

2/20/15
FMR

Nonlocal Travel Reimbursement Request

Name and Home Address
MCELVEEN, RYAN L
[Redacted]
Employee Vendor Number: [Redacted]
Office Telephone Number: 571-423-1089

Reimbursement Document: [Redacted]
Reimbursement Status: A - Submitted for Approval
Approval Document: [Redacted]
Office/School: SB - SCHOOL BOARD OFFICE
Entered By: Braganza, Yvette R
Phone: 571-423-1066

Total Estimated Expenses: \$ 615.35
Travel Amount Limit: \$ 0.00
Amount of Advance Received: \$ 0.00
Grant Amount: \$ 0.00

Departure Date: January 26, 2015
Return Date: January 27, 2015
Destination: Richmond, VA
Index: [Redacted] Subobject: [Redacted]
Purpose of Travel: Professional Development
Travel Method: Private Vehicle
Travel Sponsor: Virginia School Board Association

Description of Expense	Monday 01/26/15	Tuesday 01/27/15	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare			\$0.00	\$0.00	\$0.00
Registration Fee			\$170.00	\$170.00	\$0.00
Lodging (tax included)			\$303.64	\$303.64	\$0.00
Car Rental			\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)	\$8.25		\$8.25	\$0.00	\$8.25
Lunch (M&IE Per Diem)	\$12.00	\$12.00	\$24.00	\$0.00	\$24.00
Dinner (M&IE Per Diem)	\$25.50	\$25.50	\$51.00	\$0.00	\$51.00
Incidentals (M&IE Per Diem)			\$0.00	\$0.00	\$0.00
POV Mileage Amount	\$69.52	\$70.25	\$139.78	\$0.00	\$139.78
Parking	\$9.00	\$9.00	\$18.00	\$0.00	\$18.00
Transportation			\$0.00	\$0.00	\$0.00
Other Expenses		\$0.70	\$0.70	\$0.00	\$0.70
Total			\$715.37	\$473.64	\$241.73
Travel Amount Limit					\$0.00
Amount of Advance Received					\$0.00
Balance Due Traveler					\$241.73
Balance Due FCPS					\$0.00

Travel Notes

VSBA Capital Conference. Due to predicted inclement weather for January 26, traveler went to Richmond, Va., a day early. Arrival date for hotel reservations was changed from January 26 to January 25. Dinner per diem for January 25 is reflected on January 27. Mileage includes travel to conference site from hotel on January 26 and 27.

Drove to/from hotel
& Convention twice

(Circle meals you purchased)

Jan 25:

Jan. 26: Breakfast Lunch Dinner

Jan. 27: Breakfast(provided) Lunch Dinner

Nonlocal Travel Request

Name and Home AddressMcElveen, Ryan L
[REDACTED]

Employee Vendor Number [REDACTED]

Office Telephone Number 571-423-1089

Document: [REDACTED]

Status: A - Submitted for Approval

Required Date: January 19, 2015

Office/School: SB - SCHOOL BOARD
OFFICE

Entered By: Braganza, Yvette R

Phone: 571-423-1066

Estimated Expenses

Registration Fee:	\$ 170.00
Lodging:	\$ 144.00
Lodging Tax: (20% of lodging amount)	\$ 28.80
Meal Per Diem:	\$ 91.50
Incidental Expenses Per Diem:	\$ 7.50
Commercial Transportation:	\$ 0.00
Mileage:	\$ 123.55
Car Rental:	\$ 0.00
Other Expenses:	\$ 50.00
Total Estimated Expenses:	\$ 615.35

Grant Amount:	\$ 0.00
Travel Amount Limit:	\$ 0.00
Amount of Advance Requested:	\$ 0.00
Reservation Amount:	\$ 445.35

Departure Date: January 26, 2015

Return Date: January 27, 2015

Destination: Richmond, Virginia

Purpose of Travel: Professional Development

Index: [REDACTED] Subobject [REDACTED]



Travel Method: Private Vehicle

Travel Sponsor: Virginia School Board Association

Conference Web Site:

http://www.vsba.org/meetings_conferences/capital_conference/**Travel Notes**

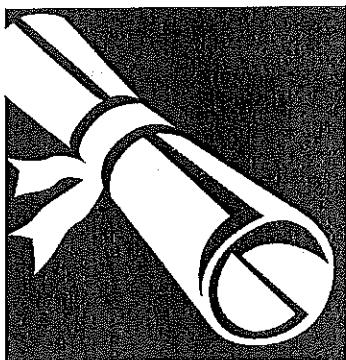
VSBA Capital Conference

 VSBA Virginia School Boards Association Leadership • Advocacy • Support		2015 VSBA Capital Conference	
		Start Date 01/26/2015 01:00 PM End Date 01/26/2015 09:00 AM Address Richmond Marriott. 500 East Broad Street. Richmond, VA 23219	 
Invoice#	30497	Payment Method Check	
Invoice Date	1/5/2015		
<p>This is a confirmation verification of your registration for the 2015 Capital Conference taking place on Monday, January 26, 2015 and January 27, 2015 at the Richmond Marriott.</p> <p>We look forward to seeing you in January.</p> <p>Registration fees received after January 6 will be \$220 per person. Purchase orders and registration via telephone do not constitute payment of registration fees and will result in a \$50 late fee if paid after the deadline date. No refunds will be made after January 6 except in the case of personal illness. All requests for refunds must be made to the VSBA President in writing signed by the board chair certifying a personal illness.</p>			
Submitted By			
Name	Yvette Rhodes	Address	8115 Gatehouse Road
Title	Deputy Clerk		
System/Org	Fairfax County	City/State/Zip	Falls Church, VA 22042
Phone	703.644.1604	Email	
#	Name	Function	Quantity Cost Total Cost
1	Ryan McElveen	2015 Capital Conference	1 \$170.00 \$170.00

Please submit a copy of your registration confirmation along with your check to:

VA School Boards Association
 Attention: Kim Hodges
 200 Hansen Rd., Suite 2
 Charlottesville, VA 22911

Total	\$170.00
Payments	\$0.00
Total Due	\$170.00



VSBA Capital Conference

January 26-27, 2015

Richmond Marriott
500 East Broad Street
Richmond, VA

The 2015 General Assembly promises to be another challenging session for supporters of public education because of the difficult fiscal climate and the ever-increasing role and expectations of our public schools. Advocacy by local school board members is a year-round job and even more important during the General Assembly.

We will kick-off the two day conference with greetings from Governor Terry McAuliffe and commentary on the "big picture" political scene with Dr. Bob Holsworth, frequent political media analyst. You'll receive an overview of the governor's budget amendments and VSBA's legislative priorities to help prepare you for your legislative meetings on day two. The end of the day will feature a reception that will provide you with an opportunity to mix and mingle with your legislators and top administration officials. Jump start day two with the VSBA breakfast buffet and Dr. Steve Staples, superintendent of public instruction (invited), before walking to the Capitol for personal visits with your legislators.

The VSBA Capital Conference offers you an opportunity before crossover to be seen and heard by your legislators. This "can't miss" conference allows your voice to be heard and continues VSBA's efforts for year-round advocacy. We hope to see you in January!

Conference Agenda

Monday, January 26, 2015

12:30 Registration

1:00 Welcome & Greetings

Juandiego Wade, President

Virginia School Boards Association

Governor Terry McAuliffe

Governor of Virginia

1:15 Comments on the Ever-changing Political Scene in Virginia

Dr. Bob Holsworth, President

Virginia Tomorrow, LLC

1:45 Review of the Governor's Budget

James Regimbal, Principal

Fiscal Analytics, Ltd

2:45 Break

3:00 Legislative Issues Briefing

Bob Hundley, Chairman, Legislative Positions/Federal Relations Committee

Virginia School Boards Association

Emily V. Webb, Government Relations Coordinator

Virginia School Boards Association

D. Patrick Lacy, Lobbyist

Virginia School Boards Association

Conference Agenda Continued on page 2



VSBA

Virginia School Boards Association

Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

www.vsba.org | 434-295-8722 | 800-446-8722



Courtyard by Marriott
Richmond West

6400 W. Broad St.
Richmond, Va 23230
T 804.282.1881

R. Mcelveen

Room: 168

Room Type: DBDB

Number of Guests: 1

Rate: \$144.00

Clerk:

Arrive: 25Jan15

Time: 04:14PM

Depart: 27Jan15

Time:

Folio Number: 94925

Date	Description	Charges	Credits
25Jan15	Room Charge	124.00	
25Jan15	Occupancy Sales Tax	6.57	
25Jan15	County Tax	9.92	
26Jan15	Room Charge	144.00	
26Jan15	Occupancy Sales Tax	7.63	
26Jan15	County Tax	11.52	
27Jan15	Master Card		303.64
	Card # [REDACTED]		
	Amount: 303.64 Auth: [REDACTED] Signature on File		
	Balance:	0.00	

Rewards Account [REDACTED] Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Marriott and A Woman's Nation join forces to increase appreciation for hotel housekeepers whose care and hard work often go unnoticed.

As requested, a final copy of your bill will be emailed to you at: YVETTE.RHODES@FCPS.EDU. See "Internet Privacy Statement" on Marriott.com.



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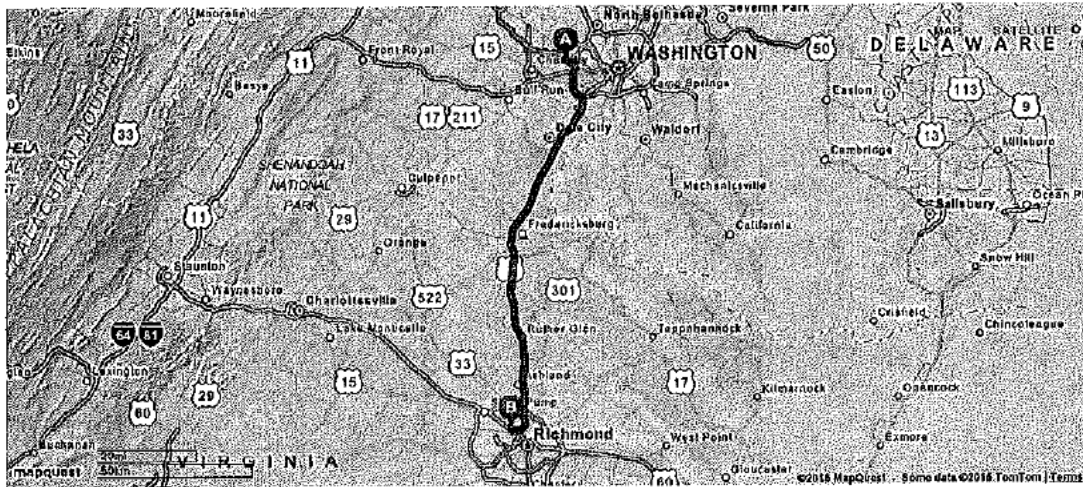
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6400 West Broad Street
Richmond Va 23230

hotel

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Distance		
0.231 M	Take the VA-7 ramp toward I-495/Leesburg/Falls Church.	
0.668 M	Turn slight right onto VA-7/Leesburg Pike.	
9.048 M	Merge onto I-495 S/Capital Beltway S toward Richmond/Alexandria.	
0.646 M	Take the exit toward I-95 S/I-495 E/Baltimore.	
0.262 M	Keep left at the fork in the ramp.	
0.697 M	Merge onto I-395 S/Henry Shirley Memorial Hwy S via the ramp on the left toward I-95 S/Richmond.	
90.137 M	I-395 S/Henry Shirley Memorial Hwy S becomes I-95 S.	
0.15 M	Take the I-64 W/I-195 S exit, EXIT 79, toward Powhite Parkway.	
1.179 M	Merge onto I-64 W toward Charlottesville.	
0.832 M	Merge onto US-33 E/Staples Mill Rd via EXIT 185.	
0.385 M	Turn right onto Bethlehem Rd.	
0.475 M	Turn left onto Libbie Ave.	
0.668 M	Turn right onto W Broad St/US-250 W.	
0 M	6400 W BROAD ST is on the right.	
Estimated Driving Time: 01:43:58		Total Distance: 106.807 M

Origin:

Destination:

6400 W Broad St
Richmond VA 23230-2012

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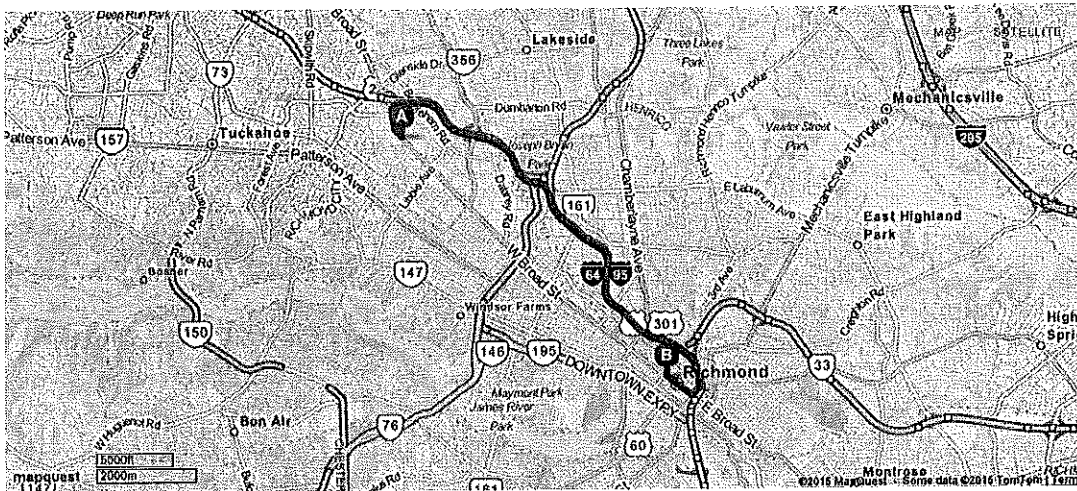
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User Entered From

hotel
6400 West Broad Street
Richmond Va

User Entered To

conference site
500 East Broad Street
Richmond Va

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[Reverse Directions](#)


Directions

Distance

	Start out going northwest on W Broad St/US-250 W toward Dickens Rd.	0.395 M
	Merge onto I-64 E toward I-95/Richmond.	2.631 M
	Keep left to take I-64 E toward Norfolk/Petersburg/Washington.	3.769 M
	Merge onto I-95 S via the exit on the left.	0.867 M
	Take the Broad St exit, EXIT 74C, toward US-33 W/US-250 W.	0.338 M
	Merge onto E Broad St.	0.484 M
	500 E BROAD ST is on the right.	0 M

Estimated Driving Time: 00:10:33

Total Distance: 8.484 M

Origin:

6400 W Broad St
Richmond VA 23230-2012

Destination:

500 E Broad St
Richmond VA 23219-1812

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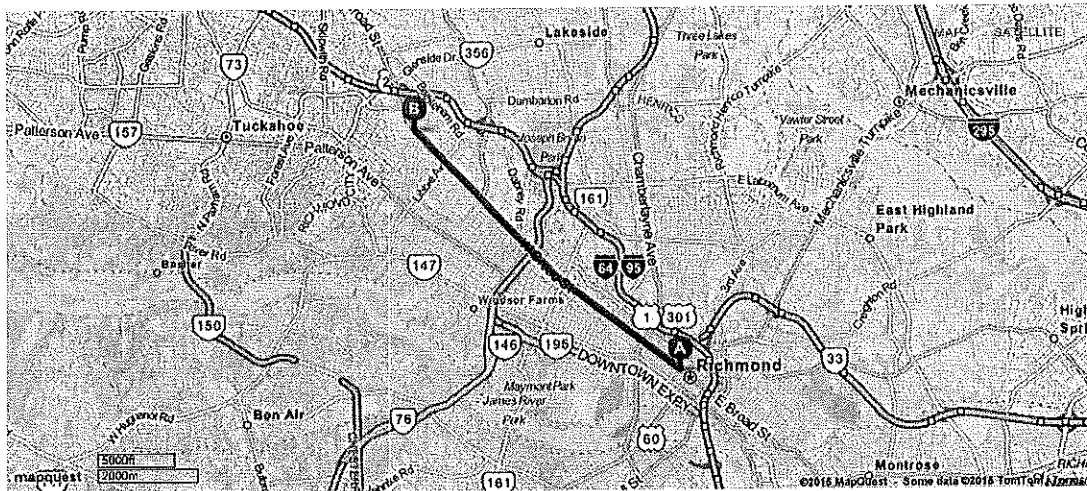
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User Entered From

conferencesite
500 East Broad Street
Richmond Va

User Entered To

hotel
6400 West Broad Street
Richmond Va

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Directions

Distance



Start out going northwest on E Broad St/US-250 W toward N 5th St.

5.633 M

6400 W BROAD ST is on the right.

0 M

Estimated Driving Time: 00:12:58

Total Distance: 5.633 M

Origin:

500 E Broad St
Richmond VA 23219-1812

Destination:

6400 W Broad St
Richmond VA 23230-2012

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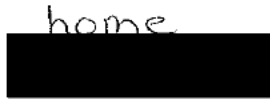
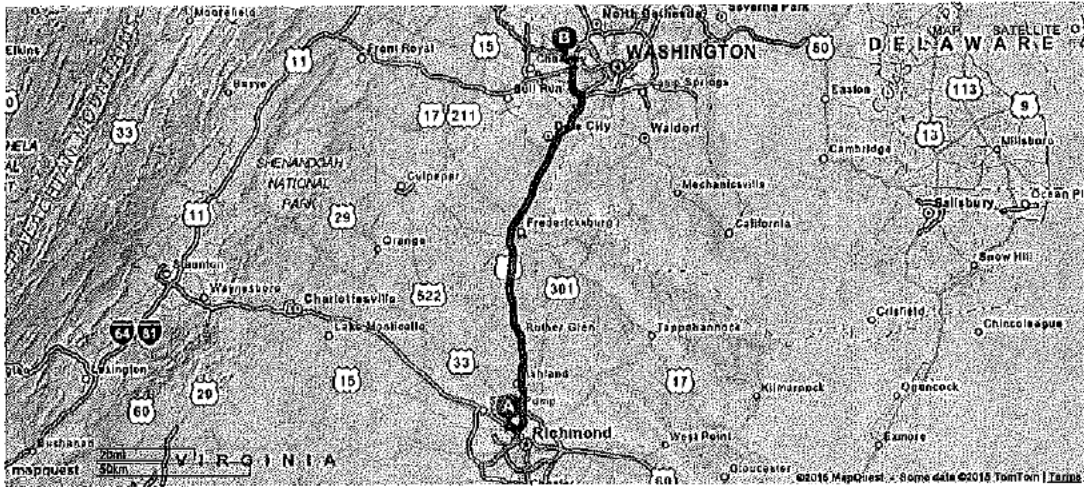
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User Entered From

hotel
6400 West Broad Street
Richmond Va 23230

User Entered To


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[Printer Friendly Page](#)
[Reverse Directions](#)


Directions

Distance

	Start out going northwest on W Broad St/US-250 W toward Dickens Rd.	0.395 M
	Merge onto I-64 E toward I-95/Richmond.	2.631 M
	Keep left to take I-64 E toward Norfolk/Petersburg/Washington.	0.268 M
	Merge onto I-95 N via EXIT 187 on the left toward Washington.	90.171 M
	Keep right toward I-495 N/Tysons Corner Center/Washington.	0.664 M
	Merge onto I-495 N/Capital Beltway N via EXIT 170B toward Tysons Corner.	11.225 M
	Merge onto VA-123 S/Chain Bridge Rd via EXIT 46A toward Tysons Corner Center.	0.385 M

Estimated Driving Time: 01:42:58

Total Distance: 108.073 M

Origin:

6400 W Broad St
Richmond VA 23230-2012

Destination:


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modified
1/23

Braganza, Yvette

From: Courtyard By Marriott Reservations <reservations@courtyard-res.com>
Sent: Friday, January 23, 2015 3:18 PM
To: Braganza, Yvette
Subject: Reservation Confirmation #82657277 for Courtyard Richmond West

Please review your reservation details and keep for your records.

COURTYARD
Marriott

Courtyard Richmond West

6400 West Broad Street . Richmond, Virginia 23230 USA

1-804-282-1881 Plan Your Stay

[Hotel Website](#) [Map & Directions](#)



Reservation Confirmation

For Mr. Ryan McElveen

CHECK-IN DATE Sunday, January 25, 2015
CHECK-IN TIME 03:00 PM

CHECK-OUT DATE
Tuesday, January 27, 2015
CHECK-OUT TIME 12:00 PM

[Modify your reservation](#)

[Cancel your reservation](#)

Dear Mr. Ryan McElveen,

We are pleased to confirm your reservation at the Courtyard Richmond West. Below is a summary of your booking and room information. We look forward to welcoming you and providing an environment that makes it easy for you to work and relax.

Warm regards,
Courtyard Richmond West

- Complimentary on-site parking

[Modify or cancel your reservation](#)

[Book Another Reservation](#)

Rate and Cancellation Details

- Please note that a change in the length or dates of your reservation may result in a rate change.
- You may cancel your reservation for no charge until Saturday, January 24, 2015 (1 day[s] before arrival).
- Please note that we will assess a fee of 163.15 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

RATE GUARANTEE LIMITATION(S)

- Changes in taxes or fees implemented after booking will affect the total room price.
- Please note that a change in the length or dates of your reservation may result in a rate change.

ADDITIONAL INFORMATION

- The Responsible Tourist and Traveler
A practical guide to help you make your trip an enriching experience



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Contact Us

- ➔ [Call 1-800-321-2211 in the US and Canada](#)
- ➔ [Elsewhere, call our worldwide telephone numbers.](#)
- ➔ [Contact us if you have questions about your reservation](#)

Jan 2015
FMR

Rhodes, Yvette P.

From: Rhodes, Yvette P.
Sent: Monday, January 05, 2015 3:55 PM
To: 'khodges@vsba.org'
Cc: Goddard, Pam; 'gina@vsba.org'; 'peter@vsba.org'; Braganza, Yvette
Subject: 2015 VSBA Capital Conference Registration
Attachments: VSBA Registration and Invoice.pdf

Kim,

FYI, today I mailed copies of the attached materials to your attention at the VSBA. Included are a check to cover the registration fees for Fairfax County Board members Tammy Derenak Kaufax, Ted Velkoff and Ryan McElveen, along with copies of the registration confirmations.

Please let me know if you have any questions.

Thank you,
Yvette

Yvette P. Rhodes

Deputy Executive Assistant and
Deputy Clerk of the Fairfax County School Board
571-423-1061

From: Kim Hodges [<mailto:vsba@eboardsolutions.com>]
Sent: Monday, January 05, 2015 12:26 PM
To: Rhodes, Yvette P.
Subject: Conference Registration and Invoice

Cannot view this email? [view it here](#)

2015 VSBA Capital Conference

Event Date(s):

January 26 & 27, 2015 01/26/2015 - 01/26/2015

Address

Richmond Marriott. 500 East Broad Street.
Richmond, VA 23219

This email confirms your registration for the 2015 Capital Conference on January 26 & 27, 2014 in Richmond, VA. Please forward a copy of this registration form along with your checkbook stubs to the VSBA.

Invoice Number

30496

Payment Method

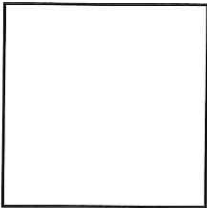
Check

Registration Details

Theodore Velkoff	2015 Capital Conference	\$170.00
------------------	-------------------------	----------

Invoice Total		\$170.00
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For a more detailed listing of this invoice please see the link in the body of this email. [Invoice Link](#)



Rhodes, Yvette P.

From: Kim Hodges [vsba@eboardsolutions.com]
Sent: Monday, January 05, 2015 12:28 PM
To: Rhodes, Yvette P.
Subject: Conference Registration and Invoice

Cannot view this email? view it here

2015 VSBA Capital Conference

Event Date(s):
January 26 & 27, 2015 01/26/2015 - 01/26/2015

Address Richmond Marriott. 500 East Broad Street. Richmond,
VA 23219

This email confirms your registration for the 2015 Capital Conference on January 26 & 27, 2014 in Richmond, VA. Please forward a copy of this registration form along with your check when submitting payment to the VSBA.

Invoice Number 30497

Payment Method Check

Registration Details

Ryan McElveen	2015 Capital Conference	\$170.00
---------------	-------------------------	----------

Invoice Total	\$170.00
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For a more detailed listing of this invoice please see the link in the body of this email. [Invoice Link](#)



Phone Inquiries:
(571)423-3743

Fairfax County Public Schools
BOA School Disbursement

Vendor Number:

Check Number:

Date:

01/05/2015

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMOUNT	CASH DISCOUNT	TAX WH	NET AMOUNT
01/05/2015		CONFERENCE REGISTRATION	510.00	0.00	0.00	510.00
TOTALS			510.00			

REMOVE DOCUMENT ALONG THIS PERFORATION



County of Fairfax
Fairfax, Virginia 22033

BOA School Disbursement

01/05/2015

66-798
531

VOID AFTER 120 DAYS

PAY EXACTLY Five hundred ten and 00/100 Dollars

TO THE ORDER OF VIRGINIA SCHOOL BOARDS ASSN
VIRGINIA SCHOOL BOARDS ASSOCIATION
OF

*****\$510.00

Bank of America, N.A.

Edward L. L...
County Executive

Christopher J. P...
Director of Finance

FAIRFAX COUNTY PUBLIC SCHOOLS

OFFICE OF THE COMPTROLLER, SUITE 4300
8115 GATEHOUSE RD.
FALLS CHURCH, VA 22042

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
FAIRFAX, VA
PERMIT NO. 45

Address Service Requested Please Forward

VIRGINIA SCHOOL BOARDS ASSN
200 HANSEN RD 2
CHARLOTTESVILLE, VA 22911-3560

SEE REVERSE SIDE FOR
OPENING INSTRUCTIONS

SEE REVERSE SIDE FOR
OPENING INSTRUCTIONS

JPMorganChase

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



2/2015
FMR

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER

STATEMENT DATE

02-27-15

NET CHARGES

\$2,695.86

SCHOOL BOARD CONF TRVL **T0001872
D-SCHOOL BOARD
SCHOOL BOARD OFFICE
8115 GATEHOUSE RD SUITE 5400
FALLS CHURCH VA 22042-1203

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: SCHOOL BOARD CONF TRVL

CYCLE LIMIT: \$15,000

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-11	02-10			
02-23	02-20			
02-23	02-20			
02-23	02-20		NSBA 07038386722 VA	600.00CR✓
Total Purchasing Activity				1,660.00CR

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:
02/27/15

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	4,495.86
CASH ADVANCES	.00
CREDITS	1,800.00
CASH ADVANCE FEE	.00
NET CHARGES	\$2,695.86
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

SCHOOL BOARD CONF TRVL
D-SCHOOL BOARD
SCHOOL BOARD OFFICE
8115 GATEHOUSE RD SUITE 5400
FALLS CHURCH VA 22042-1203

ACCOUNT NUMBER

STATEMENT DATE: 02/27/15

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-28	01-26			
01-29	01-27			
01-29	01-27		COURTYARD BY MARRIOTT- RICHMOND VA 000005405 ARRIVAL: 01-25-15	303.64 ✓
01-29	01-27			
01-30	01-28			
01-30	01-28			
01-30	01-28			
01-30	01-28			
01-30	01-28			
01-30	01-28			
02-02	01-30			
Total Travel Activity				4,355.86

School Board Office Credit Card Use Form

Please Complete and Return to Yvette Braganza

Card Used: (Circle One)



Reason:

1. 01/27/2015
2. Courtyard Marriott
3. Hotel expenses for VSBA Capital Conference, 1/25 – 1/27 (Ryan McElveen)
4. \$303.64

Signature and Date:

Yvette Braganza 1-27-15

Attach Receipt

Braganza, Yvette

From: Rhodes, Yvette P.
Sent: Thursday, January 29, 2015 9:14 AM
To: Braganza, Yvette
Subject: FW: Your Jan 25, 2015 - Jan 27, 2015 stay at the Courtyard Richmond West

fyi

From: Thanks for staying! [mailto:efolio@courtyard.com]
Sent: Thursday, January 29, 2015 4:47 AM
To: Rhodes, Yvette P.
Subject: Your Jan 25, 2015 - Jan 27, 2015 stay at the Courtyard Richmond West

Thank you for choosing the Courtyard Richmond West for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact the hotel directly at (804) 282-1881.

Make another reservation on Marriott.com >>



Marriott Rewards members may receive this email automatically after every stay.

Modify your email preferences >>

Summary of Your Stay

Hotel: Courtyard Richmond West
6400 West Broad Street
Richmond, Virginia 23230
USA
(804) 282-1881

Guest: RYAN/MR MCELVEEN
FAIRFAX COUNTY SCHOOL BOA
8115 GATEHOUSE ROAD
FALLS CHURCH, VA 22042
USA

Dates of stay: Jan 25, 2015 - Jan 27, 2015
Guest number: 94925
Marriott Rewards number: [REDACTED]

Room number: 168
Group number:

Date	Description	Reference	Charges	Credits
01/25/15	ROOM CHARGE	RB168	124.00	
01/25/15	Occupancy Sales Tax	T1168	6.57	
01/25/15	County Tax	T4168	9.92	
01/26/15	ROOM CHARGE	RB168	144.00	
01/26/15	Occupancy Sales Tax	T1168	7.63	
01/26/15	County Tax	T4168	11.52	
01/27/15	Payment - MasterCard	MC12:10PM		303.64