats: 26-D , 26-C | Seats are confirmed.

Change planes. Time between flights: 0hr 53min

Depart 7:49 PM

Wed, Mar 4

New Orleans, Louisiana  
New Orleans Airport (MSY)

Arrive 9:05 PM

Houston, Texas

George Bush Airport (IAH)  
Terminal C



United Airlines 3741 Embraer 175  
Economy  
310 mi 1hr 16min

Flight 3741 Operated by /MESA AIRLINES DBA UNITED EXPRESS

Seats: 11-C , 11-B | Seats are confirmed.

## Return

Depart 4:45 PM

Sat, Mar 7

Houston, Texas  
George Bush Airport (IAH)  
Terminal C

Arrive 8:35 PM

Washington DC, District of Columbia  
Dulles Airport (IAD)



United Airlines 1732 Boeing 737  
Economy  
1,203 mi 2hr 50min

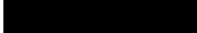

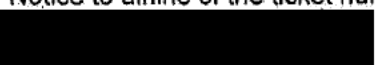
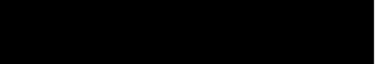
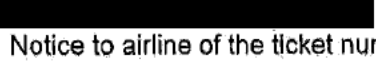
Seats: 31-D | Seats are confirmed.

Security update: Airports and airlines now require that you obtain a boarding pass before entering the security checkpoint. Review the latest airport security rules.

Please note that this ticket will incur **change fees**.

This booking is subject to our **Privacy Policy** and **Terms and Conditions**.

## Traveler information

Traveler 1  
Airline Ticket Number:  Electronic  
Primary phone number:   
Seat preference: Aisle  
Meal (if available): Standard  
Requests for disabled travelers: Notice to airline of the ticket number  
Traveler 2  
Airline Ticket Number:   
Seat preference:   
Meal (if available):   
Requests for disabled travelers: Notice to airline of the ticket number

## Trip cost

### Flight

Airline Ticket(2) \$888.40  
(Adults: 2)

**Total due at booking \$888.40**

Taxes and fees included

Additional baggage fees may apply.

This trip was billed to MasterCard ending  [View billing info](#)

This reservation was made on Wed, Jan 21, 2015 1:26 PM CST .

## Add to your trip



### Sonesta Houston ES Suites Galleria

★★★★☆

Nightly rates from ~~\$212~~ \$159

3.9 / 5 Reviewer score

5190 Hidalgo Street, Houston, TX 77056  
1.2 miles Southwest from the center of Houston

## Special Offer





JPMORGAN CHASE BANK NA  
P.O. BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

MEMO STATEMENT  
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 12-27-14

NET CHARGES \$3,340.00

MARSHALL HS IB SD  
MARSHALL HS  
MARSHALL HIGH SCHOOL FINANCE  
7731 LEESBURG PK  
FALLS CHURCH VA 22043-2498

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAY PRINCIPAL

NAME: MARSHALL HS IB SD

CYCLE LIMIT: \$10,000

ACCOUNTING CODE: [REDACTED]

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-08	12-05	[REDACTED]	[REDACTED]	[REDACTED]
12-08	12-05	[REDACTED]	[REDACTED]	[REDACTED]
12-09	12-08	[REDACTED]	[REDACTED]	[REDACTED]
12-09	12-08	[REDACTED]	RICE - SCS HOUSTON TX P.O.S.: 000000000000000000 SALES TAX: 0.00	780.00
Total Purchasing Activity				3,340.00

Patrick Mohan

FOR CUSTOMER SERVICE CALL:  
1-800-318-6056

FOR LOST/STOLEN CARDS CALL:  
1-800-318-6056

FOR TTY/TDD SERVICE CALL:  
1-800-955-8060

ACCOUNT NUMBER

STATEMENT DATE:

12/27/14

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	3,340.00
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$3,340.00
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

09-Dec-14

**ENROLLMENT ACKNOWLEDGMENT**

**GLASSCOCK SCHOOL OF CONTINUING STUDIES**

**RICE UNIVERSITY CENTER FOR COLLEGE READINESS**

PLEASE CHECK THIS INFORMATION FOR ACCURACY AND EMAIL US AT COLLEGEREADY@RICE.EDU IF THERE ARE ANY ERRORS.

Patrick Mohan

Current Payment: \$780.00

PJMohan@fcps.edu

Amount Due: \$0.00

400rr Language A: Literature (Category 2) 3/5/2015 -3/7/2015 T-F 8-4, S 8-12

Examine this document carefully for errors; onsite transfers and substitutions will be assessed a mandatory processing fee.

Information regarding parking and registration location will be sent approximately one to two weeks before the start of your course. If you do not receive this information, please contact us via email at collegeready@rice.edu or call 713-348-6031. Additional program logistics, including course descriptions, may be viewed at collegeready.rice.edu.

ID: [REDACTED]

Patrick Mohan  
[REDACTED]

**PLEASE READ THESE NOTES:**

**SCHEDULE CHANGES AND CANCELLATIONS:** Although we make every effort to maintain published class schedules, insufficient enrollment or other unforeseen occurrences may require cancellation or instructor substitution. We will notify you as early as possible. These changes are posted on the website. In the event of a schedule adjustment or cancellation, neither Rice University nor the Glasscock School of Continuing Studies shall be held responsible for any non-refundable cost incurred by a participant, including, but not limited to transportation or accommodation fees.

**PAYMENT:** Checks submitted to Rice University for payment may be converted into an electronic funds transfer from your account.

**REFUND POLICY:** Course fees will be refunded in full when enrollments are canceled in writing 15 working days before the class begins. If you drop a course less than 15 working days before the course begins, a 10 percent processing fee will be subtracted from your refund. Visit [glasscock.rice.edu/policies](http://glasscock.rice.edu/policies) for more information.

**SPECIAL NEEDS:** We make every effort to hold classes in rooms that are accessible to all participants. However, some older buildings are less user-friendly for wheelchairs or walkers. Please notify us of any accommodations you require when registering. Visit [dss.rice.edu](http://dss.rice.edu) for information on Rice's Disability Support Services office.

**RELEASE:** On occasion, the Glasscock School of Continuing Studies may photograph or videotape classrooms, instructors and participants for promotional or historical purposes. Acceptance of this enrollment authorizes Rice University to use your photograph in its official publications, advertisements or for other promotional purposes on the Web or to submit to news organizations.



JPMORGAN CHASE BANK NA  
P.O. BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

**MEMO STATEMENT**  
**THIS IS NOT A BILL**

ACCOUNT NUMBER

STATEMENT DATE

03-27-15

NET CHARGES

\$691.96

MARSHALL HS IB SD  
MARSHALL HS  
MARSHALL HIGH SCHOOL FINANCE  
7731 LEESBURG PK  
FALLS CHURCH VA 22043-2498

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: MARSHALL HS IB SD

CYCLE LIMIT: \$10,000

ACCOUNTING CODE:

**CARDHOLDER ACTIVITY**

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-05	03-04			
03-09	03-07			
03-09	03-08		HILTON HOUSTON PLAZA HOUSTON TX 0000503283 ARRIVAL: 03-04-15	508.95
03-09	03-08		HILTON HOUSTON PLAZA HOUSTON TX 0000503380 ARRIVAL: 03-04-15	30.20
Total Travel Activity				691.96

FOR CUSTOMER SERVICE CALL:  
1-800-316-6056

FOR LOST/STOLEN CARDS CALL:  
1-800-316-6056

FOR TTY/TDD SERVICE CALL:  
1-800-955-8060

ACCOUNT NUMBER

STATEMENT DATE:

03/27/15

**ACCOUNT SUMMARY**

PURCHASES & OTHER CHARGES	691.96
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$691.96
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



## Transactions &amp; Details

Patrick Mohan's Parking at Dulles



World Elite MasterCard ...

Rewards: 186,408 miles

Current Balance:

Available Credit:



Date

Description

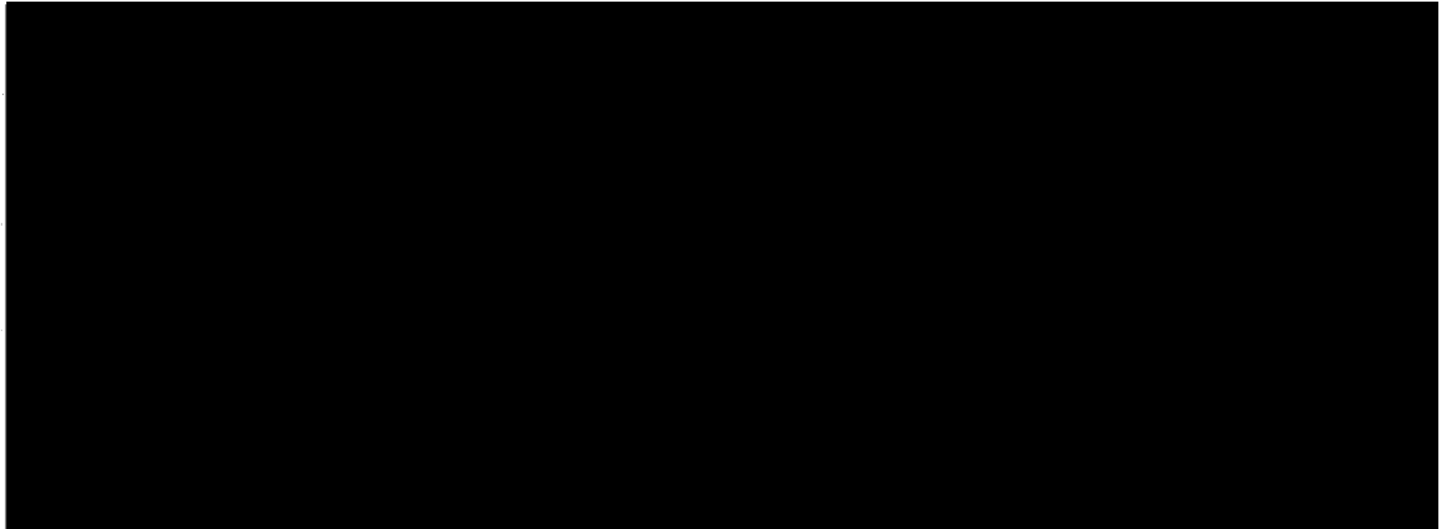
All Categories

Cards

Amount

View Pending Transactions (0)

Posted Transactions



3/09/15

IAD DULLES PAY AND  
GO

Gas/Automotive

...5597

\$40.00

Maps are informational only and not intended for navigation.

S. Mohan  
11/18/15