#### U.S. Department of Labor

Office of the Assistant Secretary for Administration and Management Washington, D.C. 20210



FOIA #FY2010-591270

Mr. Nathan Paul Mehrens Counsel Americans for Limited Government 9900 Main Street Suite 303 Fairfax, VA 22031

Dear Mr. Mehrens:

As per the agreement between your attorney, Daniel J. Gomez Esq., and our Public Freedom of Information Act (FOIA) Liaison, Thomas Hicks, you agreed to allow us to respond to your January 20, 2009, FOIA request on an interim basis. You requested:

Copies of records that exist in any of the following categories and that were created on or after January 20, 2009:

- All records relating to daily schedules including attendees at meetings held by and attended by Sec. Hilda Solis;
- All records relating to travel performed by Sec. Hilda Solis on behalf of the Department including disbursements issued to her or on her behalf for such travel;
- 3. All records relating to travel performed by Department personnel, excluding personnel from the Office of the Inspector General, accompanying or providing advance work for the travel of Sec. Hilda Solis on behalf of the Department including disbursements issued to or on behalf of Department personnel for such travel; and
- All records relating to speeches given on behalf of the Department by Sec. Hilda Solis including the text of any speeches given.

On September 1, 2010, we informed you in our letter that we are conducting additional searches and would provide responsive documents to you on a, "<u>rolling bases</u>" as they are located and reviewed for disclosure.

Enclosed are copies of the records related to travel by Jeffrey Navin, Mary Beth Maxwell and Katherine Archuleta who accompanied or provided advance work for travel with Secretary Solis or on behalf of the Secretary of Labor. The responsive material covers travel records for February 27, 2009 thru September 9, 2010. Portions of these records are being withheld, pursuant to Exemption 2 of FOIA, which exempts from mandatory disclosure records that are "related solely to the internal personnel rules and practices of an agency." 5 U.S.C. § 552(b)(2). Exemption 6 of FOIA protects from disclosure information about individuals that include "personnel and medical files and similar files" when the disclosure of this information "would constitute a clearly unwarranted invasion of personal privacy." 5 U.S.C. § 552(b)(6).

At this time we ask that you await our full response before filing an administrative appeal. However, that option remains available to you. If you wish to pursue an administrative appeal of this partial response you may do so by writing the Solicitor of Labor within 90 days from the date you receive this letter. The appeal must state, in writing, the grounds for the appeal, including any supporting statements or arguments. To facilitate processing, you may wish to fax your appeal to: (202) 693-5539. The appeal should include a copy of this letter. The appeal must be addressed to: Solicitor of Labor, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N-2428, Washington, DC 20210. If mailed, the envelope, and the letter of appeal must be clearly marked: "Freedom of Information Act Appeal".

Sincerely,

DAVID FREDERICKSON Acting Director Center for Program Planning and Results

Enclosure(s)

			Match Sec			- 1 - 1 - E
Dates of Trip	Location	Who Went	Calendar?	Trip Expenses	Voucher Notes	Redacted Info
4/29/2009 -		Mary Maxwell,	V	\$ 274.44	Reason: Traveling with the Sec. Calendar lists CLUTCH w/ Labor Leaders & Latino Leaders; Tour w/ Gov Corzine; Roundtable discusison w/ Gov.; Visit DOL NY; Working Mothers Magazine	n/a
4/29/2009	Manhattan, NY	Senior Advisor	Y	\$ 2/4.44		
5/25/2009 -		Mary Maxwell,	N.	¢ 771.05	Reason: ?	n/a
5/26/2009	Denver, CO	Senior Advisor	Y	\$ 771.06	Reason: ?	17.0
7/22/2009 -		Mary Maxwell,		A		n/a
7/23/2009	Philadelphia, PA	Senior Advisor		\$ 600.76	Calendar lists NLC Meeting	10/4
9/10/2010 - 9/11/2010	Las Vegas, NV	Mary Maxwell, Senior Advisor	n/a	\$ 2,024.64	Reason: ? Calendar lists MEETING w/ Pr. Hoffa & Republic Workers; SPEECH at International Brotherhood of Teamster's Women Conf	Calendar PLA Working Group Meeting, phone number redacted [sec 6]
9/13/2009 - 9/15/2009	Pittsburgh, PA	Mary Maxwell, Senior Advisor	n/a	\$ 1,882.36	Reason: ? Calendar lists DINNER w/ Pr. Sweeney & ALF; MEETING Workers; Pension Plan discussion; Note: Flies out on 9/15 @ 4pm, nothing in the schedule for that whole day	Calendar Conf Call, Pittsburg [sec 6]
10/12/2009 -		Mary Maxwell,	-	\$ 1,376.34	Reason:? Calendar reveals "International Conf of Teamsters Lawyers Speerb"	Calendar redacts INTERVIEW [sec 6]
10/14/2009 11/30/2009 -	Portland, OR Pittsburgh, PA	Senior Advisor Mary Maxwell, Senior Advisor	n/a n/a		Reason: ? Calendar reveals taping of Meeting of Minds for CNBC	Calendar redacts couple names [sec 6] Note: Names of GM and Chrysler reps REDACTED, but not Ford's rep??
12/1/2009 1/11/2010 - 1/11/2010	Detroit, MI	Mary Maxwell, Senior Advisor	n/a	\$ 806.64	Reason:? Calender reveals met with Ford, GM and Chrysler exhibitors; Remarks "Jobs and Advancing Tech"; Tour of Economic Devl Corp	Calendar redacts couple names [sec 6] Note: Names of GM and Chrysler reps REDACTED, but not Ford's rep??
1/28/2010 - 1/28/2010	Columbus, OH	Mary Maxwell, Senior Advisor	n/a	\$ 722.64	Reason: ? Calendar reveals Briefing; Greeting Governor; DOT Press Event	n/a
3/1/2010 - 3/3/2010	Orlando, FL	Mary Maxwell, Senior Advisor	n/a	\$ 1,043.40	<i>Reason:</i> At request of Sec., M.M. travelled to FL to hear VPOTUS speak. Also attended AFL-CIO conference with the Sec.	n/a
4/1/2010 - 4/1/2010	Chicago, IL	Mary Maxwell, Senior Advisor	n/a		Reason:? Calendar reveals Remarks at Univ. of Chicago, "We Can Help Rollout"	n/a
4/5/2010 - 4/6/2010	Las Vegas, NV	Mary Maxwell, Senior Advisor	n/a	\$ 1,011.14	Reason:? C alendar reveals Labor Leaders Meeting; Bus tour Lorenzi Park; Remarks at Allinace for Retired Americans	Staff info in email [sec 2] and again in calendar [sec 6] "PLA Rollout call"

4/13/2010 -		Mary Maxwell,				Reason : M.M. travels to TX to staff Sec. at National Action Summit for Latino Worker Health and Safety. Lodging for trip is to be paid to M.M. (per Tom DeBusk) Adjusted lodging tax to remove \$10 fee for Health Club, since is a personal expense, not government.	Info on email per [sec 2] and [sec 6] on calendar
4/15/2010	Houston, TX	Senior Advisor	n/a	\$	1,//4./6	Reason: M.M. travels to PA to staff Sec. for AFSCME PA	
4/24/2010 -		Mary Maxwell,			070.04	Annual Convention.	n/a
4/24/2010	Hershey, PA	Senior Advisor	n/a	\$	3/3.94	Reason : M.M. travels to NV on behalf of Sec.	
5/10/2010 - 5/10/2010	Las Vegas, NV	Mary Maxwell, Senior Advisor	n/a	\$	1,046.89		n/a Email, looks like name of photographer [ sec
5/16/2010 -		Mary Maxwell,				Reason: M.M. travels to FL on May 16-17 to staff Sec. at	
5/17/2010	Fort Myers, FL	Senior Advisor	n/a	\$	844.99	Immokalee Workers	2]
5/27/2010 -		Mary Maxwell, Senior Advisor	n/a	s	788 33	Reason : M.M. travels to CA on May 27-28 to staff Sec. at events (Re-Eplymnt Cnt Roundtable; W. States Council Poy Speech At request of Sec., M.M. did not make trip to Monterey for Poy Speech; stayed in San Fran and returned next day.	On calendar: H2b call with Ana A [ sec 6 ]
5/28/2010	San Francisco, CA	and the second se	n/a	Ş	100.55	for special and on the second	Email, looks like name of photographer [ sec
6/17/2010 -		Mary Maxwell,	2/2	\$	806 64	Reason : Staffing Sec. of Labor during trip	2]
6/17/2010	Detroit, MI	Senior Advisor	n/a	2	000.04	Reason : M.M. gave speech at Summer Institute for Union Women at Reed College M.M. took personal vacation days July 3-5. No additional	Calendar has name redacted as well as in
7/3/2010 - 7/8/2010	Portland, OR	Mary Maxwell, Senior Advisor	n/a	\$	1,467.49	airfare cost for switch.	attached email. [ sec 6 ]

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## **E2 Travel Voucher**

#### 09 Sep 2010 @ 01:06:51

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

### **Voucher Information**

Document     Trip Status       Number     Closed Voucher       A000549262     Traveler       MARY B MAXWELL     Clearance		Trip ID 549262-OA83143	9262-0A83143 2009-05-21 2009-05-26		
		Title Senior Advisor			
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028			
CONUS or OCONUS C Site Visit		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-04-29 thru 2009-04-29		

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
231.20	0.00	0.00	0.00	0.00	0.00	43.24	274.44

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	0

### **Voucher Accounting Information**

Code	Amount	Charge Card Amount	Traveler Amount	
]				
	Code	Code Amount	Card	Card

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

		274.44	0.00	0.00	274.44
2501650909AD20090165000109M71000M00000M000000. M00001, NA, NA, NA	210016	43.24	0.00	0.00	43.24
2501650909AD20090165000109M71000M0000M00000M000000. M00001. NA. NA. NA	210012	231.20	0.00	0.00	231.20

### **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
0.00	0.00	0.00

## **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-04-29	MANHATTAN, NY US	СР	Airfare	231.20	231.20	Perdiem	Ticket Number: 0377422656329
2	2009-04-29	MANHATTAN, NY US	M-P	Meals Perdiem	0.00	0.00	Perdiem	none
3	2009-04-29	MANHATTAN, NY US	TMC	TMC Fee	29.74	29.74	Perdiem	none
4	2009-04-29	MANHATTAN, NY US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

Voucher Remarks - Voucher ID: 549262(1)

Arranger - XIMENIA BROWN May 20, 2009 at 09:53 AM

The traveler has no credit card and she traveled with Secretary Solis and cental billing paid for her entire airfare, no hotel nor meals were purchased in this trip.

### History

Date	Action
28APR09 Tue 01:01PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA83143)
28APR09 Tue 01:02PM	Reservations retrieved for confirmation code CPPMQE by MARY B MAXWELL
28APR09 Tue 01:02PM	Initial Booked Total Airfare Amount: \$231.20
28APR09 Tue 01:02PM	Status changed to: Reservations Booked
28APR09 Tue 01:04PM	Traveler completed this travel authorization.
28APR09 Tue 01:04PM	Status changed to: Open Voucher
28APR09 Tue 01:04PM	Agency successfully notified of event: TripAuthorizationApproved for trip 549262
21MAY09 Thu 02:12PM	Trip 549262 was no longer labeled final trip under OA83143 by MAXWELL, MARY B
21MAY09 Thu 02:13PM	Voucher 1 was labeled final voucher for trip 549262 by MARY B MAXWELL
21MAY09 Thu 02:13PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWEL

26MAY09 Tue 09:35AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK				
26MAY09 Tue 09:35AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.				
01JUN09 Mon 09:44AM	Voucher# 1 Approved by Auditor AUDITOR TWELVE				
01JUN09 Mon 09:44AM Agency successfully notified of event: TripVoucherApproved for trip 549262, vo					
01JUN09 Mon 09:44AM	Status changed to: Closed Voucher				

## Audit/Approver Information

Action	Official	Date / Time
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2009-05-26
Audited	AUDITOR12[TWELVE,AUDITOR]	2009-06-01

If this page didn't display correctly, click here

### **Attach Documents**

### Documents attached to Trip #549262

	List of all doo	cuments attached to this tri	p	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2009.04.28 at 13:04:54 CDT	tibco	view
2	N/A	2009.05.21 at 14:35:45 CDT	DOL	view
3	Printable Voucher: 1	2009.06.01 at 09:44:19 CDT	tibco	view

### **Upload New Documents**

#### Click here to attach documents.

**Related Links** 

Fax Cover Page

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Page 1 of 1

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

## E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 549262

Standard Document #: A000549262

10.001

Date Submitted: 21-May-2009

Number of pages attached: <u>3</u> (including cover page)

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Electronic Invoice

Prepared For:

MAXWELL/MARY B

SALES PERSON	77	
INVOICE NUMBER	0037870	
INVOICE ISSUE DATE	28APR2009	
RECORD LOCATOR	CPPMQE	
CUSTOMER NUMBER	M549PZO	

#### **Client Address**

ATTN-MARY MAXWELL 202-693-6000 200 CONSTITUTION AVENUE NW SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW **RM N2703** WASHINGTON DC 20210 866-654-5596

#### Notes

YOUR ESTIMATED AIRFARE ON 28APR AT 1359 IS 231.20 TICKET ISSUED TO CORP CARD - 027637

#### DATE: Wed, Apr 29

Flight: US AIRWA	YS 2162		
From	WASHINGTON REAGAN, DC	Departs	0800A
To	NEW YORK LGA, NY	Arrives	0913A
Departure Terminal	C	Arrival Terminal	US
Duration	01hr(s) :13min(s)	Class	Economy
Type		Meal	Snack
Stops	Non Stop		

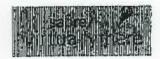
#### DATE: Wed, Apr 29

From	NEW YORK LGA, NY	Departs	0500P
То	WASHINGTON REAGAN, DC	Arrives	0619P
Departure Terminal	US	Arrival Terminal	C
Duration	Othr(s) :19min(s)	Class	Economy
Туре		Meal	

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Others					
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Ticket Info	ormation				
Ticket Number	US		MAXWELL MARY B		
	XD	Billed to:	VI XXXXXXXXXX7637		* 231.20
Service Fee	8145754964	Billed to:	VI XXXXXXXXXX7637		* 29.74
				SubTotal	260.94
				Net Credit Card Billing	260.94
pagangan an danamatria ana katang	- Island Profestion in the Office Arrit		IAL BUSINESS HOURS	Total Amount Due	0.00

Your travel arranger provides the information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



	2009         May 2009           W T F S         S M T W T F S           1 2 3 4         1 2 3 4           8 9 10 11         3 4 5 6 7 8 5           5 16 17 18         10 11 12 13 14 15 16
12 13 14 19 20 21 26 27 28	1         2         3         4         1         2           8         9         10         11         3         4         5         6         7         8         5           15         16         17         18         10         11         12         13         14         15         16           12         23         24         25         17         18         19         20         21         22         23         24         25         26         27         28         29         30         31         10         11         12         13         14         15         16         16         16         17         18         19         20         21         22         23         24         25         26         27         28         29         30         31         3
am	
00 8:00am-9:10am TRAVEL - US AIR 2162 (DCA to LGA)	
00	
00 10:15am-10:30am ARRIVE at the IBEW Hall	
10:30am-10:45am Clutch with Labor Lead 10:45am-11:00am Clutch with Latino Lead	
00 Tour of the facility with Gov. Corzine	
11:45am-12:15pm Roundtable Discussion with Gov. Corzine & Workers	
Depart Union Hall	
00 1:15pm-1:20pm Arrive at DOL, New York ( 1:20pm-1:30pm Speak to Workers of the t	
Meet and Greet with Workers	
00 2:05pm-2:30pm Depart DOL, NY	
Working Mothers Magazine	
00 4:15pm-4:45pm Arrive LGA	
00 TRAVEL US AIR 2183 (LGA to DCA)	
5 <sup>00</sup>	
7:00pm - 7:30pm CALL - Auto Task Force Chairs(via phone)	

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## **E2 Travel Voucher**

#### 09 Sep 2010 @ 01:05:20

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PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

### **Voucher Information**

Document Number A000571342	Trip Status Closed Voucher	Trip ID         Submit Date           571342-0A83143         2009-07-15				Approve Date 2009-07-16
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true		
Mailing Address 200 Constitution A 2018 Washington, DC 20	venue, NW Suite S- )210	Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC		
CONUS or Travel Purpose OCONUS Speech or C Presentation		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-05-25 thru 2009-05-26			

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
389,20	144.00	73.50	0.00	70.00	0.00	94.36	771.06

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

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		448.68	13.50	308.88	771.06
2501650909AD20090165000109M71000M00000M0000000, M00001, NA, NA, NA	210061	0.00	0.00	217.50	217.50
2501650909AD20090165000109M71000M00000M000000. M00001. NA. NA. NA	210066	59.48	13.50	91.38	164.36
2501650909AD20090165000109M71000M00000M00000M00000. M00001. NA. NA. NA	210062	389.20	0.00	0.00	389.20

## **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
308.88	0.00	308.88

## **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-05-25	WASHINGTON, DC US	CP	Airfare	389.20	389.20	Perdiem	Airfare
2	2009-05-25	DENVER, CO US	LDG	Lodging	144.00	144.00	Perdiem	none
3	2009-05-25	DENVER, CO US	LDGT	Lodging Tax	21.38	21.38	Perdiem	none
4	2009-05-25	DENVER, CO US	M-P	Meals Perdiem	36.75	36.75	Perdiem	none
5	2009-05-25	DENVER, CO US	TMC	TMC Fee	29.74	29.74	Perdiem	none
6	2009-05-25	DENVER, CO US	TMC	TMC Fee	29.74	29.74	Perdiem	none
7	2009-05-26	DENVER, CO US	M-P	Meals Perdiem	36.75	36.75	Perdiem	none
8	2009-05-26	WASHINGTON, DC US	TX	Taxi	70.00	70.00	Perdiem	Cab to Home
9	2009-05-26	DENVER, CO US	VTF	Voucher Transaction Fee	13.50	13.50	Perdlem	none

## **Voucher Remarks**

Voucher Remarks - Voucher ID: 571342(1)	
Traveler - MARY B MAXWELL June 16, 2009 at 02:02 PM	_
Traveler airfare was paid through OSEC account and she returned on the 26th but after 12 pm before she arrived to her resident.	-
Approver - MARY B MAXWELL July 15, 2009 at 11:17 AM	_
At the time of this trip, Traveler did not have a Government Travel Card.	_

### History

Date	Action
19MAY09 Tue 02:32PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA83143)
19MAY09 Tue 02:33PM	Traveler MARY B MAXWELL updated the cabin class to Coach Class

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19MAY09 Tue 02:42PM	Traveler completed this travel authorization.
19MAY09 Tue 02:42PM	Status changed to: Open Voucher
19MAY09 Tue 02:42PM	Agency successfully notified of event: TripAuthorizationApproved for trip 571342
16JUN09 Tue 02:15PM	Trip 571342 was labeled final trip under OA83143 by MAXWELL, MARY B
10JUL09 Fri 03:05PM	Trip 571342 was no longer labeled final trip under OA83143 by MAXWELL, MARY B
10JUL09 Fri 03:14PM	Trip 571342 was labeled final trip under OA83143 by MAXWELL, MARY B
15JUL09 Wed 10:58AM	Booked Airfare/Common Carrier rate \$385.74 changed to \$389.20 by DEBUSK, THOMAS N for MAXWELL, MARY B
15JUL09 Wed 11:03AM	Voucher 1 was labeled final voucher for trip 571342 by DEBUSK, THOMAS N for MARY B MAXWELL
15JUL09 Wed 11:03AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by DEBUSK, THOMAS N for MARY B MAXWELL
15JUL09 Wed 11:20AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
16JUL09 Thu 01:40PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
16JUL09 Thu 01:40PM	Claim flagged for audit for the following reasons: Actual cost > 770.20. Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
20JUL09 Mon 10:44AM	Voucher# 1 Approved by Auditor AUDITOR TWELVE
20JUL09 Mon 10:44AM	Agency successfully notified of event: TripVoucherApproved for trip 571342, voucher 1
20JUL09 Mon 10:44AM	Status changed to: Closed Voucher

## Audit/Approver Information

Action	Official	Date / Time	
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2009-07-15	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2009-07-16	
Audited	AUDITOR12[TWELVE,AUDITOR]	2009-07-20	

### **Attach Documents**

### Documents attached to Trip #571342

	List of all do	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2009.05.19 at 14:42:42 CDT	tibco	view
2	Maxwell 5 25 09	2009.06.16 at 13:42:53 CDT	MAXW6159	view
3	MaryBethTravelConfir	2009.07.10 at 14:49:06 CDT	MAXW6159	view
4	N/A	2009.07.15 at 11:10:38 CDT	DOL	view
5	Printable Voucher: 1	2009.07.20 at 10:44:07 CDT	tibco	view

#### **Upload New Documents**

### Click here to attach documents.

**Related Links** 

Fax Cover Page

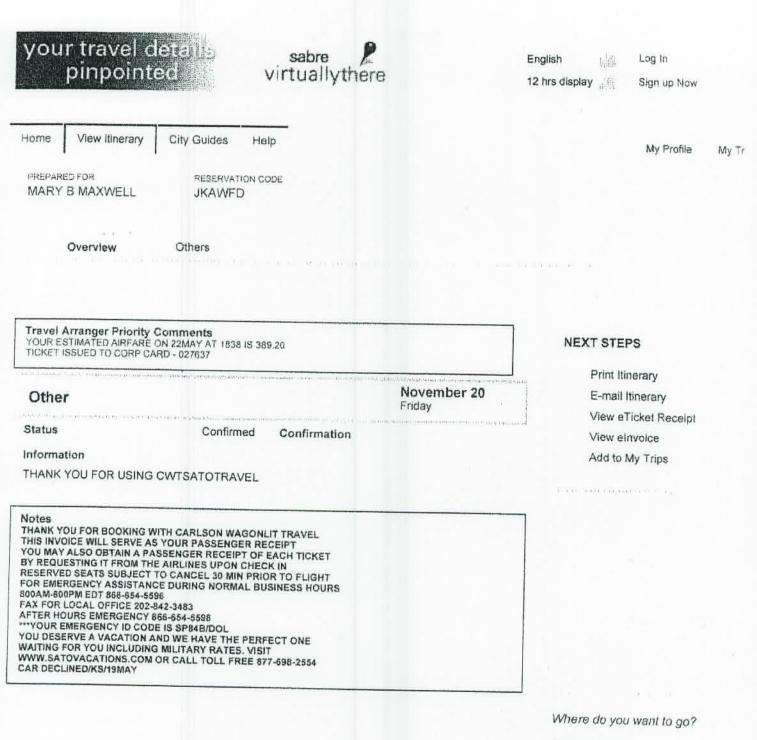
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Lange and the	1	Hampton Inn & Si 1845 Sherman St. • Den Phone (303) 864-8000 • Fax	ver, CO 80203	offic	ial sponsor u.s. olympic team	
MAXWELL, M 7106 7TH ST WASHINGTO	NW	name address	room number: arrival date: departure date:	611/KXTD 5/25/2009 5/26/2009	8:37:00PM	
US			adult/child: room rate:	1/0 \$144.00		
e placed on the acco estimated incidentals,	unt for the full anticip through your date of	In is attached to a bank or checking account, a hold will bated dollar amount to be owed to the hotel, including check-out and such funds will not be released for 72 langer at the discretion of your financial institution.	RATE PLAN HH# AL BONUS AL	L-GVT C	AR	
Confirmation: 5/26/2009	80150702 PAGE 1		to be held personally liable in the ev amount of these charges. I have rec	sitable for you in thi will that the indicate posted weekday deli ncy, I, or someone in n	xes. Please do not leave any money or item a lobby. I agree that my liability for this bill d person, company or association fails to pay very of USA Today. If refused, a credit of ny party, require special evacuation assistance d	is not waived and ag for any part or the
date	reference	descript	ion	an	ount	
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Maps | Directions

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

## E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 571342

### Standard Document #: A000571342

### Date Submitted: 15-Jul-2009

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

### your travel details pinpointed

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### Electronic Invoice

Prepared For:

MAXWELL/MARY B

SALES PERSON	56
INVOICE NUMBER	0034125
INVOICE ISSUE DATE	22MAY2009
RECORD LOCATOR	JKAWFD
CUSTOMER NUMBER	M549PZO

sabre

virtuallythere

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-8000 200 CONSTITUTION AVENUE NW SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 22MAY AT 1838 IS 389.20 TICKET ISSUED TO CORP CARD - 027637

#### DATE: Fri, Nov 20

#### Others

 INFORMATION
THANK YOU FOR USING
 CWTSATOTRAVEL

#### DATE: Tue, May 25

From	WASHINGTON REAGAN, DC	Departs	8:00pm
To	DENVER, CO	Arrivos	7.56
Departure Terminal	C	Antivoa	7:56pm
Duration	03hr(s) :56min(s)	Class	Economy
Туре	AIRBUS INDUSTRIE A320	Meal	Food for Purchase
Stops	Non Stop		

#### DATE: Tue, May 25

Hotel: HAMPTON INNS , HAMPTON INN SUITES 1845 SHERMAN

https://www.virtuallythere.com/new/einvoice.html

#### DENVER CO 80203 Service City DENVER Check-In 25MAY Check-Out 26MAY 1 KING BED NONSMOKING Rooms(s) ń Room Type COMP HI SPEED-LAPDESK-CURVED S Night(s) 1 Rate per Night 144.00 USD Confirmation Number 80150702 Frequent Travelor Service Information REQ KING NSRM Phone 1-303-864-6000 Guarantee Guaranteed Late Arrival DATE: Tue, May 25 Others SEAT SEATING RESTRICTED TO AIRPORT CHECK-IN ONLY. DATE: Tue, May 25 Others DENVER HOTEL GUARANTEED CANCEL BY 6PM TO AVOID BILLING DATE: Wed, May 26 Flight: UNITED AIRLINES 350 From DENVER, CO Departs 7:30pm WASHINGTON DULLES. To Arrives 12:50am DC Duration 03hr(s) :20min(s) Class Economy Type Meal Food for Purchase Stops Non Stop DATE: Thu, May 27 Others SEAT SEATING RESTRICTED TO AIRPORT CHECK-IN ONLY. Ticket Information Ticket Number F9 7426231174 MAXWELL MARY B Billed to: VI XXXXXXXXXX7637 \* 389.20 Service Fee XD 8146667790 Billed to: VI XXXXXXXXXX7637 \* 29.74 -SubTotal 418.94 Net Credit Card Billing \* 418.94 Total Amount Due 0.00 THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-800PM EDT 856-854-5598 FOX FOR LOCAL OFEICE 202 M42 3402 TAX POR LOCAL OFFICE 202-942-3483 AFTER HOURS EMERGENCY 866-854-8596 YOU DESERVE & VACATION AND WE HAVE THE PERFECT ONE

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**Prepared For:** 

Home

MAXWELL/MARY B

City Guides

KS
0038751
22MAY2009
JKAWFD
M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6000 200 CONSTITUTION AVENUE NW **SUITE 5-2018** WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR ESTIMATED AIRPARE ON 21MAY AT 1354 IS 439.20 TICKET ISSUED TO CORP CARD - 027637

DATE: Fri, Nov 20

#### Others

****	INFORMATION	••
	THANK YOU FOR USING	
	CWTSATOTRAVEL	

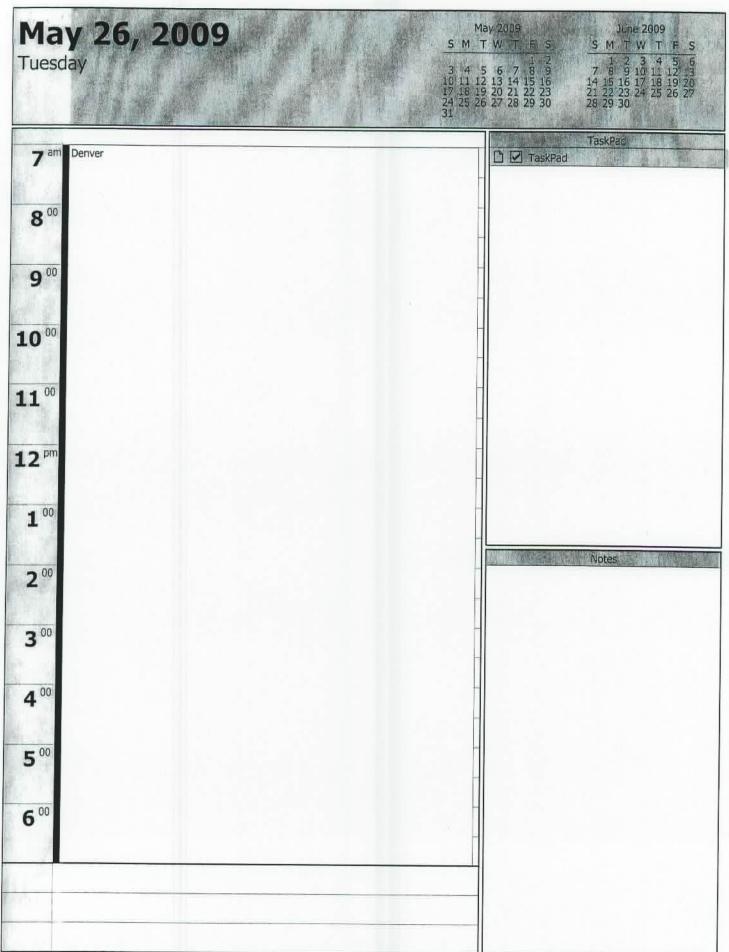
DATE: Tue, May 25

From	WASHINGTON REAGAN.	······································	
	DC	Departs	6:00pm
То	DENVER. CO	Arrives	
Departure Terminal	C	Arrives	7:56pm
Duration	03hr(s) :56min(s)	Class	
Тура	AIRBUS INDUSTRIE A320	01835	Economy
, ypa	JET JET	Meal	Food for Purchase
Stops	Non Stop		1 000 IOI Parallase
Seat(s) Details	MAXWELL/MARY B	Seat(s) - 04D	

#### DATE: Tue, May 25

Hotal: HAMPTON INNS , HAMPTON INN SUITES

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## **E2 Travel Voucher**

#### 09 Sep 2010 @ 01:04:04

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### **Voucher Information**

Document Number A000630996	Trip Status Closed Voucher			Approve Date 2009-08-04	
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-07-22 thru 2009-07-23		

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
262.00	135.00	96.00	0.00	44.00	0.00	63.76	600.76

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	C

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Traveler Amount	
Segment Names: Funding Stream, Benefiting Unit. Project. Task. Reimbursable Agreement No				

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		0.00	460.76	140.00	600.76
2501650909AD20090165000109M71000M0000M00000M000000. M00001. NA. NA. NA	210061	0.00	135.00	96.00	231.00
2501650909AD20090165000109M71000M0000M00000M000000. M00001. NA. NA. NA	210065	0.00	262.00	0.00	262.00
2501650909AD20090165000109M71000M00000M000000. M00001. NA. NA. NA	210066	0.00	63.76	44.00	107.76

### **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
140.00	0.00	140.00

## **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-07-22	PHILADELPHIA, PA US	CR	Rail	262.00	262.00	Perdiem	Commercial Rail Tickets to and from Philadelphia
2	2009-07-22	PHILADELPHIA, PA US	LDG	Lodging	135.00	135.00	Perdiem	none
3	2009-07-22	PHILADELPHIA, PA US	LDGT	Lodging Tax	20.52	20.52	Perdiem	none
4	2009-07-22	PHILADELPHIA, PA US	M-P	Meals Perdiem	48.00	48.00	Perdiem	none
5	2009-07-22	PHILADELPHIA, PA US	TMC	TMC Fee	29.74	29.74	Perdiem	TMC Fee
6	2009-07-22	PHILADELPHIA, PA US	тх	Taxi	44.00	44.00	Perdiem	Cab fares to and from Train Stations-Hotel- Meeting
7	2009-07-23	PHILADELPHIA, PA US	M-P	Meals Perdiem	48.00	48.00	Perdiem	none
8	2009-07-23	PHILADELPHIA, PA US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

none

# History

Date	Action
17JUL09 Fri 11:39AM	Created by MARY B MAXWELL (attached to Open Auth Id: OA88959)
17JUL09 Fri 11:55AM	Reservations retrieved for confirmation code MXAYJL by DAVIS, SAMUEL for MARY B MAXWELL
17JUL09 Frl 11:55AM	Status changed to: Reservations Booked
21JUL09 Tue 09:17AM	Reservation updates received for confirmation code MXAYJL from TMC
21JUL09 Tue 03:10PM	Traveler completed this travel authorization.

https://ets.prod.carlson.com/ThinkCAP/servlet/LavoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTvn... 9/9/2010

21JUL09 Tue 03:10PM	Status changed to: Open Voucher
21JUL09 Tue 03:10PM	Agency successfully notified of event: TripAuthorizationApproved for trip 630996
03AUG09 Mon 04:43PM	Voucher 1 was labeled final voucher for trip 630996 by MARY B MAXWELL
03AUG09 Mon 04:43PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
04AUG09 Tue 12:43PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
04AUG09 Tue 12:43PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
11AUG09 Tue 03:39PM	Voucher# 1 Approved by Auditor AUDITOR TWO
11AUG09 Tue 03:39PM	Agency successfully notified of event: TripVoucherApproved for trip 630996, voucher 1
11AUG09 Tue 03:39PM	Status changed to: Closed Voucher

## Audit/Approver Information

Action	Official	Date / Time 2009-08-04	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]		
Audited	AUDITORTWO[TWO,AUDITOR]	2009-08-11	

### **Attach Documents**

#### Documents attached to Trip #630996

	List of all doo	cuments attached to this tri	p	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2009.07.21 at 15:10:25 CDT	tibco	view
2	N/A	2009.08.03 at 16:54:38 CDT	DOL	view
3	Printable Voucher: 1	2009.08.11 at 15:39:03 CDT	tibco	view

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## E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 630996

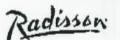
### Standard Document #: A000630996

### Date Submitted: 03-Aug-2009

Number of pages attached: <u>06</u> (including cover page)

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OCIA ASST SEC



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				Total		155.52	155.52
7-23-09	Visa						155.52
7-22-09	City Tax 8.2%					11.07	
7-22-09	State Tax 7%	E 196/062 - 68				9,45	
7-22-09	Room					135.00	
Date	Text	Chinese and				Charges	Credits
Compa	any Name :					07-23-09	
Group					User ID	: MCULBERT	
A/R N					Cashier No.	: 33	
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Wash	ington, DC 20210				Page No.	: 1 of 1	
Rm S					Departure	: 07-23-09	
	oeth Maxwell onstitution Av.				Arrival	: 07-22-09	
					Room No.	: 1237	

Balance

0.00

Join goldpoints plus today! Enroll in goldpoints plus at a participating hotel front desk or on line at goldpointsplus.com and start earning Gold Points today!

#### Thank You For Staying at the Radisson Plaza Warwick Philadelphia, PA !

agree that my liability for this bill is not walved and agree to be held personally responsible in the event that the indicated person, company or association alis to pay for any portion or the full amount of these charges.

**Guest Signature** 

Radisson Plaza Warwick Philadelphia 1701 Locust Street Philadelphia, PA 19103 Telephone: (215) 735-6000 Fax: (215) 790-7766 Email: rhi\_plph@radisson.com · . . · ·

SALES PERSON: KS	ITINERARY/INVOICE NO.	0040372	DATE:	21 JUL 09
Harrowith Port Horseau		MXAYUL	PAGE :	01
200 CONSTITU	CARLSO XWELL 202-693-60200 CC TION AVENUE NW RM N27 WASHIN DC 20210 866-65	03		
FOR: MAXWELL/MARY B				
	OF YOUR AMTRAK TICKET			
RAIL AMTRAK SERVICE LV WASHINGTON AR PHILADELPHI	DC 600P CONF	IRMATION 2V0458	92	
23 JUL 09 - THURSDAY	CONF A 3 PA 1111A DC 1254P	IRMATION 2V045E	92	
	USING CWTSATOTRAVEL			
SERVICE FEE XD0501390	198 MAXWELL MAR BILLED TO V			29.74*
RAIL TICKET 2V7692462	271 MAXWELI, MAR BILLED TO V			262.00*
	SUB TOTAL NET CC BILL			291.74 291.74*
	TOTAL AMOUN	T DUE	- * *	0.00

CONTINUED ON PAGE 2

SALES PERSON: KS ITINERARY/TNVOICE NO. 0040372 DATE: 21 JUL 09 CUSTOMER NBR: M549PZO MXAYJL PAGE: 02 TO: DOL CARLSON WAGONLIT TRAVEL ATTN-MARY MAXWELL 202-693-60200 CONSTITUTION AVE.NW 200 CONSTITUTION AVENUE NW RM N2703 SUITE S-2018 WASHINGTON DC 20210 WASHINGTON, DC 20210 866-654-5596

FOR: MAXWELL/MARY B

THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT

THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING, UNDER THE AUTHORITY OF 49 U.S.C. SECTION 114, AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY, HOWEVER, IF IT IS NOT PROVIDED, YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE. FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/KS/17JUL LODGING DECLINED/KS/17JUL

CONTINUED ON PAGE 3

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SALES PERSON: KSITINERARY/INVOICE NO. 0040372DATE: 21 JUL 09CUSTOMER NBR: M549PZOMXAYJLPAGE: 03 CARLSON WAGONLIT TRAVEL TO: DOL ATTN MARY MAXWELL 202-693-60200 CONSTITUTION AVE.NW 200 CONSTITUTION AVENUE NW RM N2703 
 SUITE S-2018
 WASHINGTON DC 20210

 WASHINGTON, DC 20210
 866-654-5596

FOR: MAXWELL/MARY B

X/262 U15-C3 U3 - LOSEC U4-LOASP U8-NULL E2SOLUTIONS// U5-A000630996 U6-20094001RWA6210071000000 U13-1600-630996 U7-0.00-29.74-0.00

OCIA ASST SEC 11 08/03/2009 2006 5000 14641 may TAXICAB RECEIPT Taxi Cab Receipts Time: 7 2 2 TIME: 123, DATE: 04 Date UNION TW O Origin of trip: 1 TRIP ORIGIN: ABOUR SPT. Destination: DESTINATION 00 Fare: Sign FARE S C ..... SIGNATURE **RECEIPT Date** CAPITAL DISPATCH, INC m 907 Noble St. Phila., PA 19123 ...8 DISPATCH INC. Phone: 215 235 2200 Fax: 215 235 5102 23 7 From LAKS To 54 B 101.146 : 프립니아 국민지지 Firm, \* 9 10 13 Ŧ Person . 1619 1619 1 1 1 ₩; B 2 Driver ਸ਼ੀ ਦੀ 法 ,a "ê: CAB NO والمتحالية فالمتحاط والتحاطي Thank You For Riding FARE 1952-136 LTT 5 33-30-5440 CAPITAL DISPATCH, INC. told: TIP 10~9 Valid Only In Capital Dispatch Inc. 224 02 τοται CRESTS - 119 215 3-111 DRIVER Older and CAB X DATE STORT Ser. -3/11/ 语言认为。 11. 12: 4

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6 00 6:00pm-7:30pm 6pm AMTRAK Train to Philadelph	hia		
*			
7:30pm - 8:00pm Travel to Hotel			
8:00pm - 12:00am Overnight stay at Radisson Ho	otel		

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am 8:00pm-7:30am Overnight stay at Radisson Hotel		D 🗹 TaskPa	TaskPad id
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# **E2 Travel Voucher**

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### **Voucher Information**

Document Number A000679840	Trip Status Closed Voucher	Trip ID 679840-0A88959	Submit Date 2009-09-28	Approve Date 2009-09-28	
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-09-10 thru 2009-09-11		

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
1752.80	105.00	96.00	0.00	15.00	0.00	55.84	2024.64

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Traveler Amount	
Segment Names: Funding Stream. Benefiting Unit, Project, Task, Reimbursable Agreement No				

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		0.00	1943.64	81.00	2024.64
2501650909AD20090165000109M71000M0000M0000000000000, M00001, NA. NA. NA	210061	0.00	135.00	66.00	201.00
2501650909AD20090165000109M71000M0000M00000M00000, M00001, NA, NA, NA	210066	0.00	55.84	15.00	70.84
2501650909AD20090165000109M71000M00000M000000000000. M00001. NA. NA. NA	210062	0.00	1752.80	0.00	1752.80

### **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
81.00	0.00	81.00

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-09-10	LAS VEGAS, NV US	CP	Airfare	1752.80	1752.80	Perdiem	Airfare
2	2009-09-10	LAS VEGAS, NV US	LDG	Lodging	105.00	105.00	Perdiem	none
3	2009-09-10	LAS VEGAS, NV US	LDGT	Lodging Tax	12.60	12.60	Perdiem	none
4	2009-09-10	LAS VEGAS, NV US	M-P	Meals Perdiem	48.00	48.00	Perdiem	none
5	2009-09-11	LAS VEGAS, NV US	M-P	Meals Perdiem	48.00	48.00	Perdiem	none
6	2009-09-11	LAS VEGAS, NV US	TMC	TMC Fee	29.74	29.74	Perdiem	none
7	2009-09-11	LAS VEGAS, NV US	TX	Taxi	15.00	15.00	Perdiem	hotel-event
8	2009-09-11	LAS VEGAS, NV US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

oucher Remarks - Voucher ID: 679840(1)
pprover - THOMAS N DEBUSK September 23, 2009 at 03:41 PM
bu need to change the airfare from 1782.54 to 1752.54. You need to attach the carlson einvoice to show the extra tmc fee of 29.74 and you need attach the lodging receipt.

### History

Date	Action		
01SEP09 Tue 04:59PM	Created by MARY B MAXWELL (attached to Open Auth Id: OA88959)		
01SEP09 Tue 05:00PM	Reservations retrieved for confirmation code LBKACX by MARY B MAXWELL		
015EP09 Tue 05:00PM	Initial Booked Total Airfare Amount: \$1783.80, Initial Booked Hotel Rate for PLANET HOLLYWOOD SH: \$89.00		
01SEP09 Tue 05:00PM	Status changed to: Reservations Booked		

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

01SEP09 Tue 05:02PM	Traveler completed this travel authorization.
01SEP09 Tue 05:02PM	Status changed to: Open Voucher
01SEP09 Tue 05:03PM	Agency successfully notified of event: TripAuthorizationApproved for trip 679840
23SEP09 Wed 10:32AM	Booked Airfare/Common Carrier rate \$1783.80 changed to \$1782.54 by MAXWELL, MARY B
23SEP09 Wed 03:26PM	Voucher 1 was labeled final voucher for trip 679840 by MARY B MAXWELL
23SEP09 Wed 03:26PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
23SEP09 Wed 03:41PM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
23SEP09 Wed 03:55PM	Booked Airfare/Common Carrier rate \$1782.54 changed to \$1752.80 by MAXWELL, MARY B
285EP09 Mon 02:13PM	Voucher 1 was labeled final voucher for trip 679840 by MARY B MAXWELL
285EP09 Mon 02:13PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
285EP09 Mon 03:03PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
28SEP09 Mon 03:03PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
29SEP09 Tue 02:51PM	Voucher# 1 Approved by Auditor AUDITOR TWELVE
29SEP09 Tue 02:51PM	Agency successfully notified of event: TripVoucherApproved for trip 679840, voucher 1
29SEP09 Tue 02:51PM	Status changed to: Closed Voucher

# Audit/Approver Information

Action	Official	Date / Time           2009-09-29           2009-09-28	
Audited	AUDITOR12[TWELVE,AUDITOR]		
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]		

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Electronic Invoice

Prepared For:

MAXWELL/MARY B

SALES PERSON INVOICE NUMBER INVOICE ISSUE DATE RECORD LOCATOR CUSTOMER NUMBER KS 0041792 09SEP2009 LBKACX M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6000 200 CONSTITUTION AVENUE NW SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

#### Notes

YOUR ESTIMATED AIRFARE ON 09SEP AT 1219 IS 1752.80 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

#### DATE: Thu, Sep 10

Flight: UNITED AI	RLINES 511		
From	BALTIMORE WASHNTN, MD	Departs	2:36pm
To	LAS VEGAS, NV	Arrives	6:37pm
		Arrival Terminal	1
Duration	07hr(s):01min(s)	Class	Economy
Туре		Meal	Food for Purchase
Stops	1 Stop(s)	Stop over city	DENVER
Seat(s) Details	MAXWELL/MARY B	Seat(s) - 10A	
	MAXWELL/MARY B	Sept(5) - 11C	

#### DATE: Thu, Sep 10

3570 LAS VEGAS BL LAS VEGAS NV 8910		E C	
Service City	LAS VEGAS	*	
Check-In	10SEP	Check-Out	11SEP
Night(s)	1	Rate per Night	105.00
Confirmation Number	5XJMM	Frequent Traveler	
Service Information		Phone	1-702-731-7110/
	Guaranteed Late Arrival		

DATE: Thu, Sep 10

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To	WASHINGTO DC	ON DULLES,	Arrives	9:05pm	
Departure Termina Duration			Class	Economy	
Type	04hr(s) :28m	111(\$)	Meal	Food for Purchase	
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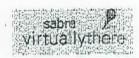
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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 679840

### Standard Document #: A000679840

Date Submitted: 28-Sep-2009

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2Exp... 9/28/2009



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#### **Electronic Invoice**

Prepared For:

MAXWELL/MARY B

SALES PERSON	KS
INVOICE NUMBER	0041792
INVOICE ISSUE DATE	09SEP2009
RECORD LOCATOR	LBKACX
CUSTOMER NUMBER	M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-893-6000 200 CONSTITUTION AVENUE NW SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 09SEP AT 1218 IS 1762.80 "CWTSATO VIP AFTER HOURS NUMBER IS 1-865-219-8444"

#### DATE: Thu, Sep 10

From	BALTIMORE WASHNTN, MD	Departs	2:36pm
То	LAS VEGAS, NV	Arrives	6:37pm
		Arrival Terminal	1
Duration	07hr(s):01min(s)	Class	Economy
Туре		Meal	Food for Purchase
Stops	1 Stop(s)	Stop over city	DENVER
Seat(s) Details	MAXWELL/MARY B	Seat(s) - 10A	
	MAXWELL/MARY B	Seat(s) - 11C	

#### DATE: Thu, Sep 10

Hotel: HR CAESARS 3570 LAS VEGAS BL LAS VEGAS NV 8910	() BUILDED CO	•	
Service City	LAS VEGAS		
Check-In	10SEP	Check-Out	11SEP
Night(s)	1	Rate per Night	105.00
Confirmation Number	5XJMM	Frequent Traveler	a
Service Information		Phone	1-702-731-7110/
	Guaranteed Late Arrival		
DATE: Thu, Sep 10			

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То	WASHINGTON DULLES,	Arrives	9:05pm	
Departure Terminal	1			
Duration	04hr(s) :28min(s)	Class	Economy	
Туре		Meai	Food for Purchase	
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2004 Page 3 of 3

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9/23/2009

OCIA ASST SEC

09/26/2009 10:08:06 CI: RMIMMS CO: TCOATS Wing/Room AT 3772

No Party 1 Fol ID 400666126987 Page 1 09/11/2009 08:12:00

Arrival 09/10/2009 Departure 09/11/2009 Bill code Group QCGOVT9

THANK YOU FOR STAYING WITH US!

DATE	REFERENCE	DESCRIPTION	\$ CHARGES	CREDITS	Ş BALANÇE
09/10/2009	400659001004	ROOM CHARGE AT 3772 TAX	105.00 12.60		
XFR FRM 09/10/2009 XFR FRM	400656026995	MAXWELL MARY AT 3772 APPLIED DEPOSIT MAXWELL MARY AT 3772		117.60	
	Bal	ÿ®¤ ð% ¨ks¤È¤²¤Å¤s¨¾¤]÷Ň ance Due		.00	

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Thanks again for choosing Caesars Palace. We truly appreciate your visit! For hotel, restaurant or show reservations, visit www.totalrewards.com, call 1-800-634-6661 or contact your Casino Host, Branch Office or Regional Representative.

MARY MAXWELL

×

200 CONSTITUTION AVE NW LEAVE ON PRE TIL GST ARR WASHINGTON DC20210 **Voucher Payments** 

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	29-Sep-2009	\$1943.64	29-Sep-2009	\$1943.64			TRAVEL CHARGE CARD
FINAL	29-Sep-2009	\$81.00	29-Sep-2009	\$81.00			TRAVELER
						1	Concernence of the second s

Close

### Maxwell, Mary Beth - OSEC

Subject: Location:

Start:

End:

Traveling with the Secretary Las Vegas

Thu 9/10/2009 12:00 PM Fri 9/11/2009 9:30 PM Show Time As: Out of Office

Recurrence:

(none)

Septembe Thursday	er 10, 2009	September 2009         October 2009           S M T W T F S         S M T W T F S           1 2 3 4 5         1 2 3           6 7 8 9 10 11 12         4 5 6 7 8 9 10           13 14 15 16 17 18 19         14 12 13 14 15 16 17           20 21 22 23 24 25 26         18 19 20 21 22 23 24           27 28 29 30         25 26 27 28 29 30 31
- am	Traveling with the Secretary (Las Vegas)	
<b>7</b> am		
o 00 Drop off Coleman		
8 <sup>00</sup> Drop off Coleman		
<b>9</b> <sup>00</sup>		
9	-6	
10 00 122 Updated: PLA W	Vorking Group Meeting (EEOB Room 234 - or Call in n	number:
11 00		
12 pm Travel with the Secr	retary to BWI	
		Notes
2 <sup>00</sup>		
2:36pm-6:37pm Flig 3 <sup>00</sup> 4 <sup>00</sup>	ght UA 0511 to Las Vegas (BWI)	
<b>5</b> <sup>00</sup>		
<b>6</b> <sup>00</sup>		
7:00pm - 12:00am ( S - 702-785-5555)	Overnight stay at Planet Hollywood Sheraton(3667 La	as Vegas BLVD

# September 11, 2009

Friday

Thuay	13 14 15 20 21 22 27 28 25	9 10 11 12 16 17 18 19 23 24 25 26 30	4 3 0 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	Traveling with the Secretary (Las Vegas)		TaskPad
<b>7</b> <sup>am</sup> <b>8</b> <sup>00</sup>		D D TaskPad	
	8:40am-9:00am Updated: GREET: President Hoffa and Republic Workers (Ballys)		
9 <sup>00</sup> 2	Updated: SPEECH: International Brotherhood of Teamster's Women's Conference (Las Vegas, NV: Bally's Resort, Pacific Ballroom, South Tower)		
<b>10</b> <sup>00</sup> <sup>10</sup>	15am-10:45am MCTF check in call		
<b>11</b> <sup>00</sup>			
Ho	d for hoffa		
12 <sup>pm</sup>			
1 00			
<b>2</b> <sup>00</sup>	7pm-9:05pm Flight UA 0366 to Baltimore (LAS)		Notes
3 00			
<b>4</b> <sup>00</sup>			
<b>5</b> <sup>00</sup>			
<b>6</b> <sup>00</sup>			
12:0 S - 1	00am - 7:00am Overnight stay at Planet Hollywood Sheraton(3667 Las Vegas BLVD 702-785-5555)		

September 2009 5 M T W T F S

2 3 4 5

October 2009 SMTWTFS

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Printable order page

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Exit Window

# **E2 Travel Voucher**

09 Sep 2010 @ 01:02:16

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim othe this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

# Voucher Information

Document Number A000687622	Trip Status Closed Voucher	Trip ID 687622-OA88959			
Traveler MARY B MAXWELL	Clearance	Title Senior Advisor Ves		Final Voucher Flag true	
Mailing Address 200 Constitution Ave 2018 Washington, DC 202	1.1	Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-09-13 thru 2009-09-15		

# Voucher Expense Totals

Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
228.00	135.00	0.00	101.00	0.00	125.16	1882.36
			Rental	Rental Transport	228.00 tas on	228.00 135.00 0.00 topo

# **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

# Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LavoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp 0/0/2010

2501650909AD20090165000109M71000M00000M000000. M00001. NA. NA. NA	210062	0.00	1293.20	0.00	1293.
2501650909AD20090165000109M71000M00000M00000000. M00001. NA. NA. NA	210066	0.00	75.16		226.1
2501650909AD20090165000109M71000M00000M0000000. M00001. NA. NA. NA	210061	0.00	275.00	88.00	363.0
		0.00	1643.36	239.00	

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
239.00	0.00	239.00

# **Voucher Expense Lines**

Line #		Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Expense	Voucher Expense Reimbursement Reason
1	2009-09-13	PITTSBURGH, PA US	CP	Airfare	1293.20	1293.20	Perdiem	Ticket Number: 0377703516159
2	2009-09-13	PITTSBURGH, PA US	LDG	Lodging	114.00	114.00	Perdiem	none
3	2009-09-13	PITTSBURGH, PA US	LDGT	Lodging Tax	15.96			none
4	2009-09-13	PITTSBURGH, PA US	M-P	Meals Perdiem	40.50	40.50		none
5	2009-09-13	PITTSBURGH, PA US	TMC	TMC Fee	29.74	29.74	Perdiem	
6	2009-09-14	PITTSBURGH, PA US	LDG	Lodging	114.00		Perdiem	none
7	2009-09-14	PITTSBURGH, PA US	LDGT	Lodging Tax	15.96		Dendland	none
8	2009-09-14	PITTSBURGH, PA US		Meals Perdiem	54.00			none
	2009-09-14	PITTSBURGH, PA US	ТХ	Taxi	101.00	101.00	Perdlem	To/from hotel-
	2009-09-15	PITTSBURGH, PA US		Meals Perdlem	40.50	40.50	D	event-airport none
11	2009-09-15	PITTSBURGH, PA US	PRK	Parking	50.00	50.00	Perdiem	
12 2	2009-09-15	PITTSBURGH, PA US	VTF	Voucher Transaction Fee	13.50		Dendle	Airport

# **Voucher Remarks**

Voucher Remarks - Voucher ID: 687622(1)	
Approver - THOMAS N DEBUSK September 23, 2009 at 03:43 PM	
You need to change the airfare amount to match the elnvoice without adding the tmc fee in the total, the tmc fee is added separately.	

### History

Date Action

09SEP09 Wed 02:20PM	Created by MARY B MAXWELL (attached to Open Auth Id: OA88959)
09SEP09 Wed 02:21PM	Reservations retrieved for confirmation code IRINMS by MARY BETH MAXWELL
09SEP09 Wed 02:21PM	Initial Booked Total Airfare Amount: \$1293.20, Initial Booked Hotel Rate for HILTON PITTSBURGH: \$114.00
09SEP09 Wed 02:21PM	Status changed to: Reservations Booked
09SEP09 Wed 02:35PM	Traveler completed this travel authorization.
09SEP09 Wed 02:35PM	Status changed to: Open Voucher
09SEP09 Wed 02:35PM	Agency successfully notified of event: TripAuthorizationApproved for trip 687622
11SEP09 Fri 09:59AM	Ticket 0377703516159 for 1293.20 USD on US Airways has been issued by the TMC.
23SEP09 Wed 03:14PM	Booked Airfare/Common Carrier rate \$1293.20 changed to \$1322.94 by MAXWELL, MARY B
23SEP09 Wed 03:25PM	Voucher 1 was labeled final voucher for trip 687622 by MARY B MAXWELL
23SEP09 Wed 03:25PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
23SEP09 Wed 03:43PM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
23SEP09 Wed 03:50PM	Booked Airfare/Common Carrier rate \$1322.94 changed to \$1293.20 by MAXWELL, MARY B
235EP09 Wed 03:52PM	Voucher 1 was labeled final voucher for trip 687622 by MARY B MAXWELL
23SEP09 Wed 03:52PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
24SEP09 Thu 01:08PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
24SEP09 Thu 01:08PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
25SEP09 Fri 01:09PM	Voucher# 1 Approved by Auditor AUDITOR FIVE
25SEP09 Fri 01:09PM	Agency successfully notified of event: TripVoucherApproved for trip 687622, voucher 1
25SEP09 Fri 01:09PM	Status changed to: Closed Voucher

# Audit/Approver Information

Action	Official	Date / Time
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2009-09-24
Audited	AUDITOR5[FIVE,AUDITOR]	2009-09-25

If this page didn't display correctly, click here

### **Attach Documents**

### Documents attached to Trip #687622

	List of all doo	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2009.09.09 at 14:35:21 CDT	tibco	view
2	N/A	2009.09.23 at 15:34:06 CDT	DOL	view
3	Printable Voucher: 1	2009.09.25 at 13:09:26 CDT	tibco	view

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 687622

### Standard Document #: A000687622

### Date Submitted: 23-Sep-2009

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2Exp... 9/23/2009



sabre virtuallythere

Electronic Invoice

Prepared For:

MAXWELL/MARY BETH

SALES PERSON INVOICE NUMBER INVOICE ISSUE DATE RECORD LOCATOR CUSTOMER NUMBER

KS 0041862 11SEP2009 **IRINMS** M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2008 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON OBSEP AT 1833 IS 1293.20 \*\*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-556-219-8444\*\*\*

#### DATE: Sun, Sep 13

Flight: US AIRWAY	\$ 3555		1	
From	WASHINGTON REAGAN, DC	Departs	4:25pm	
То	PITTSBURGH, PA	Arrives	5:27pm	
Departure Terminal	C			÷.
Duration	Othr(s):02min(s)	Class	Economy	
Туре	CRJ-CANADAIR REGIONAL JET	Meal		
Stops	Non Stop			
Seat(s) Detalls	MAXWELL/MARY BETH	Seat(s) - 03A	and all all and the second	······
Notes	SEATING RESTRICTED TO AIRPO	ORT CHECK-IN		

#### DATE: Sun, Sep 13

600 COMMONWEAL PITTSBURGH PA 1			
Service City	PITTSBURGH		es reactes a recommendation
Check-In	13SEP	Check-Out	15SEP
Rooms(s)		Room Type	2 DOUBLE BEDS HI SPEED-SEREN
Night(s)	·	Determent Minter	BED-LUX
		Rate per Night	114.00 USD
Confirmation Number	3362662481	Frequent Traveler	
CD-	9887139		

### 09/23/2009 16:23 FAX 202 693 4641 OCIA ASST SEC Virtually There

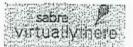
Service Informatio	n REQ KING NSRM Guaranteed Late Arrival	Phone	1-412-391-4600	
DATE: Sun, Sep	o 13	and at the most description of the state of	N. 1118 N. 1111 I. 111 M. 1999 1999 1 1 1 1 1 1 1	nt-menta con ca
Others	and the second se	and a second		
	PITTSBURGH HOTEL GUARANTEED CANCEL BY 4PM TO AVOID BILLING	на н	ин титит - ни улуний бийн <del>на с</del> аласы - сан у	
DATE: Tue, Sep	15		······································	
Flight: US AIRWA	YS 3558			
From	PITTSBURGH, PA	Departs	6:00pm	
To	WASHINGTON REAGAN, DC	Arrives	7:16pm	
Duration	01hr(s) :16min(s)	Arrival Terminal	C	3
Туре	CRJ-CANADAIR REGIONAL JET	Class Meal	Economy	
Stops	Non Stop			
Seat(s) Details	MAXWELL/MARY BETH	Sest(s) - 03A	· · · · · · · · · · · · · · · · · · ·	
DATE: Sat, Mar 1	3			
Others		and the second se		F # 7 * ********************************
1.1.2.00	INFORMATION	THE REPORT OF THE OWNER OF THE T	1 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	er erre 1*
	THANK YOU FOR USING CWTSATOTRAVEL			
Ticket Inform	ation	<ul> <li>Contraction (Contraction and an example of the second secon</li></ul>	entre frankrigt en sin stransformer	
Ticket Number U	JS 7703516159	MAXWELL MARY BETH		
Service Fee X	Billed to: CD 0502755808	VI XXXXXXXXX5792 MAXWELL MARY		* 1,293.20
	Billed to:	BETH VI XXXXXXXXX5792		1 20 24
	·			* 29.74
			SubTotal	1,322.94
			Net Credit Card Billing	1,322,94
TUNK YOU FOR DOA		······································	Total Amount Duo	0.00
YOU MAY ALSO OBTA BY REQUESTING IT FI RESERVED SEATS SL	DKING WITH CARLSON WAGONLIT TR. ERVE AS YOUR PASSENGER RECEIPT IN A PASSENGER RECEIPT OF EACH ROM THE AIRLINES UPON CHECK IN JBJECT TO CANCEL 30 MIN PRIOR TO	TICKET		
THE TRANSPORTATIC US DEPARTMENT OF COLLECT INFORMATII LIST SCREENING UND 114 AND THE INTELLIC PREVENTION ACT OF VOLUNTARY HOWEVE SUBJECT TO ADDITION OR AUTHORIZATION T SHARE INFORMATION INTELLIGENCE AGENC SYSTEM OF RECORDE POLICIES OR TO VIEW THE PRIVACY IMPACT WEB 8ITE AT WWW.TS FOR EMERGENCY ASS 800AM-600PM EDT 886 800AM-600PM EDT 886 700 DESERVE A VACA WAITING FOR YOU INC	N SECURITY ADMINISTRATION OF TH HOMELAND SECURITY REQUIRES US ON FROM YOU FOR PURPOSES OF W BER THE AUTHORITY OF 49 U.S.C.SEC SENCE REFORM AND TERRORISM 2004. PROVIDING THIS INFORMATION RIF IT IS NOT PROVIDED YOU MAY B NAL SCREENING OR DENIED TRANSP O ENTER A STERILE AREA. TSA MAY YOU PROVIDE WITH LAW ENFORCEN DIES OR DTHERS UNDER ITS PUBLISH NOTICE.FOR MORE ON TSA PRIVACI THE SYSTEM OR RECORDS NOTICE. ASSESSMENT PLEASE SEE TSA/S AGOV SISTANCE DURING NORMAL BUSINES -554-5598 IE 202-842-3483 IENCY 868-554-5598 TION AND WE MAYE THE PERFECT O LUDING MILITARY RATES. VISIT	HE TO ATCH TTDN IIS E ORT MENY OR HED Y AND S HOURS		

#### 09/23/2009 16:24 FAX 202 693 4641 Virtually There

OCIA ASST SEC

A/1783 U15-CA U3-LOSEC U4-LOASP U8-NULL E250LUTIONS// 09SEP09 1435 CT //CHARGE TICKET TO IBA U5-A000687622 U5-20094001RWA8210071000000 U13-160D-587522 U7-0.00-29.74-0.00

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#### 09/23/2009 16:24 FAX 202 693 4641 09/23/2009 15:05 5130

OCIA ASST SEC

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RATE PLAN

AL: BONUS AL:

HH#

005 PAGE 01/01

Folio



L-SJ

CAR:

600 Commonwa	Ith Place . Pittsburgh, PA 15222
F1000 (412) 2	91-4500 · Fax (412) 457-3400 Reservations
www.hilti	n.com or 1 800 HILTONS

Name & Address

MAXWELL, MARY BETH

### CONFIRMATION NUMBER : 3362662481

9/23/2009 PAGE 1

	DESCRIPTION	IP	REF. NO	CHARGES	CREDITS	BALANCE	7
9/13/2009 9/13/2009 9/14/2009 9/14/2009 9/14/2009 9/14/2009 9/15/2009	Post-it <sup>®</sup> Fax Note To Mary B Co/Dept. Phone #	MOLLYH MOLLYH RKELLY RKELLY RKELLY KGRAY 7671 20 M.	2888881 2888851 2889971 2889971 2889971 2890990	\$114.00 \$7.98 \$114.00 \$7.98 \$7.98 \$7.98	\$259.92	\$0.00	TheHillouFa Hilton Comany Dogicitation Dogicitation Comany
VS -5792					DATE OF CHARGE 9/13/2009	FOLIO NO. CHECK NO. 594221 A	Craud Working Ch
MAXWELL, N	•				AUTHORIZATION	INITIAL	HOMITOOD SUITS
STABLISHMENT NO.		TO TRANSPORT TO GARD HO	DIG FORFATHENT		078242 PURCHASES & SERVIC	1	
THANK YOU	FOR CHOOSING THE HIL	TON PITTSBUR	GH			1	USA
					TAXES		6665
					TIPS & MISC.		Official Sponsor

Page 1 of

Voucher Payments

Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
25-Sep-2009	\$1643.36	25-Sep-2009	\$1643.36			TRAVEL CHARGE CARD
25-Sep-2009	\$239.00	25-Sep-2009	\$239.00			TRAVELER
	25-Sep-2009	25-Sep-2009 \$1643.36	25-Sep-2009 \$1643.36 25-Sep-2009	25-Sep-2009 \$1643.36 25-Sep-2009 \$1643.36	25-Sep-2009 \$1643.36 25-Sep-2009 \$1643.36	25-Sep-2009 \$1643.36 25-Sep-2009 \$1643.36

Close

### Maxwell, Mary Beth - OSEC

Subject:	
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Start:

End: Show Time As:

Recurrence:

Traveling to Pittsburgh

Sun 9/13/2009 2:30 PM Tue 9/15/2009 8:00 PM Out of Office

(none)

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00 🖸 2:00pm-2:15pr	m Updated: Conference Call: Pittsburgh	-70	Notes
Travel to Reagan N	lational Airport	- 6	
00		T .	
00 4:25pm-5:27pm US	5 Airways Flight US 3555 from Reagan National t	o Pittsburgh (DCA)	
00			
00 § 6:00pm-7:00ar	m Overnight stay at		
THILDH FILLSDUIL	h (600 n Place - Pittsburgh, PA	ITEND: Reception w	
Commonwealth - 412-391-4600	0)		

September 2009

October 2009

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Traveling to Pittsburgh	TaskPad
	D I TaskPad
7:50am-8:00am Updated: DROP BY: AFSCME Breakfast (Westin Hotel: Westmorelar	
	-
	-
10:30am-10:45am Updated: MEETING: Workers (Pittsburgh, PA: David L. Lawrence	
	L
	Notes
e	
2 Updated: Representatives of Multiemployer Pension Plans to discuss Funding Relief (DOL S-2508 (Secretary's Conference Room))	
5:00pm-7:00am Overnight ctay at 1//the pitches a	1
6:00pm-7:00am Overnight stay at Hilton Pittsburgh (600 Commonwealth Place - Pittsburgh, PA - 412-391-4600)	
:00am - 7:00am Overnight stay at Hilton Pittsburgh(600 Commonwealth Place - tsburgh, PA - 412-391-4600)	

1

# September 15, 2009

Tuesday

September 2009 SMTWTFS 

October 2009 SMTWTFS 4 5 6 7 8 9100 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

	Traveling to Pittsburgh	TaskPad
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<b>1</b> <sup>00</sup>		
2 <sup>00</sup>		Notes
3 00		E CONTRACTOR
	Travel to PIT Airport	
<b>4</b> <sup>00</sup>		
<b>5</b> <sup>00</sup>		
<b>6</b> <sup>00</sup>	6:00pm-7:16pm US Airways Flight US 3558 from Pittsburgh to Reagan National (PIT)	
	12:00am - 7:00am Overnight stay at Hilton Pittsburgh(600 Commonwealth Place - Pittsburgh, PA - 412-391-4600)	
xwell Ma	ov Beth - OSEC	

Printable order page

Exit Window

# **E2 Travel Voucher**

#### 09 Sep 2010 @ 01:01:00

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the employee's claim for reimbursement.

## **Voucher Information**

Document Number A000713998	Trip Status Closed Voucher	Trip ID 713998-0A99485			I THORE AND A THOR	
Mary B MAXWELL       Clearance         Mailing Address       200 Constitution Avenue, NW Suite S-2018         Washington, DC 20210		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true Official Duty Station WASHINGTON, DC		
		Office Phone 202-693-6028	Home Phone N/A			
CONUS or OCONUS C			Estimated Dates	of Travel		

# Voucher Expense Totals

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total	
775.20	240.00	165.00	0.00	76.90	0.00	119.24	1376.34	

## **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

# Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project: Task. Reimbursable Agreement No	_				

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		0.00	1211.34	165.00	1376.34
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2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA. NA. NA	210002	0.00	775.20	0.00	775.2
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030, NA. NA. NA	210062	0.00	775 201		1

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler	
165.00	0.00	165.00	

# **Voucher Expense Lines**

Line #		Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-10-12	PORTLAND, OR US	CP	Airfare	775.20	775.20	Perdiem	Ticket Number:
2	2009-10-12	PORTLAND, OR US	LDG	Lodging	120.00	120.00	Perdiem	0167707570406
3	2009-10-12	PORTLAND, OR US	LDGT	Lodging Tax	15.00	15.00	Perdiem	none
4	2009-10-12	PORTLAND, OR US	M-P	Meals Perdlem	49.50	49.50	Perdiem	none
5	2009-10-13	PORTLAND, OR US	1002	Internet Service	2.00	2.00	Perdiem	Business center
6	2009-10-13	PORTLAND, OR US	LDG	Lodging	120.00	120.00	Perdiem	none
7	2009-10-13	PORTLAND, OR US	LDGT	Lodging Tax	15.00	15.00	Perdiem	
8	2009-10-13	PORTLAND, OR US	M-P	Meals Perdiem	66.00		Perdiem	none
9	2009-10-13	PORTLAND, OR US	ОТН	Other Reimbursable Expenses Incurred	10.00	10.00	Perdiem	hotel
10	2009-10-13	PORTLAND, OR US	TX	Taxi	38.20	38.20	Perdiem	none
11	2009-10-14	PORTLAND, OR US	M-P	Meals Perdiem	49.50		Perdiem	none
12	2009-10-14	WASHINGTON, DC	PRK	Parking	34.00	34.00	Perdiem	none
.3	2009-10-14	PORTLAND, OR US	TMC	TMC Fee	29.74	29.74	Perdiem	
4	2009-10-14	PORTLAND, OR US	TX	Taxi	38.70			none
5	2009-10-14	PORTLAND, OR US	VTF	Voucher Transaction Fee	13.50	13.50		none

# **Voucher Remarks**

none

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&deaTerr 0/0/

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# History

Date	Action
060CT09 Tue 11:36AM	Created by MARY B MAXWELL (attached to Open Auth Id: OA99485)
060CT09 Tue 11:36AM	Traveler MARY B MAXWELL updated the cabin class to Coach Class
060CT09 Tue 11:37AM	Reservations retrieved for confirmation code DCDXKA by MARY BETH MAXWELL
060CT09 Tue 11:37AM	Initial Booked Total Airfare Amount: \$775.20, Initial Booked Hotel Rate for HILTON PORTLAND AND: \$120.00
060CT09 Tue 11:37AM	Status changed to: Reservations Booked
060CT09 Tue 11:40AM	Traveler completed this travel authorization.
060CT09 Tue 11:40AM	Status changed to: Open Voucher
060CT09 Tue 11:40AM	Agency successfully notified of event: TripAuthorizationApproved for trip 713998
070CT09 Wed 10:32AM	Ticket 0167707570406 for 775.20 USD on United Airlines has been issued by the TMC.
200CT09 Tue 03:26PM	Voucher 1 was labeled final voucher for trip 713998 by MARY B MAXWELL
200CT09 Tue 03:26PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
200CT09 Tue 03:59PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
200CT09 Tue 03:59PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
200CT09 Tue 04:09PM	Voucher# 1 Approved by Auditor AUDITOR TWELVE
200CT09 Tue 04:09PM	Agency successfully notified of event: TripVoucherApproved for trip 713998, voucher 1
200CT09 Tue 04:09PM	Status changed to: Closed Voucher

# Audit/Approver Information

Action	Official	Date / Time	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2009-10-20	
Audited	AUDITOR12[TWELVE,AUDITOR]	2009-10-20	

If this page didn't display correctly, click here

### **Attach Documents**

### Documents attached to Trip #713998

ploaded (0)	Faxed 🖏 🛛 Printa	able (2)	Show All (2+)		
	List of all d	locuments	attached to this tr	ip	
Sequence	File Name	Da	te Submitted	Uploaded By	View
1	Printable Authorization	on 2009.10	0.06 at 11:40:54 CDT	tibco	view
2	Printable Voucher:	1 2009.10	0.20 at 16:09:52 CDT	tibco	view
Note: In order	to view attachments and configured	your comp d. Please c	outer must have appr lick <u>here</u> for assistar	ropriate softwar nce.	e installec
Not	e: Faxed files are be	eina retrie	wed and will be she	wn chortly	

### **Upload New Documents**

### Click here to attach documents.

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 713998

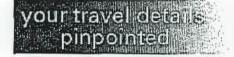
# Standard Document #: A000713998

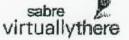
Date Submitted: 20-Oct-2009

Number of pages attached: <u>3</u> (including cover page)

kwiktag

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Electronic Invoice

Prepared For:

### MAXWELL/MARY BETH

SALES PERSON	KS
INVOICE NUMBER	0042443
INVOICE ISSUE DATE	07OCT2009
RECORD LOCATOR	DCDXKA
CUSTOMER NUMBER	M549PZO

#### Client Address

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR ESTIMATED AIRFARE ON 050CT AT 1148 IS 775.20 \*\*CWT\$ATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

#### DATE: Mon, Oct 12

IRLINES 251		
WASHINGTON DULLES, DC	Departs	5:32pm
PORTLAND OR, OR	Arrives	8:16pm
05hr(s) :44min(s)	Class	Economy
	Meal	Food for Purchase
Non Stop		
MAXWELL/MARY BETH	Seat(s) - 07C	UA - XXXXXXXXX 94
	DULLES, DC PORTLAND OR, OR 05hr(s) :44min(s) Non Stop MAXWELL/MARY	WASHINGTON     Departs       DULLES, DC     DORTLAND OR, OR       PORTLAND OR, OR     Arrives       05hr(s) :44min(s)     Class       Meal     Meal       Non Stop     Seat(s) - 07C

#### DATE: Mon, Oct 12

Hotel: HILTON HOT 921 SW 6TH AVE PORTLAND OR 972	ELS , HILTON PORTLAND AND			
Service City	PORTLAND OR	1998 (1999) (1997) (199		•#************************************
Check-In	120CT	Check-Out	140CT	
Rooms(s)	1	Room Type	2 DOUBLE BEDS HI SPEED 9.95- DAY-SERENITY BE	
Night(s)	2	Rate per Night	120.00 USD	
Confirmation Number	3358101871	Frequent Traveler		
CD-	9887139			

Service Information	REQ NSRM Guaranteed Late Arrival	Phone	1-503-226-1611
DATE: Mon, Oct 1	2		
Others	nd a faile ff (n f		annan, '''''''''''''''''''''''''''''''''
1011 Martin C. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	PORTLAND		and state is a second contract of the state of the second s
	HOTEL GUARANTEED CANCEL BY 4PM TO AVOID BILLING		
DATE: Wed, Oct 1	4	· · · · · · · · · · · · · · · · · · ·	• • • • • • • • • • • • • • • • • • •
Flight: UNITED AIR	LINES 250		1999 1999 1999 1999 1999 1999 1999 199
From	PORTLAND OR, OR	Departs	7:48am
Το	WASHINGTON DULLES, DC	Arrives	3:49pm
Duration	05hr(s) :01min(s)	Class	Economy
Туре		Meal	Food for Purchase
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 14D	UA - XXXXXXXXX 94
DATE: Sat, Apr 10	2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 -		
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INFORMATION	an na manana an a
THANK YOU FOR USING	
CWTSATOTRAVEL	

# **Ticket Information**

Ticket Number	UA 7707570406		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXX5792		* 775.20
Service Fee	XD 0507712380		MAXWELL MARY BETH		110.20
		Billed to:	VI XXXXXXXX5792		* 29.74
				SubTotal	804.94
				Net Credit Card Billing	804.94
				Total Amount Due	0.00
THIS INVOICE WIL YOU MAY ALSO C BY REQUESTING RESERVED SEAT. THE TRANSPORT US DEPARTMENT COLLECT INFORM LIST SCREENING 114 AND THE INTE PREVENTION ACT VOLUNTARY HOW	BOOKING WITH CARL LL SERVE AS YOUR P DETAIN A PASSENGER IT FROM THE AIRLINE S SUBJECT TO CANC ATION SECURITY ADD OF HOMELAND SECU INDER THE AUTHOR ELLIGENCE REFORM. OF 2004. PROVIDING /EVER IF IT IS NOT PR ITIONAL SCREENING	ASSENGER RECEIP RECEIPT OF EACH SE UPON CHECK IN EL 30 MIN PRIOR TO MINISTRATION OF TI JRITY REQUIRES US DR PURPOSES OF W. HTY OF 49 U.S.C.SEC AND TERRORISM THIS INFORMATION COVIDED YOU MAY E	TICKET FLIGHT HE STO ATCH STION		90-100 - 91-1-1-00-00-00-00-00-00-00-00-00-00-00-0

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OCIA ASST SEC

	Portland ;	Ellton		921 SW Sixth Avenue • Pe Phone (503) 226-1611 • Fe Reservation www.hilton.com or ; 80	1x (5C3) 220-2562
		Room Arrival Date Departure Date Adult/Child Room Rate	1511/D2 10/12/2009 10/14/2009 1/0 120.00	9:05:00⊃M	
	RAT	EPLAN L-	SJ		
	BON	HH# AL IUS AL	CAR		
					Т
JSTEPE	AA1A1RO	CHARGES	CREDITS	BALANCE	
JSTEPE L NTR ESUTTEN KSASO KSASO	4414189 4414634 4414634 4414912 4415445 4415445	\$120.00 \$15.00 \$10.00 \$2.00 \$120,00 \$15.00			$\mathbb{H}$
*5792				\$282.00	A
				\$0.00	NT
* * *					TN
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	JSTEPE JSTEPE L NTR ESUTTEN KSASO KSASO	FAT BON JSTEPE 4414189 JSTEPE 4414189 L NTR 4414634 ESUTTEN 4414912 KSASO 4415445 KSASO 4415445	ID         REF. NQ         CHARGES           Mult/Child         Room Rate           RATE PLAN         L           HH#         AL           BONUS AL         L           JSTEPE         4414189         \$120.00           JSTEPE         4414189         \$15.00           L NTR         4414634         \$10.00           ESUTTEN         441451         \$120,00           KSASO         4415445         \$15,00           *5792         4415445         \$15,00	Arrival Date Departure Date 10/12/2009 Aduit/Child NO Room Rate 120,00 RATE PLAN L-SJ HH# AL BONUS AL CAR STEPE 4414189 S120,00 STEPE 4414189 S120,00 CHARGES CREDIS CAR CAR CAR STEPE 4414189 S15,00 L NTR 4414634 S10,00 S15,00 L NTR 4414634 S120,00 S15,00 L NTR 4414634 S120,00 S15,00 L NTR 4414634 S120,00 S15,00 L NTR 4414634 S120,00 S15,00 L NTR 441453 S120,00 S15,00 L NTR 4414634 S15,00 4415445 S120,00 S15,00 L NTR 441454 S120,00 Aduit/Child 10 CHARGES CREDIS S120,00 S15,00 L NTR S120,00 S15,00 L NTR S15,00 S15,00 S15,00 S120,00 S15,	Portland & Executive Tower Room 1511/D2 Arrival Date 10/12/2009 Departure Date 10/12/2009 Aduit/Child 1/0 Room Rate 120,00 RATE PLAN L-SJ HH# AL BONUS AL CAR DEPARTER 4414189 S15.00 JSTEPE 4414189 S15.00 L NTR 4414634 S15.00 L NTR 4414634 S15.00 L NTR 4414634 S15.00 S282.00 S282.00

# **Voucher Payments**

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	
FINAL	20-Oct-2009	\$1211.34	20-Oct-2009	\$1211.34	Check Hum.		Paid To:
FINAL	20-Oct-2009	\$165.00	20-Oct-2009	\$165.00			TRAVEL CHARGE CARD
		Moreno de Ares		\$105.00			TRAVELER

Close

October 12, Monday	2009	October 2009 <u>S M T W T F S</u> <u>1 2 3</u> 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2009 <u>S M T W T F S</u> <u>1 2 3 4 5 6 7</u> <u>8 9 10 11 12 13 14</u> <u>15 16 17 18 19 20 21</u> <u>22 23 24 25 26 27 28</u> <u>29 30</u>
7 am 8 <sup>00</sup> 9 <sup>00</sup> 10 <sup>00</sup> 11 <sup>00</sup> 12 <sup>pm</sup> 1 <sup>00</sup> 2 <sup>00</sup> 3 <sup>00</sup> 4 <sup>00</sup> 5 <sup>00</sup> 5 <sup>00</sup> 5:30pm-8:16pm United Flight U	eamster's Event in Portland-OR		Notes
10:00pm - 12:00am Overnight s 6th Ave. Portland OR)	tay at the Hilton Portland and Executive To	ower(921 SW	

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	4,5 11,12 18,19 25,26	6         7         8         9         10         8         9         10         11         12         13         14         15         16         17         15         16         17         18         19         20         21         22         23         24         22         23         24         22         23         24         25         26         27         28         29         30         31         29         30	418
7	Teamster's Event in Portland-OR	TaskPad	
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<b>9</b> °	0 Internatonal Conference of Teamsters Lawyers Speech - Overview of the Obama Administration's Treatment of Labor Issues (Hilton Portland and Executive Tower)		
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<b>1</b> <sup>00</sup>			
2 00		Notes	
3 00			
<b>4</b> <sup>00</sup>			
<b>5</b> <sup>00</sup>	2 Interview with	16	
<b>6</b> <sup>00</sup>	Meeting - Secretary's Regional Representatives (OCIA Conference Room)		
	12:00am - 6:00am Overnight stay at the Hilton Portland and Executive Tower(921 SW 6th Ave. Portland OR)		
	10:00pm - 12:00am Overnight stay at the Hilton Portland and Executive Tower(921 SW 5th Ave. Portland OR)		

October 2009 S-M 'T W T F S

November 2009 SMTWTFS

48am-3:48pm United Flight UA 0250 to DC	r 2009 November 2 / T F S S M T W
Teamster's Event in Portland-OR         48am-3:48pm United Flight UA 0250 to DC         48am-3:48pm United Flight UA 0250 to DC	1         2         3         1         2         3         4           7         8         9         10         8         9         10         11         12           1         15         16         17         15         16         17         18         16           22         23         24         22         23         24         25         26           3         29         30         31         29         30         30         29         30
48am-3:48pm United Flight UA 0250 to DC	TaskPadi
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am - 5:00am Overnight stay at the Hilton Portland and Everytive Towar(051, cm	
am - 5:00am Overnight stay at the Hilton Portland and Everytive Tower(031 cm	
m - 6:30am Travel to PDX airport	

Printable order page

Exit Window

# E2 Travel Voucher

#### 09 Sep 2010 @ 01:00:05

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

## Voucher Information

Document Number A000765368	Trip Status Closed Voucher	Trip ID 765368-0A99485	Submit Date 2009-12-16	Approve Date 2009-12-16
Traveler MARY B MAXWELL	Clearance	Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true
Mailing Address 200 Constitution Av 2018 Washington, DC 201		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC
CONUS or OCONUS C	Travel Purpose Speech or Presentation	Agency Travel Purpose Code TDL	Estimated Dates of Travel 2009-11-30 thru 2009-12-01	

## Voucher Expense Totals

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
1123.20	114.00	106.50	0.00	0.00	0.00	37.45	1381.15

## Travel Advance Information

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

## Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Traveler Amount	
Segment Names: Funding Stream, Benefiting Unit. Project, Task, Reimbursable Agreement No		1		

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

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		0.00	1285.03	96.12	1381.15
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA, NA, NA	210061	0.00	124.38	96.12	220.50
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	0.00	37.45	0.00	37.45
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA, NA, NA	210062	0.00	1123.20	0.00	1123.20

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
96.12	0.00	96.12

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2009-11-30	PITTSBURGH, PA US	CP	Airfare	1123.20	1123.20	Perdiem	Airfare
2	2009-11-30	PITTSBURGH, PA US	LDG	Lodging	114.00	114.00	Perdiem	none
3	2009-11-30	PITTSBURGH, PA US	LDGT	Lodging Tax	15.96	15.96	Perdiem	none
4	2009-11-30	PITTSBURGH, PA US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
5	2009-11-30	WASHINGTON, DC	ОТН	Other Reimbursable Expenses Incurred	7.99	7.99	Perdiem	service fee
6	2009-12-01	PITTSBURGH, PA US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
7	2009-12-01	PITTSBURGH, PA US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

# **Voucher Remarks**

/oucher Remarks - Voucher ID: 765368(1)		
Approver - THOMAS N DEBUSK December 16, 2009 at 10:12 AM		
There was only one TMC fee (service fee) for \$7.99. You need to subtract the \$29.74 from voucher.		

# History

Date	Action
25NOV09 Wed 03:35PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
25NOV09 Wed 04:03PM	Status changed to: Booking In Progress
25NOV09 Wed 04:14PM	Initial Booked Total Airfare Amount: \$1123.20, Initial Booked Hotel Rate for HILTON PITTSBURGH: \$114.00
25NOV09 Wed 04:14PM	Status changed to: Reservations Booked

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

25NOV09 Wed 04:14PM	EBooking Completed by DEBUSK, THOMAS N for MARY B MAXWELL [IIMTZV]
25NOV09 Wed 04:14PM	Justification - Contract Carrier Used (code C0) entered by DEBUSK, THOMAS N for MARY BETH MAXWELL
25NOV09 Wed 04:16PM	Traveler completed this travel authorization.
25NOV09 Wed 04:16PM	Status changed to: Open Voucher
25NOV09 Wed 04:16PM	Agency successfully notified of event: TripAuthorizationApproved for trip 765368
15DEC09 Tue 09:03AM	Voucher 1 was labeled final voucher for trip 765368 by MARY B MAXWELL
15DEC09 Tue 09:03AM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
16DEC09 Wed 10:13AM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
16DEC09 Wed 10:20AM	Voucher 1 was labeled final voucher for trip 765368 by MARY B MAXWELL
16DEC09 Wed 10:20AM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
16DEC09 Wed 10:22AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
16DEC09 Wed 10:22AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
16DEC09 Wed 10:43AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
16DEC09 Wed 10:43AM	Agency successfully notified of event: TripVoucherApproved for trip 765368, voucher 1
16DEC09 Wed 10:43AM	Status changed to: Closed Voucher

# Audit/Approver Information

Action Official		Date / Time
Audited	AUDITOR17[SEVENTEEN,AUDITOR]	2009-12-16
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2009-12-16

### **Attach Documents**

### Documents attached to Trip #765368

	List of all doo	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2009.11.25 at 16:16:09 CST	tibco	view
2	N/A	2009.12.15 at 10:03:59 CST	DOL	view
3	N/A	2009.12.15 at 10:11:04 CST	DOL	view
4	N/A	2009.12.15 at 10:16:13 CST	DOL	view
5	Printable Voucher: 1	2009.12.16 at 10:43:14 CST	tibco	view

### **Upload New Documents**

### Click here to attach documents.

**Related Links** 

Fax Cover Page

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Print This Page Close



This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 765368

# Standard Document #: A000765368

Date Submitted: 15-Dec-2009

Number of pages attached: 5 (including cover page)

kwiktag.

## Electronic Invoice

#### Prepared For:

### MAXWELL/MARY BETH

SALES PERSON INVOICE NUMBER INVOICE ISSUE DATE RECORD LOCATOR CUSTOMER NUMBER HS 0043606 27NOV2009 IIMTZV M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

#### Notes

YOUR ESTIMATED AIRFARE ON 27NOV AT 0827 IS 1123.20

#### DATE: Mon, Nov 30

Flight: US AIRWAY			
From	WASHINGTON REAGAN, DC	Departs	12:59pm
То	PITTSBURGH, PA	Arrives	2:00pm
Departure Terminal	С		
Duration	01hr(s):01min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop	777-27	
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 05A	a na an

#### DATE: Mon, Nov 30

Hotel: HILTON HOTELS , HILTON PITTSBURGH 600 COMMONWEALTH PLACE PITTSBURGH PA 15222			
Service City	PITTSBURGH		and a state of the second s
Check-In	30NOV	Check-Out	01DEC
Rooms(s)	1	Room Type	1 KING BED COMP HI SPEED-SERENITY BED-LUX
Night(s)	1	Rate per Night	114.00 USD
Confirmation Number CD-	3368655186 9887139	Frequent Traveler	
Service Information		Phone	1-412-391-4600
	Guaranteed Late Arrival		

### DATE: Tue, Dec 01

Flight: US AIRW.	AYS 4053	÷	
From	PITTSBURGH, PA	Departs	8:15am
То	WASHINGTON REAGAN, DC	Arrives	9:27am
		Arrival Terminal	C
Duration	01hr(s) :12min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 13A	

### DATE: Sun, May 30

Others	
	INFORMATION
	THANK YOU FOR
	USING
	CWTSATOTRAVEL

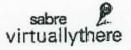
# **Ticket Information**

Service Fee XD 0509046868 MAXWELL MARY BETH Billed to: VI XXXXXXXX5792 *7.9 SubTotal 1,131.15 Net Credit Card Billing 1,131.15						
Service Fee XD 0509046868 MAXWELL MARY BETH Billed to: VI XXXXXXXXX5792 *7.99 SubTotal 1,131.19 Net Credit Card Billing 1,131.19 Net Credit Card Billing 1,131.19 Net Credit Card Billing 1,131.19 Otal Amount Due 0.00 Thank You FOR BOOKING WITH CARLSON WAGONLT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINGUES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LUST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH US DEPARTMENT OF HOMELAND SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY ADMINISTRATION OF THE US DEPARTMENT OF ADDITIONAL SCREENING ON DEPENDENT OCULECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LUST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH UST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH UST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH UST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH UST SCREENING UNDER THE AUTHORY OF A PULPOSES OF WATCH INTELLIGENCE REFORM AND TERRORISM YOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING ON DENEED TRANSPORT OR ALTHORIZATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE ABENDED ON OTHER A STERLE AREA. TAS MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE ABENDED ON OTHER A STERLE AREA. TAS MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE ABENDED ON THE A STERLE AREA. TAS MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE ABENDED ON OTHER A STERLE AREA. TAS MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR	Ticket Number	US 7718943982				
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SubTotal       1,131.11         Net Credit Card Billing       1,131.11         Net Credit Card Billing       1,131.11         Thank You FOR BOoking with Carlson wagonult travel       Total Amount Due         Total Amount Due       0.00         This invoice will Serve as Your Passenger Receipt       You may Also Obtain a Passenger Receipt of Each ticket         BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN       Reserver Searts Subject To Carlot Picket ticket         BY REQUESTING TO FHOMELAND SECURITY ADMINISTRATION OF THE       US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO         Collect Turbordmation PROM YOU FOR PURPOSES OF WATCH       US DEPARTMENT OF HOMELAND SECURITY ADMINISTRATION OF THE         US DEPARTMENT OF LOBER THE AUTHORITY OF 49 U.S.D.SECTION       114 AND THE INTELLIGENCE REFORM AND TERRORISM         PREVENTION ACT OF 2004, PROVIDIED TYOU MAY BE       SUBJECT TO ADDITIONING THIS INFORMATION IS         VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE       SUBJECT TO ADDITIONING ON DENIED TRANSPORT         OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY       SHARE INFORMATION YOU PROVIDED WITH LAW ENFORCEMENT OR         NTHELIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED       STEM OR RECORDS MOTICE FOR MORE ON TA PRIVACY         POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND       THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/B         WEB SITE AWWU, TASAGOV       FOR ENERGER HEASSEN         FOR EN	Service Fee	XD 0509046868				
Net Credit Card Billing       1,131.15         Total Amount Due       0.00         THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL       This invOice will serve as your passenger receipt         THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL       This invOice will serve as your passenger receipt of EACH ticket         BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN       BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN         RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO PLIGHT       THE TRANSPORTATION SECURITY ADMINISTRATION OF THE         US DEPARTMENT OF HOMELAND SECURITY POLIPROSES OF WATCH       LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION         114 AND THE INTELLIGENCE REFORM AND TERRORISM       PREVENTION ACT OF 2004, PROVIDING THIS INFORMATION IS         VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE       SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT         OR AUTHORIZATION TO ENTER A STERLIE AREA. TSA MAY       SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR         INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED       SYSTEM OF RECORDS NOTICE FOR MORE ON TSA PRIVACY         POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND       THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA'S         WEB SITE AT WWW.TSA.GOV       FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS         ROMAHBOTM EDT 868-864-5565       MING NORMAL BUSINESS HOURS			Billed to:	VI XXXXXXXXXXX5792		* 7.99
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO PLIGHT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROPUDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-BOUPM EDT 866-654-5596					SubTotal	1,131.19
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO PLIGHT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROPUDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-BOUPM EDT 866-654-5596					Net Credit Card Billing	1 494 40
Thank You FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT TYOU MAY ALSO OBTAIN A PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMFACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 666-654-5356					Net Credit Card Billing	1,131.19
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU FROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES ORT O VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA'S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-800PM EDT 566-854-556						
THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C. SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004, PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERLE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-800PM EDT 368-654-5596					Total Amount Due	0.00
AFTER HOURS EMERGENCY 866-854-5598	BY REQUESTING RESERVED SEAT	IT FROM THE AIRLINE	ES UPON CHECK IN			

### 12/15/2009 10:51 FAX 202 693 4641

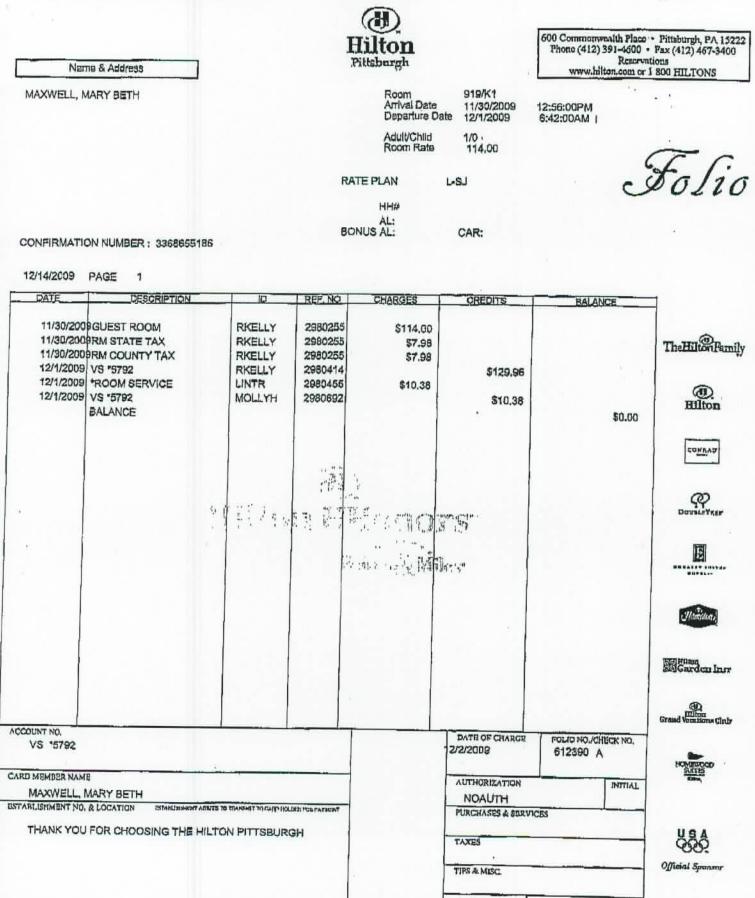
A/1797 U15-CA U3-LOSEC U4-LOASP U15-C0 E2SOLUTIONS// 25NOV09 1615 CT //CHARGE TICKET TO IBA U5-A000765368 U6-20104030RWA6210071030000 U13-1600-765368 U8----U7-0.00-7.99-0.00

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PAYMENT DUE UPON RECEIPT

TOTAL AMOUNT

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 765368

## Standard Document #: A000765368

Date Submitted: 15-Dec-2009

Number of pages attached: 5 (including cover page)

kwiktag.

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2Ex... 12/15/2009

## Electronic Invoice

#### Prepared For:

### MAXWELL/MARY BETH

SALES PERSON	HS
INVOICE NUMBER	0043606
INVOICE ISSUE DATE	27NOV2009
RECORD LOCATOR	IIMTZV
CUSTOMER NUMBER	M549PZO

### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR ESTIMATED AIRFARE ON 27NOV AT 0827 IS 1123.20

#### DATE: Mon, Nov 30

Flight: US AIRWAY	/S 3449		
From	WASHINGTON REAGAN, DC	Departs	12:59pm
То	PITTSBURGH, PA	Arrives	2:00pm
Departure Terminal	C		2.000
Duration	01hr(s) :01min(s)	Class	Economy
Туре		Meal	Loonomy
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(\$) - 05A	a tanàng mananana dika amin'ny kaodim-paositra dia mampika dia mampika dia mampika dia mampika dia mampika dia

### DATE: Mon, Nov 30

Hotel: HILTON HOT 600 COMMONWEA PITTSBURGH PA 1			
Service City	PITTSBURGH	1.17 (1.17)	
Check-In	30NOV	Check-Out	01DEC
Rooms(s)	1	Room Type	1 KING BED COMP HI SPEED-SERENITY BED-LUX
Night(s)	1	Rate per Night	114.00 USD
Confirmation Number	3368655186	Frequent Traveler	
CD-	9887139	,	
Service Information		Phone	1-412-391-4600
	Guaranteed Late Arrival		1 112 001 1000

#### DATE: Tue, Dec 01

Flight: US AIRW	AYS 4053		( 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
From	PITTSBURGH, PA	Departs	8:15am
То	WASHINGTON REAGAN, DC	Arrives	9:27am
		Arrival Terminal	С
Duration	01hr(s) :12min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 13A	

#### DATE: Sun, May 30

Others		
- 1988 \$1 10 yes (1751 - 11 - 11 & 1 10 \$2018 - 11 - 21 \$1 \$1	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

### Ticket Information

Ticket Number	US 7718943982		MAXWELL MARY BETH		
Service Fee	XD 0509046868	Billed to:	VI XXXXXXXXXX5792 MAXWELL MARY BETH		* 1,123.20
		Billed to:	VI XXXXXXXXX5792		* 7.99
				SubTotal	1,131.19
0			<i>v</i>	Net Credit Card Billing	1,131.19
				Total Amount Due	0.00

THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT

THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004, PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV

FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 886-654-5596

FAX FOR LOCAL OFFICE 202-842-3483

AFTER HOURS EMERGENCY 868-854-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 A/1797 U15-CA U3-LOSEC U4-LOASP U15-C0 E2SOLUTIONS// 25NOV09 1615 CT //CHARGE TICKET TO IBA U5-A000765368 U5-2010403078WA6210071030000 U13-1600-765368 U8-----U7-0.00-7.99-0.00

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#### 12/15/2009 10:37 FAX 202 693 4641

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#### CONFIRMATION NUMBER : 3368655186

Name & Address

MAXWELL, MARY BETH

### 12/14/2009 PAGE 1

10

DATE	DESCRIPTION	¥	10	REF. NO	CHARGES	CREDITS	BALANCE	3
11/30/2009 11/30/2009 12/1/2009 12/1/2009 12/1/2009	*ROOM SERVICE		RKELLY RKELLY RKELLY RKELLY LINTR MOLLYH	2980255 2980255 2980255 2980414 2980455 2980692	\$114.00 \$7.98 \$7.98 \$10,38	\$129.96 \$10,38	\$0.00	TheHiltonFam Hilton
*		6	e l'Ans			arter.		COMRAD
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								Humpton.
COUNT NO.								En Hilton Rei Garden Inn Milton Frand Vomitors Circle
VS *5792						DATE OF CHARGE 2/2/2009	FOLIO NO./CHISCK NO. 612390 A	
			1.444					CANTINITATI
NED MEMBER NAME MAXWELL, N TARLISHMENT NO.	MARY BETH	סד בתוגמא דיק	TRANSPOT TO GARD HOLD	DE POR PARACIT		AUTHORIZATION NOAUTH PURCHASES & SERVIC	INITIAL	SUITES Rin,
MAXWELL, N TARLISHMENT NO.	MARY BETH					NOAUTH		
MAXWELL, N TARLISHMENT NO.	ARY BETH & LOCATION INTANUAR					NOAUTH PURCHASES & SERVIC		USA Official Sponsor

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Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 765368

# Standard Document #: A000765368

Date Submitted: 15-Dec-2009

Number of pages attached: 5 (including cover page)

kwiktag

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2Ex... 12/15/2009

# Electronic Invoice

#### Prepared For:

### MAXWELL/MARY BETH

SALES PERSON
INVOICE NUMBER
INVOICE ISSUE DATE
RECORD LOCATOR
CUSTOMER NUMBER

HS 0043606 27NOV2009 IIMTZV M549PZO

#### Client Address

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

#### Notes

YOUR ESTIMATED AIRFARE ON 27NOV AT 0827 IS 1123.20

#### DATE: Mon, Nov 30

Flight: US AIRWAY	/\$ 3449		
From	WASHINGTON REAGAN, DC	Departs	12;59pm
То	PITTSBURGH, PA	Arrives	2:00pm
Departure Terminal	С		
Duration	01hr(s) :01min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 05A	na fina nati i finan i na anala ana anala anala anala data da fina na anala da anala na anala da anala da ana a

#### DATE: Mon, Nov 30

Hotel: HILTON HOT 600 COMMONWEAD PITTSBURGH PA 1			na n
Service City	PITTSBURGH		
Check-In	30NOV	Check-Out	01DEC
Rooms(s)	1	Room Type	1 KING BED COMP HI SPEED-SERENITY BED-LUX
Night(s)	1	Rate per Night	114.00 USD
Confirmation Number CD-	3368655186 9887139	Frequent Traveler	
Service Information	Guaranteed Late Arrival	Phone	1-412-391-4600

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#### DATE: Tue, Dec 01

Flight: US AIRW	AYS 4053		
From	PITTSBURGH, PA	Departs	8:15am
То	WASHINGTON REAGAN, DC	Arrives	9:27am
		Arrival Terminal	C
Duration	01hr(s) :12min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 13A	A 199

#### DATE: Sun, May 30

Others		
aan oo haast oo xoo xoo ku fi ah shirin ku saak	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

## **Ticket Information**

Flcket Numbe <del>r</del>	US 7718943982		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX5792		* 1,123.20
Service Fee	XD 0509046868		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX5792		* 7.9
				SubTotal	1,131.19
				Net Credit Card Billing	1,131.19
				Total Amount Due	0.00
THIS INVOICE WI YOU MAY ALSO ( BY REQUESTING RESERVED SEAT THE TRANSPORT US DEPARTMENT COLLECT INFORM	ILL SERVE AS YOUR F OBTAIN A PASSENGE B IT FROM THE AIRLIN TS SUBJECT TO CANC TATION SECURITY AD TOF HOMELAND SEC MATION FROM YOU F	R RECEIPT OF EACH TI	CKET LIGHT C O TCH		

THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554

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600 Commonwealth Phone (412) 391-4 R www.hiltan.co	CRCT	· Fi	lx (412) 467-340 15	222
	۶,			
12:56:00PM 6:42:00AM				

MAXWELL, MARY BETH

Name & Address

Room<br/>Arrival Date<br/>Departure Date919/K1<br/>11/30/2009<br/>12/1/2009Aduit/Child<br/>Room Rate1/0 -<br/>114.00RATE PLANL-SJHH#<br/>AL:<br/>BONU'S AL:CAR:

### CONFIRMATION NUMBER : 3368655186

### 12/14/2009 PAGE 1

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	DESCRIPTION	0	REF. NO.	CHARGES	OREDITS	BALANCE	1
11/30/200 11/30/200 12/1/2009 12/1/2009	PGUEST ROOM PRM STATE TAX PRM COUNTY TAX VS *5792 *ROOM SERVICE VS *5792 PALANCE	RKELLY RKELLY RKELLY RKELLY LINTR MOLLYH	2880255 2980255 2980255 2980414 2980455 2980692	\$114,00 \$7,98 \$7.98 \$10,38	\$129,96 \$10.38	\$0.00	TheHilter TheHilter Billton
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							Garden In
20UNT NO. VS *5782					DATE OF CHARGE 2/2/2009	ноло но,/снеск но, 612390 А	Grand Versitions of
VS *5792 D MEMBER NAM MAXWELL, M IBLISHMENT NO.	MARY BETH & LOCATION 2017AN STREET AD	אניין געראיניין איז איזאאניין איז אואניין און אוין אוין איז איז אוין אוין אוין אוין אוין אוין אוין אוין					
VS *5792 D MEMBER NAM MAXWELL, M IBLISHMENT NO.	MARY BETH				AUTHORIZATION NOAUTH		

**Voucher Payments** 

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
INAL	16-Dec-2009	\$1285.03	16-Dec-2009	\$1285.03			TRAVEL CHARGE CARD
INAL	16-Dec-2009	\$96.12	16-Dec-2009	\$96.12			TRAVELER

Close

# Maxwell, Mary Beth - OSEC

Subject:

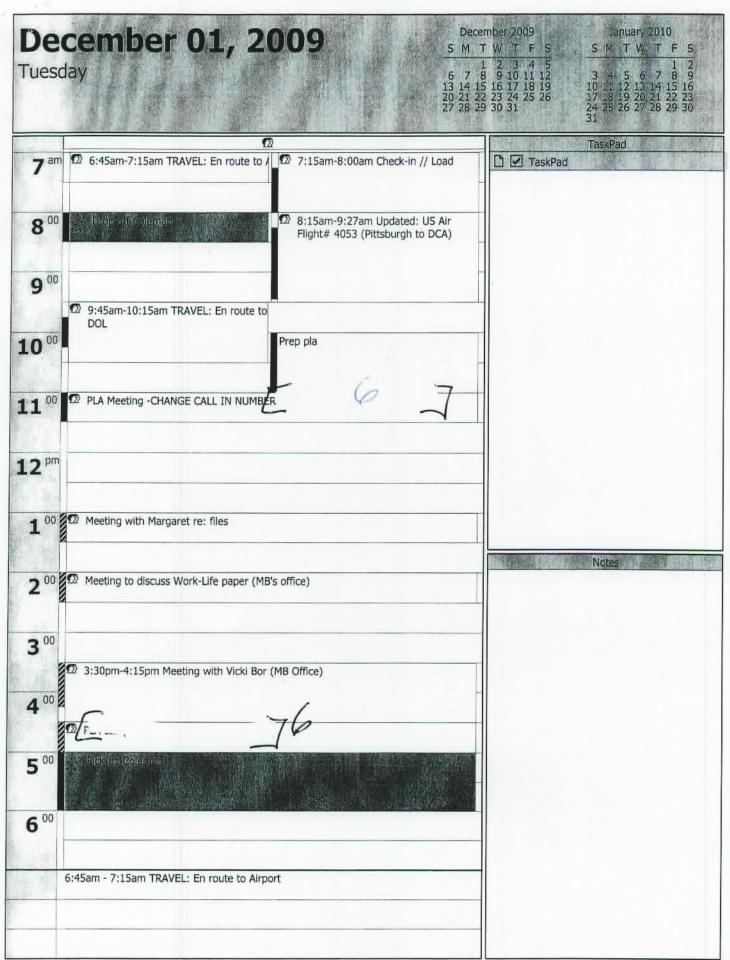
Teamster's Event in Portland-OR

Start: End: Show Time As: Mon 10/12/2009 7:00 PM Wed 10/14/2009 4:00 PM Out of Office

**Recurrence:** 

(none)

SINCE ST.	29.30	3       4       5       6       7       1       2       3         10       11       12       13       14       6       7       8       9       10         17       18       19       20       21       13       14       15       16       17         24       25       26       27       28       20       21       22       3       24         27       28       29       30       31
		TaskPad
BRIEFING: CNBC "Meeting of the Minds" (	HLS Office)	
10:55am		
<ul> <li>12:00pm-12:20pm Updated: TRAVEL:</li> <li>12:59pm-2:00pm Updated: US Airways Flight # 3449 (DCA to Pittsburgh, PA)</li> </ul>	12:20pm-12:35pm Updated: Check-in//Load/	
<ul> <li>2:15pm-2:35pm Updated: TRAVEL: En route to Hotel (Hilton Pittsburgh, 600 Commonwealth Place, Pittsburgh, PA 15222)</li> </ul>	2:35pm-2:45pm Updated: Check-in (H	Notes
<ul> <li>3:30pm-4:45pm Updated: Reading Time (Hilton Pittsburgh, 600 Commonwealth Place, Pittsburgh, PA 15222)</li> <li>Standing Call</li> </ul>	(1-866-72 2 4:50pm-5:00pm Update	
5:00pm-6:10pm Updated: PRODUCTION // University Center, 5000 Forbes Avenue Pitts	MEDIA PREP (Carnegie Mellon, burgh, PA 15213)	
2 6:30pm-8:30pm Updated: TAPING: "Meetin	g of the Minds: The Future of Manufactu	



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Printable order page

Page 1 of

Exit Window

# E2 Travel Voucher

09 Sep 2010 @ 12:58:22

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PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or information required will result in delay or suspension of the employee's claim for reimbursement.

# **Voucher Information**

Document Number A000829025	Trip Status Closed Voucher	Trip ID         Submit Date           829025-0A99485         2010-01-13		Approve Date 2010-01-13	
Traveler MARY B MAXWELL		<b>Title</b> Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Ave 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C	Travel Purpose Conference	Agency Travel Purpose Code TDL	Estimated Dates ( 2010-01-11 thru 2010-01-11	of Travel	

# Voucher Expense Totals

ransport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
701.40	0.00	42.00	0.00	0.00	0.00	63.24	806.64

# **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining	
	0.00	0.00		

# Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream, Benefiting Unit. Project. Task. Reimbursable Agreement No			Amount		

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTvp 9/9/2010

Incorrection

		0.00	744.64	62.00	806.64
		0.00	43.24	20,00	63.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	0.00	12.24		
	210061	0.00	0.00	42.00	42.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	701.40	0.00	701.40
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA, NA, NA	210062	a call		1	

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler	
62.00	0.00	62.00	

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
	2010-01-11	DETROIT, MI US	CP	Airfare	701.40	701.40	Perdiem	Ticket Number: 0377725139658
	2010-01-11	DETROIT, MI US	M-P	Meals Perdiem	42.00	42.00	Perdiem	none
3	2010-01-11	WASHINGTON, DC US	PRK	Parking	20.00	20.00		Parking at Reagan National
4	2010-01-11	DETROIT, MI US	TMC	TMC Fee	29.74	29.74	Perdiem	Airport
5	2010-01-11	DETROIT, MI US	VTF	Voucher Transaction Fee	13.50		Perdiem	none

# **Voucher Remarks**



# History

Date	Action
07JAN10 Thu 03:40PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
07JAN10 Thu 03:41PM	Reservations retrieved for confirmation code FKQQGT by DEBUSK, THOMAS N for MARY BETH
07JAN10 Thu 03:41PM	Initial Booked Total Airfare Amount: \$701.40
07JAN10 Thu 03:41PM	Status changed to: Reservations Booked
07JAN10 Thu 03:42PM	Traveler completed this travel authorization.
07JAN10 Thu 03:42PM	Status changed to: Open Voucher
07JAN10 Thu 03:42PM	Agency successfully notified of event: TripAuthorizationApproved for trip 829025
08JAN10 Fri 12:56PM	Ticket 0127725139657 for 0.00 null on Northwest Airlines has been issued by the TMC.
08JAN10 Fri 12:56PM	Ticket 0377725139658 for 350.70 USD on US Airways has been issued by the TMC.

12JAN10 Tue 10:31AM	Booked Airfare/Common Carrier rate \$350.70 changed to \$701.40 by MAXWELL, MARY B
13JAN10 Wed 10:09AM	Voucher 1 was labeled final voucher for trip 829025 by MARY B MAXWELL
13JAN10 Wed 10:09AM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
13JAN10 Wed 03:28PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
13JAN10 Wed 03:28PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Maj Customer Auto-Audit.
13JAN10 Wed 03:48PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
3JAN10 Wed 03:48PM	Agency successfully notified of event: TripVoucherApproved for trip 829025, voucher 1
3JAN10 Wed 03:48PM	Status changed to: Closed Voucher
9JAN10 Tue 06:18PM	Voucher Request Approved by agency financial system for Trip Id: 829025, Voucher:1
9JAN10 Tue 06:18PM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-01-13	
Audited	AUDITOR17[SEVENTEEN, AUDITOR]		
		2010-01-13	

# **Attach Documents**

# Documents attached to Trip #829025

	List of all doo	uments attached to this tr	ip	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2010.01.07 at 15:42:50 CST	tibco	view
2	N/A	2010.01.12 at 11:31:16 CST	DOL	view
3	Printable Voucher: 1	2010.01.13 at 15:48:45 CST	tibco	view
4	N/A	2010.01.13 at 16:36:08 CST	DOL	view

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# **E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL**

Trip Id #: 829025

# Standard Document #: A000829025

Date Submitted: 12-Jan-2010

Number of pages attached: <u>3</u> (including cover page)

kwiktag.

OCIA ASST SEC

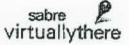


TRAVEL DATES

Jan 11 - Jan 11

DETROIT METRO, MI

TRIP TO



PREPARED FOR MARY BETH MAXWELL RESERVATION CODE

#### FKQQGT

**Travel Arranger Priority Comments** 

YOUR ESTIMATED AIRFARE ON 05JAN AT 1615 IS 701.40 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

Monday Jan 11	DCA WASHINGTON REAG	AN, DC	DTW DETROIT METRO, MI
NORTHWEST AIRLINES	Departing At 07:42am Terminal TERMINAL A		Arriving At 09:30am Terminal E.M. MCNAMARA TERMINAL
Passenger Name » MARY BETH MAXWELL	Seats 07E / Confirmed		Frequent Flyer Number
Airline Reservation Code	OJ2LUA	Duration	01hr(s) :48min(s)
Status	Confirmed	Class	Economy
Aircraft	MCDONNELL DOUGLAS DC9 JET	Stops	0
Meals		Distance (in Miles)	0391
Smoking	No	the second s	

Please verify flight times prior to departure

Monday Jan 11	DTW DETROIT METROIN		DCA WASHINGTON REAGAN, DC	
US AIRWAYS	Departing At	aren yenen eranz olearriete teken en dir.	Arriving At	
US 3961	06:45pm Terminal Not Available		08:18pm Terminal TERMINAL C	
Operated By				
US AIRWAYS EXPRESS-AIR WISCONSIN				
Passenger Name » MARY BETH MAXWELL	Seats 02A / Confirmed		Frequent Flyer Number 00244208894 / UNITED AIRLINES	
Airline Reservation Code	CCVOCW	Duration	01hr(s) :33min(s)	
Status	Confirmed	Class	Economy	
Aircraft	CRJ-CANADAIR REGIONAL JET	Stops	0	
Meals		Distance (In Miles)	0391	
Smoking	No			

Notes

MIDDLE SEAT RESERVED AT TIME OF BOOKING.

Please verify flight times prior to departure

Other	July 10 Saturday	
Confirmation	Status	Confirmed

Information

THANK YOU FOR USING CWTSATOTRAVEL

#### Notes

THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT

THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 "YOUR EMERGENCY ID CODE IS SP84B/DOL YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES, VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A//05JAN LODGING DECLINED//05JAN

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# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 829025

Standard Document #: A000829025

Date Submitted: 13-Jan-2010

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

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Electronic Invoice

Prepared For:

MAXWELL/MARY BETH

SALES PERSON	KS	a na ana ana ana ana ana ana ana ana an
INVOICE NUMBER	0044052	
INVOICE ISSUE DATE	08JAN2010	
RECORD LOCATOR	FKQQGT	
CUSTOMER NUMBER	M549PZO	

Client Address	Delivery Address	
DOL ATTN-MARY MAXWELL 202-893-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210	CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-854-5596	

Notes YOUR ESTIMATED AIRFARE ON 05JAN AT 1615 IS 701.40 "CWTSATO VIP AFTER HOURS NUMBER IS 1-908-219-8444\*"

### DATE: Mon, Jan 11

Flight: NORTHWES	WASHINGTON REAGAN,	Departs	7:42am	
To Departure Terminal Duration Type Stops	DETROIT METRO, MI A 01hr(s) :48min(s) MCDONNELL DOUGLAS DC9 JET Non Stop	Arrives Arrival Terminal Class Meal	9:30am EM Economy	
Seat(s) Datalls	MAXWELL/MARY BETH	Seat(s) - 07E		

#### DATE: Sat, Jul 10

Others	· · · · · · · · · · · · · · · · · · ·	And the second
	INFORMATION	
	THANK YOU FOR USING	
31	CWTSATOTRAVEL	
	CWISAIOTRAVEL	

### Ticket Information

https://www.virtuallythere.com/new/einvoice.html

## virtually There - Elnvoice

					1 48
Ticket Number	NW 7725139657		MAXWELL MARY BETH		
Service Fee	XD 0509885930	Billed to:	VI XXXXXXXXXX5792 MAXWELL MARY		* 350.70
		Billed to:	BETH		
			VI XXXXXXXXXX5792		* 29,74
				SubTotal	380.44
				Not Credit Card Billing	* 380,44
					******
	BOOKING WITH CARLSC			Total Amount Due	0.00
COLLECT INFORM/ LIST SCREENING L 114 AND THE INTEL PREVENTION ACT 1 VOLUNTARY HOWE SUBJECT TO ADDIT OR AUTHORIZATIO SHARE INFORMATII INTELLIGENCE AGE SYSTEM OF RECOR POLICIES OR TO VII THE PRIVACY IMPAI WEB SITE AT WWW, FOR EMERGENCY A 800AM-800PM EDT 8 FAX FOR LOCAL OFI AFTER HOURS EMEL YOU DEBERVE A VA WAITING FOR YOU II WWW.SATOVACATIC CAR DECLINED/A/05 ODGING DECLINED V1238 JIS-CA J3-LOSEC J4-LOASP J3-NULL 28OLUTIONS// 07JA	TION SECURITY ADMIN OF HOMELAND SECURITY ATION FROM YOU FOR INTON INDER THE AUTHORITY LIGENCE REFORM AND OF 2004. PROVIDING TH EVER IF IT IS NOT PROV TONAL SCREENING OR N TO ENTER A STERILE ON YOU PROVIDE WITH INCIES OR OTHERS UN DOS NOTICE, FOR MORE EW THE SYSTEM OR RE CT ASSESSMENT PLEAT TSA.GOV SSISTANCE DURING NO 108-654-5596 FICE 202-642-3483 RGENCY 865-654-5588 CATION AND WE HAVE NOLUDING MILITARY R NOLUDING MILITARY R NOLODING MILITARY R NOLODING MILITARY R NOLODING MILITARY R NOLODING MILITARY R NOSJAN	TY REQUIRES US TO PURPOSES OF WATCH OF 49 U.S.C.SECTION D TERRORISM IIS INFORMATION IS IIDED YOU MAY BE DENIED TRANSPORT AREA. TSA MAY I LAW ENFORCEMENT OI DER ITS PUBLISHED ON TSA PRIVACY CORDS NOTICE AND SE SEE TSA/S DRMAL BUSINESS HOUR THE PERFECT ONE ATES. VISIT I, FREE 677-898-2654	\$		

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Prepared For:	ВЕТН		
1. 1.	ВЕТН		
Prepared For: MAXWELL/MARY	BETH		
Prepared For: MAXWELL/MARY SALES PERSON NVOICE NUMBER	т		
SALES PERSON NVOICE NUMBER NVOICE ISSUE DATE	KS		
Prepared For: MAXWELL/MARY SALES PERSON NVOICE NUMBER	KS 0044053		

DOL ATTN-MARY MAXWELI. 202-893-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

Delivery Address

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

#### Notes

YOUR ESTIMATED AIRFARE ON 05JAN AT 1615 IS 701.40 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-666-218-8444\*\*

### DATE: Mon, Jan 11

From	DETROIT METRO, MI	Departs	A 10	
То	WASHINGTON REAGAN.	Arrives	6:45pm 8:18pm	
Duration		Arrival Terminal	c	
Туре	01hr(s) :33min(s) CRJ-CANADAIR REGIONAL JET	Class Meai	Economy	
Stops	Non Stop			
Seat(s) Details	MAXWELL/MARY BETH	Seellel Ant		
Notes	MIDDLE SEAT RESERVED AT TIME	Seel(s) - 02A	UA - XXXXXXXXX 94	

Others	······································	
Brank		
	INFORMATION	
	THANK YOU FOR USING	
	CWTSATOTRAVEL	

licket Number	US 7725139658		MAXWELL MARY		
		Billed to:	BETH VI XXXXXXXXX5792		* 350.70
		Υ.		SubTotal	350.70
				Net Credit Card Billing	* 350.70
		ON WAGONLIT TRAVEL		Total Amount Due	0.00
BY REQUESTING I RESERVED SEATS THE TRANSPORTA US DEPARTMENT ( COLLECT INFORM/ LIST SCREENING L 114 AND THE INTEL PREVENTION ACT I VOLUNTARY HOWE SUBJECT TO ADDIT OR AUTHORIZATION SHARE INFORMATION NTELLIGENCE AGE SYSTEM OF RECOR POLICIES OR TO VI THE PRIVACY IMPAI WEB SITE AT WWW. OR EMERGENCY A WOM-600PM EDT IS AX FOR LOCAL OF I FTER HOURS EMEI OU DESERVE A VA AUTING FOR YOUL	SUBJECT TO CANCEL TION SECURITY ADMI DF HOMELAND SECUR ATION FROM YOU FOR INDER THE AUTHORIT LIGENCE REFORM AN DF 2004, PROVIDING T VER IF IT IS NOT PRO TONAL SCREENING OI N TO ENTER A STERIL ON YOU PROVIDE WIT INCIES OR OTHERS UI DS NOTICE FOR MOR RW THE SYSTEM OR F CT ASSESSMENT PLE TSA.GOV SSISTANCE DURING I 866-664-5598 FICE 202-842-3483 RGENCY 886-654-5598 RICE 202-842-3483 RGENCY 886-654-5598 RGENCY 886-654-5598 RGENCY 886-654-5598 RGENCY 886-654-5598 RGENCY 886-654-5598	RECEIPT OF EACH TICKE UPON CHECK IN 30 MIN PRIOR TO FLIGH ITY REQUIRES US TO PURPOSES OF WATCH Y OF 49 U.S.C.SECTION ID TERRORISM HIS INFORMATION IS VIDED YOU MAY BE R DENIED TRANSPORT E AREA. TSA MAY H LAW ENFORCEMENT O VDER ITS PUBLISHED E ON TSA PRIVACY RECORDS NOTICE AND ASE SEE TSA/S	Υ NR		
-LOASP -NULL SOLUTIONS// 07.JA/ -A000829025 -2501851010AD201 3-1800-829025 -0.00-0.00	N10 1642 CT //CHARGE 00185000110MPDS00N	TICKET TO IBA	IOJONNANA		

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## **Voucher Payments**

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	13-Jan-2010	\$744.64	13-Jan-2010	\$744.64			TRAVEL CHARGE CARD
FINAL	13-Jan-2010	\$62.00	13-Jan-2010	\$62.00		-	TRAVELER
			A A A A A A A A A A A A A A A A A A A	41-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			INAVELER

Close

Miller Star	3 4 10 11 1 17 18 1 24 25 2 31	1         2         1         2         3           5         6         7         8         9         10         1           2         13         14         15         16         14         15         16         17         18           9         20         21         22         23         21         22         23         24         23           6         27         28         29         30         28         28
D Updated: Detroit Auto	Show/Green Grants 2 (TBD)	TáskPad
7:42pm 0:20pm FLICHT T. P		TaskPad
22 7:42am-9:30am FLIGHT: To Detroit I	Metro Airport (DTW) (DL 7190)	
2 7:42am-9:30am FLIGHT: To Detroit I		
PICK UP: Credentials (Cobo Hall)		
D MEETING: with	(Cobo Hall, GM Exhibit Area)	IG
11:15am-11:45am MEETING: wi' Chrysler Exhibit Area)	(Cobo Hall,	
MEETING: with Alan Mulally, CEO of F	ord Motor Company (Cobo Hall, Ford Exhibit A	
22 Updated: REMARKS: Working Luncheo Hall: C319)	n on Jobs and Advanced Technologies (Cobo	
<ul> <li>Updated: REMARKS: Working Luncheo Hall: C319)</li> <li>2:20pm 2:15pm TOUD Multi</li> </ul>		Notes
2 2:30pm-3:15pm TOUR: Michigan		
Economic Development Corporation Alternative Energy Showcase (MEDC	2 3:15pm-4:00pm TOUR: FroXperience	
Alternative Energy Showcase)	3:15pm-4:00pm TOUR: EcoXperience Electric Avenue (Cobo Hall, Michigan Hall: EcoXperience Electric Avenue)	

1

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## E2 Travel Voucher

09 Sep 2010 @ 12:55:28

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### **Voucher Information**

Document Number A000870758	Trip Status Closed Voucher	Trip ID 870758-0A99485	Submit Date 2010-02-01	Approve Date 2010-02-01
Traveler MARY B MAXWELL	Clearance	Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC
CONUS or OCONUS C	Travel Purpose Speech or Presentation	Agency Travel Purpose Code TDL	Estimated Dates	of Travel

## **Voucher Expense Totals**

ransport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
679.40	0.00	0.00	0.00	0.00	0.00	43.24	722.64

## **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

## Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LavoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTup 0/0/2010 Ь.

		0.00	722.64	0.00	722.64
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	0.00	43.24	0.00	43.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	679.40	0.00	679.40

## **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
0.00	0.00	0.00

## **Voucher Expense Lines**

Line #		Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-01-28	COLUMBUS, OH US	CP	Airfare	679.40	679.40	Perdiem	Ticket Number: 0377733920516
2	2010-01-28	COLUMBUS, OH US	M-P	Meals Perdiem	0.00	0.00	Perdiem	none
3	2010-01-28	COLUMBUS, OH US	TMC	TMC Fee	29.74	29.74	Perdiem	none
4	2010-01-28	COLUMBUS, OH US	VTF	Voucher Transaction Fee	13.50		Dec. III	none

## **Voucher Remarks**

Voucher Remarks - Voucher ID: 870758(1)	
Approver - THOMAS N DEBUSK February 01, 2010 at 09:24 AM	
Need to attach the Carlson E-invoice and voucher the TMC fee of \$29/74.	

## History

Date	Action
26JAN10 Tue 10:07PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
26JAN10 Tue 10:09PM	Reservations retrieved for confirmation code HMKPJU by DEBUSK, THOMAS N for MARY BETH MAXWELL
26JAN10 Tue 10:09PM	Initial Booked Total Airfare Amount: \$679.40
26JAN10 Tue 10:09PM	Status changed to: Reservations Booked
26JAN10 Tue 10:10PM	Traveler completed this travel authorization.
26JAN10 Tue 10:10PM	Status changed to: Open Voucher
26JAN10 Tue 10:10PM	Agency successfully notified of event: TripAuthorizationApproved for trip 870758
26JAN10 Tue 10:10PM	Obligation Request Approved by agency financial system for Trip Id: 870758
26JAN10 Tue 10:10PM	Agency Financial System Extended comment: Document approved in the financial system
27JAN10 Wed 04:45PM	Ticket 0377733920516 for 679.40 USD on US Airways has been issued by the TMC.

h.

29JAN10 Fri 11:08AM	Voucher 1 was labeled final voucher for trip 870758 by MARY B MAXWELL
29JAN10 Fri 11:08AM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
01FEB10 Mon 09:25AM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
01FEB10 Mon 09:27AM	Voucher 1 was labeled final voucher for trip 870758 by DEBUSK, THOMAS N for MARY B MAXWELL
01FEB10 Mon 09:27AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by DEBUSK, THOMAS N for MARY B MAXWELL
01FEB10 Mon 09:34AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
01FEB10 Mon 11:09AM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
01FEB10 Mon 11:09AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
01FEB10 Mon 11:09AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
01FEB10 Mon 11:12AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
01FEB10 Mon 11:12AM	Agency successfully notified of event: TripVoucherApproved for trip 870758, voucher 1
01FEB10 Mon 11:12AM	Status changed to: Closed Voucher
01FEB10 Mon 11:12AM	Voucher Request Approved by agency financial system for Trip Id: 870758, Voucher:1
01FEB10 Mon 11:12AM	Agency Financial System Extended comment:Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-02-01
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-02-01
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-02-01

### **Attach Documents**

## Documents attached to Trip #870758

	List of all doo	uments attached to this tr	ip	
Sequence	File Name	Date Submitted +	Uploaded By	View
1	Printable Authorization	2010.01.26 at 22:10:25 CST	tibco	view
2	N/A	2010.01.29 at 12:12:22 CST	DOL	view
3	N/A	2010.02.01 at 10:37:49 CST	DOL	view
4	Printable Voucher: 1	2010.02.01 at 11:12:15 CST	tibco	view

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# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

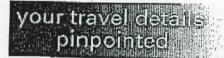
Trip Id #: 870758

# Standard Document #: A000870758

Date Submitted: 29-Jan-2010

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

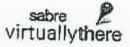


COLUMBUS OH, OH

TRIP TO

TRAVEL DATES

Jan 28 - Jan 28



#### PREPARED FOR MARY BETH MAXWELL RESERVATION CODE HMKPJU

Travel Arranger Priority Comments YOUR ESTIMATED AIRFARE ON 26JAN AT 1557 IS 679.40 TICKET ISSUED TO CORP CARD - 027637

Thursday Jan 28	DCA WASHINGTON RI	AGAN DC	СМН
US AIRWAYS US 3583 Operated By US AIRWAYS EXPRESS-AIR WISCONSIN	Departing At 10:00am Terminal TERMINAL C		COLUMBUS OH, OH Arriving At 11:25am Terminal Not Available
Passenger Name » MARY BETH MAXWELL	Seats 02F / Confirmed		Frequent Flyer Number
Airline Reservation Code	CFVPHK	Duration	011.1.1.00
Status	Confirmed	Class	01hr(s) :25min(s)
Aircraft	CRJ-CANADAIR REGIONAL JET	Stops	Economy 0
Meals		Distance (In Miles)	0311
Smoking	No		1160

Please verify flight times prior to departure

US AIRWAYS	COLUMBUS OH, O Departing At		WASHINGTON REAGAN, DC
US 3034	03:05pm		04:25pm
Operated By	Terminal		Terminal
US AIRWAYS EXPRESS-CHAUTAUQUA AIRLINES	Not Available		TERMINAL C
Passenger Name » MARY BETH MAXWELL	Seats 06A / Confirmed	1	Frequent Flyer Number
Airline Reservation Code	CFVPHK	Duration	01br/c) -201-(-)
Status	Confirmed	oline vinita) .20mm	
ircraft EMBRAER JET		Stops 0	
leals		Distance (in Miles)	0
imoking	No	Cincerice (int ivines)	0311

Other	July 27 Tuesday	
Confirmation	Status	Confirmed

#### Information

THANK YOU FOR USING CWTSATOTRAVEL

#### Notes

THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT

..... THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 \*\*\*YOUR EMERGENCY ID CODE IS SP84B/DOL YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A//26JAN LODGING DECLINED//26JAN



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## E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 870758

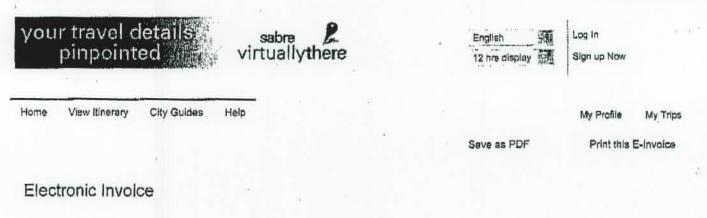
Standard Document #: A000870758

Date Submitted: 01-Feb-2010

Number of pages attached: \_\_\_\_\_ (including cover page)

kwiktag

Virtually There - EInvoice



Prepared For:

MAXWELL/MARY BETH

SALES PERSON	KS	
INVOICE NUMBER	0044454	
INVOICE ISSUE DATE	27JAN2010	8. E
RECORD LOCATOR	HMKPJU	
CUSTOMER NUMBER	M549PZO	

Client Address	Delivery Address	
DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210	CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596	

Notes YOUR ESTIMATED AIRFARE ON 26JAN AT 1557 IS 679,40 TICKET ISSUED TO CORP CARD - 027637

#### DATE: Thu, Jan 28

Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 02F	and the second	
Stops	Non Stop			
Туре	CRJ-CANADAIR REGIONAL	Meal	+	
Duration	01hr(s) :25min(s)	Class	Economy	
Departure Terminal	C			
То	COLUMBUS OH, OH	Arrives	11:25am	с. 
From	WASHINGTON REAGAN, DC	Departs	10:00am	
Flight: US AIRWAYS	\$ 3583			

#### DATE: Thu, Jan 28

Flight: US	AIRWAY	5 3034	and a second state of the	
From To		COLUMBUS OH, OH WASHINGTON REAGAN, DC	Departs Arrives	3:06pm 4:25pm
Ouration Type	3	01hr(s) :20min(s) EMBRAER JET	Arrival Terminal Class Meal	C Economy

https://www.virtuallythere.com/new/einvoice.html

### Virtually There - EInvoice

Stops	Non Stop	
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 06A
DATE: Tue, Jul 27		
Others .		
	INFORMATION	
	THANK YOU FOR USING CWTSATOTRAVEL	

### **Ticket Information**

icket Number	US 7733920516		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX7637		* 679.40
ervice Fee	XD 0520683102	2	MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX7637		* 29.74
	7		1	SubTotal	709.14
				Net Credit Card Billing	* 709.14
			,	Total Amount Due	0.00
YOU MAY ALSO O BY REQUESTING I RESERVED SEATS THE TRANSPORT, US DEFARTMENT COLLECT INFORM LIST SOREENING 114 AND THE INTE PREVENTION ACT VOLUNTARY HOW SUBJECT TO ADDI OR AUTHORIZATIC SHARE INFORMAT INTELLIGENCE AG SYSTEM OF RECO POLICIES OR TO V THE PRIVACY IMP, WEB SITE AT WWW FOR EMERGENCY BOOAM-BODPM EDT FAX FOR LOCAL O AFTER HOURS EM YOU'DESERVIE AV WAITING FOR YOU WWW.SATO VACAT CAR DECLINED/A// LODGING DECLINE A/1023 UJS-CA U3-LOSEO U4-LOASP U3-NULL	ATION SECURITY ADM OF HOMELAND SECU ATION FROM YOU FOI JNDER THE AUTHORI' LLIGENCE REFORM A OF 2004. PROVIDING EVER IF IT IS NOT PROVIDING EVER IF IT IS NOT PROVIDE WI ENCIES OR OTHERS I ROS NOTICE.FOR MOI IEW THE SYSTEM OR IEW THE SYSTEM OR IEW THE SYSTEM OR ACATION AND WE HAN INCLUDING MILITARY IONS.COM OR CALL T 25JAN DI/25JAN	RECEIPT OF EACH T S UPON CHECK IN L 30 MIN PRIOR TO F INISTRATION OF THI RITY REQUIRES US R PURPOSES OF WA TY OF 49 U.S.C.SECT ND TERRORISM THIS INFORMATION DYIDED YOU MAY BE OR DENIED TRANSPI LE AREA. TSA MAY TH LAW ENFORCEM JNDER ITS PUBLISH RE ON TSA PRIVACY RECORDS NOTICE 4 EASE SEE TSA/S NORMAL BUSINESS NORMAL BUSINESS NORMAL BUSINESS NORMAL BUSINESS NORMAL BUSINESS	FLIGHT E TO NTCH TION IS E DRT ENT OR ED AND 5 HOURS		

Your travel amanger provides the information contained in this document. Virtually Thans® is not responsible for the contant of this document. If you have any questions about the contents of this document, please contact your travel arranger.

Print this E-Invoice

Voucher	Payments							Page 1
Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid T	<b>o</b> .
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00 🖸 Updated: DOT F	Press Event (Ohio Statehouse - Atrium, 1 Capitol Square, Columbus,	
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00 😡 2:00pm-2:20pm	n TRAVEL: En route to / 1 2:20pm-2:40pm Check-in // Load	
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	(Columbus, On to DCA)	-
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Printable order page

Exit Window

## **E2 Travel Voucher**

#### 09 Sep 2010 @ 12:50:15

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information sor prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

### **Voucher Information**

Document Number A000924206	Trip Status Closed Voucher			Approve Date 2010-04-08	
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C	Travel Purpose Speech or Presentation	Agency Travel Purpose Code TDL	Estimated Dates 2010-03-01 thru 2010-03-03	of Travel	

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
583.40	234.00	140.00	0.00	13.50	0.00	72.50	1043.40

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	C

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Amount
egment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

		13.50	876.40	153.50	1043.40
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA, NA, NA	210061	0.00	234.00	140.00	374.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030, NA. NA. NA	210066	13.50	59.00	13.50	86.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	583.40	0.00	583.40

## **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
153.50	0.00	153.50

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-03-01	ORLANDO, FL US	CP	Airfare	583.40	583.40	Perdiem	Airfare
2	2010-03-01	ORLANDO, FL US	LDG	Lodging	117.00	117.00	Perdiem	none
3	2010-03-01	ORLANDO, FL US	LDGT	Lodging Tax	14.63	14.63	Perdiem	none
4	2010-03-01	ORLANDO, FL US	M-P	Meals Perdiem	42.00	42.00	Perdiem	none
5	2010-03-01	WASHINGTON, DC US	тмс	TMC Fee	29.74	29.74	Perdiem	none
6	2010-03-01	WASHINGTON, DC US	ТХ	Taxi	13.50	13.50	Perdiem	Taxi Fee
7	2010-03-02	ORLANDO, FL US	LDG	Lodging	117.00	117.00	Perdiem	none
8	2010-03-02	ORLANDO, FL US	LDGT	Lodging Tax	14.63	14.63	Perdiem	none
9	2010-03-02	ORLANDO, FL US	M-P	Meals Perdiem	56.00	56.00	Perdiem	none
10	2010-03-03	ORLANDO, FL US	LDG	Lodging	0.00	0.00	Perdiem	none
11	2010-03-03	ORLANDO, FL US	LDGT	Lodging Tax	0.00	0.00	Perdiem	none
12	2010-03-03	ORLANDO, FL US	M-P	Meals Perdiem	42.00	42.00	Perdiem	none
13	2010-03-03	ORLANDO, FL US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

Voucher Remarks - Voucher ID: 924206(1)	
Arranger - RAWNETTE A MURRAY March 23, 2010 at 09:51 AM	
At the request of the Secretary of Labor, Ms. Maxwell traveled to Orlando, FL in order to hear the VPOTUS speak.	
Rawnette Murray, Travel Arranger - 693-6071	
Arranger - RAWNETTE A MURRAY March 23, 2010 at 09:56 AM	
For some reason, I am unable to access the eInvolce for this trip.	
Rawnette Murray, Travel Arranger - 693-6071	
Arranger - RAWNETTE A MURRAY March 23, 2010 at 10:04 AM	

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

Ms. Maxwell also attend the AFL-CIO Conference with Secretary Solis while in Orlando, FL

--Rawnette Murray, Travel Arranger - 202-693-6071

Arranger - RAWNETTE A MURRAY March 23, 2010 at 10:12 AM

eInvoice added to file.

--Rawnette Murray, Travel Arranger - 202-693-6071

Approver - MARY B MAXWELL April 01, 2010 at 07:02 AM

Per arranger's request

### History

Date	Action
25FEB10 Thu 09:53AM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
25FEB10 Thu 09:54AM	Reservations retrieved for confirmation code ELAHXC by DEBUSK, THOMAS N for MARY BETH MAXWELL
25FEB10 Thu 09:54AM	Initial Booked Total Airfare Amount: \$583.40, Initial Booked Hotel Rate for null: \$0.00
25FEB10 Thu 09:54AM	Status changed to: Reservations Booked
25FEB10 Thu 09:59AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
25FEB10 Thu 10:00AM	Traveler completed this travel authorization.
25FEB10 Thu 10:00AM	Status changed to: Open Voucher
25FEB10 Thu 10:00AM	Agency successfully notified of event: TripAuthorizationApproved for trip 924206
25FEB10 Thu 10:00AM	Obligation Request Approved by agency financial system for Trip Id: 924206
25FEB10 Thu 10:00AM	Agency Financial System Extended comment: Document approved in the financial system
25FEB10 Thu 10:39AM	Reservation updates received for confirmation code ELAHXC from TMC
25FEB10 Thu 02:41PM	Reservation updates received for confirmation code ELAHXC from TMC
23MAR10 Tue 10:14AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
01APR10 Thu 07:02AM	Voucher# 1 revised by Approver: MARY B MAXWELL. Reason: Other - Explain in remarks to traveler .
М	
01APR10 Thu 07:18AM	Voucher 1 was labeled final voucher for trip 924206 by MURRAY, RAWNETTE A for MARY B MAXWELL
01APR10 Thu 07:18AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
08APR10 Thu 01:29PM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
08APR10 Thu 01:35PM	JONES, CYNTHIA locked document for Approval.
08APR10 Thu 01:35PM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
08APR10 Thu 01:35PM	Voucher# 1 approved by final Approver CYNTHIA JONES
08APR10 Thu 01:35PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
08APR10 Thu 01:44PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
08APR10 Thu 01:44PM	Agency successfully notified of event: TripVoucherApproved for trip 924206, voucher 1
08APR10 Thu 01:44PM	Status changed to: Closed Voucher
08APR10 Thu 01:44PM	Voucher Request Approved by agency financial system for Trip Id: 924206, Voucher:1
08APR10 Thu 01:44PM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-04-08
Approved [OSEC-IMMEDIATE]	JONE6800[JONES,CYNTHIA]	2010-04-08
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-04-08

### **Attach Documents**

### Documents attached to Trip #924206

	List of all doc	cuments attached to this tri	p	
Sequence	File Name	Date Submitted	Uploaded By	View
1	Maxwell receipt 3 1	2010.03.23 at 09:49:41 CDT	MURR4040	view
2	eInvoice 3 1 10	2010.03.23 at 10:11:53 CDT	MURR4040	view
3	Hotel receipt 3 1 10	2010.04.01 at 07:10:32 CDT	MURR4040	view
4	Printable Authorization	2010.02.25 at 10:00:19 CST	tibco	view
5	Printable Voucher: 1	2010.04.08 at 13:44:08 CDT	tibco	view
Note: In order		our computer must have appr Please click <u>here</u> for assistar		e installed

**Upload New Documents** 

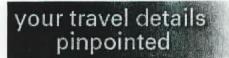
Click here to attach documents.

**Related Links** 

Fax Cover Page

Close Window

	Contract of		
1	ROBERT	BROWN	
	LEC.# 57	533	, a
	DC TAG#		2.8
5	03/01/10	971 Ba	
10	03/01/10	01:45a	
5	TRIP #		
r.	DIST		
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	EXTRAS		1
d.	TOTAL	4 13:50	
	COMPLAIN	TS CALL	
	202 645	6018	
	HAUE A N	ICE DAY!	



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Prepared For:

### MAXWELL/MARY BETH

SALES PERSON	54	
INVOICE NUMBER	0045076	
INVOICE ISSUE DATE	27FEB2010	
RECORD LOCATOR	ELAHXC	
CUSTOMER NUMBER	M549PZO	

### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 25FEB AT 1528 IS 583.40

#### DATE: Mon, Mar 01

#### Flight: US AIRWAYS 1159

Flight: US AIRWAT	9 1199		
From	WASHINGTON REAGAN, DC	Departs	8:35am
То	ORLANDO INTL, FL	Arrives	11:03am
Departure Terminal	С		
Duration	02hr(s) :28min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 11D	UA - XXXXXXXXX 94

#### DATE: Wed, Mar 03

Flight: UNITED A	ARLINES 219		
From	ORLANDO INTL, FL	Departs	12:05pm
То	WASHINGTON DULLES, DC	Arrives	2:13pm
Duration Type	02hr(s) :08min(s)	Class Meal	Economy
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 22C	UA - XXXXXXXXX 94

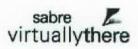
#### Others

INFORMATION THANK YOU FOR USING CWTSATOTRAVEL

## **Ticket Information**

icket Number	US 7741634557		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX3660		* 583.40
				SubTotal	583.40
			Net Credit Card Billing	583.40	
			Total Amount Due	0.00	
THIS INVOICE W YOU MAY ALSO BY REQUESTING RESERVED SEA THE TRANSPOR US DEPARTMEN COLLECT INFOR LIST SCREENING 114 AND THE INT PREVENTION AC VOLUNTARY HO SUBJECT TO AD OR AUTHORIZAT SHARE INFORMA SYSTEM OF REC POLICIES OR TO THE PRIVACY IM WEB SITE AT WW FOR EMERGENC 800AM-600PM EE FAX FOR LOCAL AFTER HOURS E YOU DESERVE A WAITING FOR YC WWW.SATOVAC/ CAR DECLINED// YOUR TOTAL AIF A/819 U15-CA U3-LOSEC U4-LOASP U8-NULL E2SOLUTIONS// U6-2501651010AE	TATION SECURITY AN TOF HOMELAND SEC MATION FROM YOU I SUNDER THE AUTHO TOF 2004. PROVIDIN WEVER IF IT IS NOT I DITIONAL SCREENIN TON TO ENTER A STI UTION YOU PROVIDE GENCIES OR OTHER ORDS NOTICE.FOR I VIEW THE SYSTEM O PACT ASSESSMENT WW.TSA.GOV Y ASSISTANCE DURI DT 866-654-5596 OFFICE 202-842-3482 MERGENCY 866-654- MERGENCY 866-654- VACATION AND WE VACATION AND WE VIEVING MILITA	PASSENGER RECE R RECEIPT OF EAC NES UPON CHECK II CEL 30 MIN PRIOR 1 DMINISTRATION OF CURITY REQUIRES I FOR PURPOSES OF NRITY OF 49 U.S.C.S AND TERRORISM IG THIS INFORMATI PROVIDED YOU MAY G OR DENIED TRAN G OR DENIED TRAN G OR DENIED TRAN G OR DENIED TRAN WITH LAW ENFORCE S UNDER ITS PUBL MORE ON TSA PRIV DR RECORDS NOTION PLEASE SEE TSA/S NG NORMAL BUSIN S 5598 HAVE THE PERFEC RY RATES. VISIT L TOLL FREE 877-65 - BY ESC 27FEB MARGE TICKET TO IS	IPT CH TICKET N TO FLIGHT THE US TO WATCH ECTION ON IS Y BE ISPORT AY CEMENT OR ISHED ACY CE AND IESS HOURS T ONE 98-2554		

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Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary	Page Number	1	Invoice Nbr	1000027698
200 Constitution Ave Nw	Guest Number	178677	Arrive Date	03-01-2010
Dept Of Labor, DC 20210		А	Depart Date	03-03-2010
	No. of Pers	1		
	Room Number	14303		
	Time	03-30-2010	) 13:37	

### Duplicate Invoice

Date de Ale	Reference	Description	Charges	Credits
03-01-2010	509371590	Flagler Food	\$12.75	
03-01-2010	509371590	Flagler State Tax	\$1.02	
03-01-2010	509371590	Flagler Delivery Charge	\$ <b>3.00</b>	
03-01-2010	509371590	Flagler Gratuities	\$2.00	
03-01-2010	509371590	Flagler Service Charge	\$2.84	
03-01-2010	RT14303	Room Charge	\$117.00	12
03-01-2010	RT14303	State Tax	\$7.61	
03-01-2010	RT14303	County Tax	\$7.02	
03-02-2010	RT14303	Room Charge	\$117.00	
03-02-2010	RT14303	State Tax	\$7.61	
03-02-2010	RT14303	County Tax	\$7.02	
03-03-2010	VM	Visa/Mastercard		\$-284.87
00 00 2010	***	** Total	\$284.87	\$-284.87
		** Balance	\$0.00	

Continued on next page

Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary 200 Constitution Ave Nw Dept Of Labor, DC 20210 Page Number 2 178677 **Guest Number** А No. of Pers 1 Room Number 14303 03-30-2010 13:37 Time

Invoice Nbr Arrive Date Depart Date 1000027698 03-01-2010 03-03-2010

Duplicate Invoice

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

Signature\_

Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary	Page Number	3	Invoice Nbr	1000027698
200 Constitution Ave Nw	Guest Number	178677	Arrive Date	03-01-2010
Dept Of Labor, DC 20210		А	Depart Date	03-03-2010
	No. of Pers	1		
	Room Number	14303		
	Time	03-30-201	0 13:37	

Duplicate Invoice

EXPENSE SUMMARY REPORT

		C	urrency: USD	Million Market and a second second second		No. of Concession, Name
Date da	Room Street		Telephone	Other	Total	Payment
03-01-2010	\$131.63	\$21.61	\$0.00	\$0.00	\$153.24	\$0.00
03-02-2010	\$131.63	\$0.00	\$0.00	\$0.00	\$131.63	\$0.00
03-03-2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-284.87
Total	\$263.26	\$21.61	\$0.00	\$0.00	\$284.87	\$-284.87

**Voucher Payments** 

Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
08-Apr-2010	\$876.40	08-Apr-2010	\$876.40			TRAVEL CHARGE CARD
08-Apr-2010	\$13.50	08-Apr-2010	\$13.50			СВА
08-Apr-2010	\$153.50	08-Apr-2010	\$153.50			TRAVELER
	08-Apr-2010 08-Apr-2010	08-Apr-2010 \$876.40 08-Apr-2010 \$13.50	08-Apr-2010         \$876.40         08-Apr-2010           08-Apr-2010         \$13.50         08-Apr-2010	08-Apr-2010         \$876.40         08-Apr-2010         \$876.40           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50	08-Apr-2010         \$876.40         08-Apr-2010         \$876.40           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50	08-Apr-2010         \$876.40         08-Apr-2010         \$876.40           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50

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00 5:00pm-8:00pm Town hall	<ul> <li>5:15pm-5:45pm Meeting Re: PL (S2002)</li> </ul>	As	
7:17pm - 12:00am Updated: United	Airlines Flight # 790(Denver, CO to Orlando,	FL)	

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00 00 00	:15am Updated: SPEECH: Florida (AFL-CIO Exec C el & Spa, Great Hall West, 1900 N Buena Vista Dr,	Council) (Buena Vista Orlando, FL 32830)		
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## **E2 Travel Voucher**

09 Sep 2010 @ 12:47:03

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PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

### **Voucher Information**

Document Number A001040554	Trip Status Closed Voucher	Trip ID 1040554-0A99485	Submit Date 2010-04-08	Approve Date 2010-04-08
Traveler MARY B MAXWELL	Clearance	Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC
CONUS or OCONUS	Travel Purpose Conference	Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-04-01 thru 2010-04-01	

## **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total	
231.40	0.00	0.00	0.00	0.00	0.00	43.24	274.64	

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining	
	0.00	0.00		

## **Voucher Accounting Information**

	Accounting String	Object Code	CBA Amount	Travel Charge	Traveler Amount	Voucher Amount
				Card Amount		
Segment Names: Funding Stream. I	Benefiting Unit. Project. Task. Reimbursable Agreement No		1		u	

		13.50	261.14	0.00	274.64
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030, NA. NA. NA	210066	13.50	29.74	0.00	43.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	231.40	0.00	231.40

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
0.00	0.00	0.00

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-04-01	CHICAGO, IL US	СР	Airfare	231.40	231.40	Perdiem	Ticket Number: 0167875201633
2	2010-04-01	CHICAGO, IL US	M-P	Meals Perdiem	0.00	0.00	Perdiem	none
3	2010-04-01	CHICAGO, IL US	TMC	TMC Fee	29.74	29.74	Perdiem	none
4	2010-04-01	CHICAGO, IL US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

# **Voucher Remarks**

none

# History

Date	Action
30MAR10 Tue 11:29AM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
30MAR10 Tue 11:39AM	Reservations retrieved for confirmation code LGXDTL by DEBUSK, THOMAS N for MARY BETH MAXWELL
30MAR10 Tue 11:39AM	Initial Booked Total Airfare Amount: \$231.40
30MAR10 Tue 11:39AM	Status changed to: Reservations Booked
30MAR10 Tue 11:40AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provider
30MAR10 Tue 11:41AM	Traveler completed this travel authorization.
30MAR10 Tue 11:41AM	Status changed to: Open Voucher
30MAR10 Tue 11:41AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1040554
30MAR10 Tue 11:41AM	Obligation Request Approved by agency financial system for Trip Id: 1040554
30MAR10 Tue 11:41AM	Agency Financial System Extended comment:Document approved in the financial system
31MAR10 Wed 01:55PM	Ticket 0167875201633 for 231.40 USD on United Airlines has been issued by the TMC.

https://sta.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

08APR10 Thu 01:55PM	Voucher 1 was labeled final voucher for trip 1040554 by MARY B MAXWELL
08APR10 Thu 01:55PM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
08APR10 Thu 01:58PM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
08APR10 Thu 01:58PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
08APR10 Thu 01:58PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
08APR10 Thu 02:36PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
08APR10 Thu 02:36PM	Agency successfully notified of event: TripVoucherApproved for trip 1040554, voucher 1
08APR10 Thu 02:36PM	Status changed to: Closed Voucher
08APR10 Thu 02:36PM	Voucher Request Approved by agency financial system for Trip Id: 1040554, Voucher:1
08APR10 Thu 02:36PM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-04-08	
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-04-08	

### **Attach Documents**

### Documents attached to Trip #1040554

	List of all doo	uments	attached to this tri	p	
Sequence	File Name	Date	e Submitted +	Uploaded By	View
1	Printable Authorization	2010.03.	30 at 11:41:47 CDT	tibco	view
2	Hotel receipt 3 1 10	2010.03.	30 at 12:40:48 CDT	MURR4040	view
3	eInvoice 3 1 10	2010.03.	30 at 12:42:27 CDT	MURR4040	view
4	N/A	2010.04.	08 at 13:57:16 CDT	DOL	view
5	Printable Voucher: 1	2010.04	08 at 14:36:54 CDT	tibco	view
	to view attachments yo	our comp		ropriate softwar	

### **Upload New Documents**

### Click here to attach documents.

**Related Links** 

Fax Cover Page

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Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary	Page Number	1	Invoice Nbr	1000027698
200 Constitution Ave Nw	Guest Number	178677	Arrive Date	03-01-2010
Dept Of Labor, DC 20210		А	Depart Date	03-03-2010
	No. of Pers	1		
	Room Number	14303		
	Time	03-30-2010	0 13:37	

### Duplicate Invoice

Detail K IN	Reference	Diesen (Dalam	Charges
03-01-2010	509371590	Flagler Food	\$ <b>12.75</b>
03-01-2010	509371590	Flagler State Tax	\$1.02
03-01-2010	509371590	Flagler Delivery Charge	\$3.00
03-01-2010	509371590	Flagler Gratuities	\$2.00
03-01-2010	509371590	Flagler Service Charge	\$2.84
03-01-2010	RT14303	Room Charge	\$117.00
03-01-2010	RT14303	State Tax	\$ <b>7.61</b>
03-01-2010	RT14303	County Tax	\$7.02
03-01-2010	RT14303	Room Charge	\$117.00
03-02-2010	RT14303	State Tax	\$7.61
	RT14303	County Tax	\$7.02
03-02-2010		Visa/Mastercard	\$-284.87
03-03-2010	VM	** Total	\$284.87 \$-284.87
		** Balance	\$0.00

Continued on next page

Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary 200 Constitution Ave Nw Dept Of Labor, DC 20210 Page Number 2 Guest Number 178677 A No. of Pers 1 Room Number 14303 Time 03-30-

2 Invoice Nbr 178677 Arrive Date A Depart Date 1 14303 03-30-2010 13:37 1000027698 03-01-2010 03-03-2010

Duplicate Invoice

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

Signature\_\_\_\_\_

Sheraton Vistana Villages 12401 International Drive Orlando, FL 32821 407-238-5000 / 407-238-5005 http://www.starwood.com/



Maxwell, Mary	Page Number	3	Invoice Nbr	1000027698
200 Constitution Ave Nw	Guest Number	178677	Arrive Date	03-01-2010
Dept Of Labor, DC 20210		А	Depart Date	03-03-2010
	No. of Pers	1		
	Room Number	14303		
	Time	03-30-2010	13:37	

Duplicate Invoice

EXPENSE SUMMARY REPORT

	and the second second		Currency: USD			
Date	Balom S TX	FRB	Telephone	Other	United and the state of the state	Bayment
03-01-2010	\$131.63	\$21.61	\$0.00	\$0.00	\$153.24	\$0.00
03-02-2010	\$131.63	\$0.00	\$0.00	\$0.00	\$131.63	\$0.00
03-03-2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-284.87
Total	\$263.26	\$21.61	\$0.00	\$0.00	\$284.87	\$-284.87

your travel details pinpointed

sabre 2 virtuallythere Invoice

Electronic

**Prepared For:** 

### MAXWELL/MARY BETH

SALES PERSON	54	
INVOICE NUMBER	0045076	
INVOICE ISSUE DATE	27FEB2010	
RECORD LOCATOR	ELAHXC	
CUSTOMER NUMBER	M549PZO	

### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 25FEB AT 1528 IS 583.40

### DATE: Mon, Mar 01

Flight: US AIRWAY	(S 1159		
From	WASHINGTON REAGAN, DC	Departs	8:35am
То	ORLANDO INTL, FL	Arrives	11:03am
Departure Terminal	С		
Duration	02hr(s) :28min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 11D	UA - XXXXXXXX 94

### DATE: Wed, Mar 03

Flight: UNITED A	IRLINES 219		
From	ORLANDO INTL, FL	Departs	12:05pm
То	WASHINGTON DULLES, DC	Arrives	2:13pm
Duration Type	02hr(s) :08min(s)	Class Meal	Economy
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 22C	UA - XXXXXXXXX 94

### Others

INFORMATION THANK YOU FOR USING CWTSATOTRAVEL

# **Ticket Information**

ficket Number	US 7741634557		MAXWELL MARY BETH			
		Billed to:	VI XXXXXXXXXX3660		* 583.40	
	2			SubTotal	583.40 583.40	
				Net Credit Card Billing		
				Total Amount Due	0.00	
THIS INVOICE W YOU MAY ALSO I BY REQUESTING RESERVED SEAT THE TRANSPOR' US DEPARTMEN COLLECT INFOR LIST SCREENING 114 AND THE INT PREVENTION AC VOLUNTARY HOI SUBJECT TO ADI OR AUTHORIZAT SHARE INFORMA SHARE INFORMA INTELLIGENCE A SYSTEM OF REC POLICIES OR TO THE PRIVACY IM WEB SITE AT WW FOR EMERGENC 800AM-600PM ED FAX FOR LOCAL AFTER HOURS E YOU DESERVE A WAITING FOR YC WWW.SATOVAC/ CAR DECLINED/A YOUR TOTAL AIR A/819 U15-CA U3-LOSEC U4-LOASP U8-NULL E2SOLUTIONS// 2 U6-2501651010AD	TATION SECURITY AD TOF HOMELAND SEC MATION FROM YOU F SUNDER THE AUTHO TELLIGENCE REFORM TOF 2004. PROVIDIN WEVER IF IT IS NOT F DITIONAL SCREENING TON TO ENTER A STE GENCIES OR OTHER ORDS NOTICE.FOR M VIEW THE SYSTEM O PACT ASSESSMENT W.TSA.GOV Y ASSISTANCE DURI DI 866-654-5596 OFFICE 202-842-3483 MERGENCY 866-654- VACATION AND WE I VI INCLUDING MILITA ATIONS.COM OR CAL	PASSENGER RECE IR RECEIPT OF EAC IES UPON CHECK I CEL 30 MIN PRIOR DMINISTRATION OF CURITY REQUIRES FOR PURPOSES OF RITY OF 49 U.S.C.S AND TERRORISM IG THIS INFORMAT PROVIDED YOU MA G OR DENIED TRAM WITH LAW ENFORM S UNDER ITS PUBL MORE ON TSA PRIV DR RECORDS NOTI PLEASE SEE TSAVS NG NORMAL BUSIN 5598 HAVE THE PERFEC RY RATES. VISIT L TOLL FREE 877-6 - BY ESC 27FEB ARGE TICKET TO II	IPT CH TICKET N TO FLIGHT THE US TO WATCH SECTION ION IS Y BE ISPORT AY CEMENT OR ISHED ACY CE AND IESS HOURS			

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Page 1 of 1

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

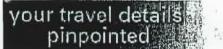
Trip Id #: 1040554

Standard Document #: A001040554

Date Submitted: 08-Apr-2010

Number of pages attached: \_\_\_\_\_ (including cover page)

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### **Electronic Invoice**

Prepared For:

MAXWELL/MARY BETH

SALES PERSON	KS	
INVOICE NUMBER	0045782	
INVOICE ISSUE DATE	31MAR2010	
RECORD LOCATOR	LGXDTL	
CUSTOMER NUMBER	M549PZO	

# Client AddressDelivery AddressDOL<br/>ATTN-MARY MAXWELL 202-693-6159CARLSON WAGONLIT TRAVEL<br/>200 CONSTITUTION AVENUE NW<br/>SUITE S-2006200 CONSTITUTION AVE.NW<br/>RM N2703<br/>WASHINGTON, DC 20210WASHINGTON, DC 20210866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 30MAR AT 1123 IS 231.40 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-856-219-8444\*\*

### DATE: Thu, Apr 01

Flight: UNITED AIRI	INES 607	1:	······································	***************
From	WASHINGTON REAGAN, DC	Departs	8:36am	
To Departure Terminal Duration Type	CHICAGO OHARE. IL C 02hr(s) :10min(s)	Arrives Arrival Terminal Class Meal	9:46am 1 Economy	1.
Stops Seat(s) Details	Non Stop			
Dearlay Details	MAXWELL/MARY BETH	Seat(s) - 09D	UA - XXXXXXXXX 94	

DATE: Thu, Apr 01

Flight: UNITED AIRI	and an international second		
From	CHICAGO OHARE, IL	Departs	2:00pm
то	WASHINGTON REAGAN. DC	Arrives	4:48pm
Departure Terminal	1	Arrival Terminal	C
Duration	01hr(s) :48min(s)	Class	Economy
Туре		Meal	Economy
Stops	Non Stop		

	🖸 Upda	ated:		3 4 5 6 7 8 10 11 12 13 14 15 17 18 19 20 21 22 24 25 26 27 28 29 31 skPad
7 am 1 Updated: TRAVE	EL: En route Washington	National Airport (DCA)	TaskPad /	
9 00	Updated: TRAVEL: En ro	oute Chicago O'Hare (UA 609)		
Campus (2nd flo Campus (2nd flo 1 00 2 11:00am-12:20p REMARKS: We C (University of Illi Campus, 2nd flo South Halsted St 2 pm 2 12:45pm-1:30pm	or East Terrace, 750 Sou om Updated: Can Help Rollout nois, Chicago or East Terrace, 750 Chicago, Ill.)	<ul> <li>Ith Halsted St., Chicago, Ill.)</li> <li>I2:20pm-12:45pm Updated: MEET AND GREET (Hull House Museum)</li> </ul>		
En route Chicago			-	otes
2 00 2 2:00pm-5:48pm En route Washin (DCA) (UA 616) 3 00 4 00 5 00	gton National Airport	Ω Check In - PLA (Bissell's Office - N2474		
<b>5</b> 00 🛱 6:00pm-6:20pm	TRAVEL: En route to Re	sidence	Ι	

Printable order page

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# **E2 Travel Voucher**

### 09 Sep 2010 @ 12:46:10

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# **Voucher Information**

Document Number A001047247	Trip Status Closed Voucher	Trip ID 1047247-0A99485	Submit Date 2010-04-08	Approve Date 2010-04-08	
Traveler MARY B MAXWELL		<b>Title</b> Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution 2018 Washington, DC 2	Avenue, NW Sulte S-	Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-04-05 thru 2010-04-06		

# **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
861.40	0.00	106.50	0.00	0.00	0.00	43.24	1011.14

### Travel Advance Information

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	C

# **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

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		13.50	891.14	106.50	1011.14
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA, NA. NA	210066	13.50	29.74	0.00	43.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210061	0.00	0.00	106.50	106.50
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	861.40	0.00	861.40

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
106.50	0.00	106.50

# **Voucher Expense Lines**

Líne #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-04-05	LAS VEGAS, NV US	СР	Airfare	861.40	861.40	Perdiem	Ticket Number: 5263803881946
2	2010-04-05	LAS VEGAS, NV US	LDG	Lodging	0.00	0.00	Perdiem	none
3	2010-04-05	LAS VEGAS, NV US	LDGT	Lodging Tax	0.00	0.00	Perdiem	none
4	2010-04-05	LAS VEGAS, NV US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
5	2010-04-05	LAS VEGAS, NV US	TMC	TMC Fee	29.74	29.74	Perdiem	none
6	2010-04-06	LAS VEGAS, NV US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
7	2010-04-06	LAS VEGAS, NV US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

# **Voucher Remarks**

none

# History

Date Action		
01APR10 Thu 06:38AM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)	
01APR10 Thu 06:39AM	Reservations retrieved for confirmation code GYVDND and MLIJEQ by DEBUSK, THOMAS N for MARY BETH MAXWELL	
01APR10 Thu 06:39AM	Initial Booked Total Airfare Amount: \$861.40	
01APR10 Thu 06:39AM	Status changed to: Reservations Booked	
01APR10 Thu 06:43AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provide	
01APR10 Thu 06:44AM	Traveler completed this travel authorization.	
01APR10 Thu 06:44AM	Status changed to: Open Voucher	

01APR10 Thu 06:44AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1047247
01APR10 Thu 06:44AM	Obligation Request Rejected by agency financial system for Trip Id: 1047247
01APR10 Thu 06:44AM	Agency Financial System Extended comment: Document failed in the financial system
М	
М	
3071	Error while creating Travel Order or purchase request. Purchasing period is not open for the current date: 04/01/2010
02APR10 Fri 05:08PM	Ticket 5263803881946 for 453.70 on Southwest Airlines has been issued by the TMC.
08APR10 Thu 11:04AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
08APR10 Thu 11:04AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1047247
08APR10 Thu 11:04AM	Obligation Request Approved by agency financial system for Trip Id: 1047247
08APR10 Thu 11:04AM	Agency Financial System Extended comment:Document approved in the financial system
08APR10 Thu 01:36PM	Booked Airfare/Common Carrier rate \$453.70 changed to \$861.40 by MAXWELL, MARY B
08APR10 Thu 01:38PM	Voucher 1 was labeled final voucher for trip 1047247 by MARY B MAXWELL
08APR10 Thu 01:38PM	Voucher 1 submitted to OSEC-IMMEDIATE approver OSEC-IMMEDIATE by MARY B MAXWELL
08APR10 Thu 01:45PM	DEBUSK, THOMAS N locked document for Approval.
08APR10 Thu 01:45PM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
08APR10 Thu 01:46PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
08APR10 Thu 01:46PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
08APR10 Thu 02:32PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
08APR10 Thu 02:32PM	Agency successfully notified of event: TripVoucherApproved for trip 1047247, voucher 1
08APR10 Thu 02:32PM	Status changed to: Closed Voucher
08APR10 Thu 02:32PM	Voucher Request Approved by agency financial system for Trip Id: 1047247, Voucher:1
08APR10 Thu 02:32PM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-04-08
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-04-08

If this page didn't display correctly, click here

# **Attach Documents**

### Documents attached to Trip #1047247

	List of all do	cuments a	ttached to this tr	ip	
Sequence	File Name	Date	Submitted +	Uploaded By	View
1	Printable Authorization	2010.04.0	1 at 06:44:33 CDT	tibco	view
2	Printable Authorization	2010.04.0	8 at 11:04:46 CDT	tibco	view
3	N/A	2010.04.0	8 at 13:37:11 CDT	DOL	view
4	Printable Voucher: 1	2010.04.0	8 at 14:32:25 CDT	tibco	view

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Page 1 of 1

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This cover sheet must be the first page faxed with the bar code at the top of the page.

Include this cover sheet with the receipts and fax to: 202-595-0459

# E2 TRAVEL DOCUMENT/EXPENSE REPORTING Traveler name: MARY MAXWELL

Trip Id #: 1047247

Standard Document #: A001047247

Date Submitted: 08-Apr-2010

Number of pages attached: \_\_\_\_\_ (including cover page)

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### Electronic Invoice

Prepared For:

MAXWELL/MARY BETH

SALES PERSON	KS	
INVOICE NUMBER	0045860	
NVOICE ISSUE DATE	02APR2010	4
RECORD LOCATOR	MLIJEQ	
CUSTOMER NUMBER	M549PZO	

sabre

Client Address	Delivery Address
DOL	CARLSON WAGONLIT TRAVEL
ATTN-MARY MAXWELL 202-693-6159	200 CONSTITUTION AVE.NW
200 CONSTITUTION AVENUE NW	RM N2703
SUITE S-2006	WASHINGTON DC 20210
WASHINGTON, DC 20210	866-654-5596

Notes YOUR SOUTHWEST CONFIRMATION NER IS QIZHEI YOUR ESTIMATED AIRFARE ON 30MAR AT 1711 IS 453.70 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

DATE: Mon, Apr 05

From	BALTIMORE WASHNTN. MD	Deperts	11:55am
То	LAS VEGAS, NV	Arrives	2:20pm
Duration	05hr(s) :25mln(s)	Arrival Terminal Class	1 Economy
Type Stops	Non Stop	Meal	

DATE: Mon, Apr 05

Others

LAS VEG.	AS
SEATING	RESTRICTED TO
AIRPORT	CHECK-IN
ONLY.	

DATE: Sat, Oct 02

Others

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intent Information				
icket Information				
ket Number WN 2192089136				
	Billed to:	VI XXXXXXXXXXX860		* 453.70
r.			SubTotal	453.70
	24			
			Net Credit Card Billing	* 453.70
				+
1007-7408-749 BAR 438-31-51-51-		27 <sup>14</sup>	Total Amount Due	0.00
IIS INVOICE WILL SERVE AS YOUR PASSEN DU MAY ALSO OBTAIN A PASSENGER RECE REQUESTING IT FROM THE AIRLINES UPC SERVED SEATS SUBJECT TO CANCEL 30 M IE TRANSPORTATION SECURITY ADMINIST 5 DEPARTMENT OF HOMELAND SECURITY 1 DLLECT INFORMATION FROM YOU FOR PUP ST SCREENING UNDER THE AUTHORITY OF 4 AND THE INTELLIGENCE REFORM AND TH REVENTION ACT OF 2004, PROVIDING THIS JULITARY HOWEVER IF IT IS NOT PROVIDE NUTHORIZATION TO ENTER A STERILE AF INFORMATION YOU PROVIDE WITH LA FELLIGENCE AGENCIES OR OTHERS UNDE STEM OF RECORDS NOTICEFOR MORE OF LUCIES OR TO VIEW THE SYSTEM OR RECO E PRIVACY IMPACT ASSESSMENT PLEASE IE SITE AT WWW.TSA.GOV R EMERGENCY ASSISTANCE DURING NOR AM-50DPM EDT 568-654-5596 V FOR LOCAL OFFICE 202-642-3483 TER HOURS EMERGENCY ASSISTANCE DURING NOR AM-50DPM EDT 568-654-5596 U DESERVE A VACATION AND WE HAVE TH JTING FOR YOU INCLUDING MILITARY RATT W.SATOVACATIONS.COM OR CALL TOLL F R DECLINED///30MAR 05 19C0 LOASP NULL 25018510 10AD20100 165000110MPDS00M000 -MASPDOMASPD0M94030NANA	IPT OF EACH TICKE IN CHECK IN IN PRIOR TO FLIGH RATION OF THE REQUIRES US TO PROSES OF WATCH 49 U.S.C.SECTION IRRORISM NFORMATION IS D YOU MAY BE NIED TRANSPORT EA. TSA MAY WENFORCEMENT (C RITS PUBLISHED I TBA PRIVACY WENFORCEMENT (C RITS PUBLISHED I TBA PRIVACY WENFORCEMENT (C RITS PUBLISHED I TBA PRIVACY WAL BUSINESS HOU E PERFECT ONE ES. VISIT REE 877-698-2554	T DR		
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# Electronic Invoice

Prepared For:

MAXWELL/MARY BETH

SALES PERSON		KS	
INVOICE NUMBER		0045858	
INVOICE ISSUE DATE		02APR2010	
RECORD LOCATOR		GYVDND	
CUSTOMER NUMBER	U.	M549PZO	

Client Address	Delivery Address
DOL	CARLSON WAGONLIT TRAVEL
ATTN-MARY MAXWELL 202-893-6159	200 CONSTITUTION AVE.NW
200 CONSTITUTION AVENUE NW	RM N2703
SUITE S-2006	WASHINGTON DC 20210
WASHINGTON, DC 20210	866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 30MAR AT 1730 IS 407.70 "CWTSATO VIP AFTER HOURS NUMBER IS 1-868-219-8444\*\*

### DATE: Mon, Apr 05

From To	LAS VEGAS, NV WASHINGTON DULLES.	Departs	11:40pm
	DC	Arrives	6:58am
Departure Terminal Duration	1		
	04hr(s) :18min(s)	Class	Economy
Туре		Meal	Food and Beverage for Purchase
Stops	Non Stop		, di ongog
Seat(s) Datalla	MAXWELL/MARY BETH	Seal(s) - 16E	UA - XXXXXXXXX 94
Notes	MIDDLE SEATING ONLY AVAILAB	E AT TIME OF BOOKING	+

### DATE: Sun, Oct 03

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Others			
	INFORMATION		
	THANK YOU FOR USING		
	CWTSATOTRAVEL	10 I	
·····	A - Between and and an and a - Company and a second straining of the gradient second	·	and a second

Ticket Infor	mation			2	4
Ficket Number	UA 7875201691		MAXWELL MARY BETH		e <sup>to to</sup>
Service Fee	XD 0522638977	Billed to:	VI XXXXXXXXXX3660 MAXWELL MARY BETH		~ 407.70
		Billed to:	VI XXXXXXXXXXXX660		* 29.74
	an in the second se			SubTotal	437.44
				Net Credit Card Billing	* 437.44
		**************************************		Total Amount Due	0.00
THIS INVOICE WILL YOU MAY ALSO DE BY REQUESTING IT RESERVED SEATS : THE TRANSPORTAT US DEPARTMENT O COLLECT INFORMA LIST SCREENING UI 114 AND THE INTEL PREVENTION ACT C YOLUNTARY HOWE SUBJECT TO ADDIT DR AUTHORIZATION SHARE INFORMATION SHARE INFORMATION SHARE INFORMATION SHARE INFORMATION SHARE INFORMATION SHARE INFORMATION POLICIES OR TO VIE THE PRIVACY IMPAC VEB SITE AT WWW, OR EMERGENCY A VEB SITE AT WWW, OR EMERGENCY A VAITING FOR YOU II WWW, SATOVACATIC AR DECLINED/KS/A ODGING DECLINED HE TRANSACTION I OUR CREDIT CARD	FROM THE AIRLINES U SUBJECT TO CANCEL 3 JON SECURITY ADMINI: F HOMELAND SECURITY TION FROM YOU FOR P NDER THE AUTHORITY UGENCE REFORM AND JF 2004. PROVIDING TH VER IF IT IS NOT PROVI IONAL SCREENING OR IN TO ENTER A STERILE DN YOU PROVIDE WITH NCIES OR OTHERS UNI DS NOTICE FOR MORE SW THE SYSTEM OR RE SONTICE FOR MORE SW THE SYSTEM OR RE GE-554-5598 GE-654-5598 GENCY 866-654-5598 CATION AND WE HAVE GE-654-5598 GENCY 866-654-5598 CATION AND WE HAVE CATION AND WE HAVE SIGENCY 866-654-5598 CATION AND WE HAVE SUCLUDING MILITARY R/ DNS.COM OR CALL TOLI DMAR KEB/JOMAR FEE WILL APPEAR SEP/ STATEMENT. TEE IS A NON-REFUND/ TEE IS A NON-REFUND/	ENGER RECEIPT GEIPT OF EACH TICKET PON CHECK IN 0 MIN PRIOR TO PLIGHT STRATION OF THE Y REQUIRES US TO URPOSES OF WATCH OF 49 U.S.C.SECTION TERRORISM IS INFORMATION IS IDED YOU MAY BE DENIED TRANSPORT AREA. TSA MAY LAW ENFORCEMENT OR DENIED TRANSPORT AREA. TSA MAY LAW ENFORCEMENT OR DON TSA PRIVACY CORDS NOTICE AND SE SEE TSA/S DRMAL BUSINESS HOUR: THE PERFECT ONE ATES. VISIT L FREE 877-698-2554			, «

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# **Voucher Payments**

Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
08-Apr-2010	\$891.14	08-Apr-2010	\$891.14			TRAVEL CHARGE CARD
08-Apr-2010	\$13.50	08-Apr-2010	\$13.50			СВА
08-Apr-2010	\$106.50	08-Apr-2010	\$106.50			TRAVELER
	08-Apr-2010 08-Apr-2010	08-Apr-2010 \$891.14 08-Apr-2010 \$13.50	08-Apr-2010         \$891.14         08-Apr-2010           08-Apr-2010         \$13.50         08-Apr-2010	08-Apr-2010         \$891.14         08-Apr-2010         \$891.14           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50	08-Apr-2010         \$891.14         08-Apr-2010         \$891.14           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50	08-Apr-2010         \$891.14         08-Apr-2010         \$891.14           08-Apr-2010         \$13.50         08-Apr-2010         \$13.50

Close

### Murray, Rawnette - OSEC

 Start:
 Mon 4/5/2010 12:00 AM

 End:
 Tue 4/6/2010 12:00 AM

 Show Time As:
 Free

Recurrence:

Meeting Status: Meeting organizer

(none)

Required Attendees: DOL Secretary's Calendar: Melendez, Soni

ndees: DOL Secretary's Calendar; Melendez, Sonia - OSEC; Padilla, Patricia - OSEC; McKean, Jonathan - OIG; Chomicki, Dennis - OIG; Maxwell, Mary Beth - OSEC; Murray, Rawnette -OSEC

### SCHEDULE FOR SECRETARY HILDA L. SOLIS MONDAY, APRIL 5

DATE MONDAY APRIL 5 LAS VEGAS, NV

# WEATHER DURING TRAVEL

LAS VEGAS, NV

HIGH 63 LOW 45 AM SHOWERS/ WINDY

TIME CHANGE: (-3) hours from Washington, DC.

SUGGESTED ATTIRE: Business attire.

### ROAD LEADS

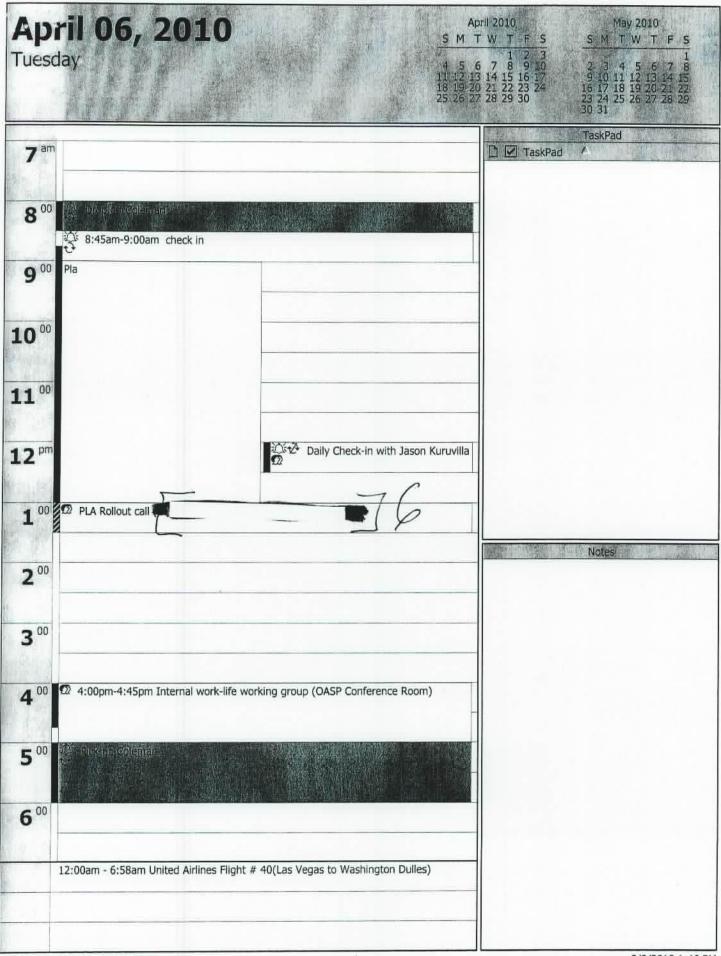
TRIP PRESS LEAD TRIP POLICY LEAD TRIP PARTICIPANT ADVANCE

DC STAFF LEAD SCHEDULING/ADVANCE

PHOTOGRAPHER Marlene Karas Cornman 2404 Wild Ginger Lane Las Vegas, NV 89134 Phone: 702-203-2165 / 702-256-0824 Cell: 702-203-2165 marcor@cox.net SONIA MELENDEZ, (202-253-5437) MARY BETH, (202-258-7174) NANCY LEPPINK, (202-341-8612) PATTY PADILLA, (202-527-1179)

ALEX SIMBANA (202-577-4718)

Ap Mond	SM T	May 2010         May 2010           W T F S         S M T W T F S           1         2         3           7         8         9         10           2         3         4         5         7           1         2         3         4         5         7           3         7         8         9         10         1         12         13           14         15         16         17         9         10         11         12         13         14         15           21         22         23         24         16         17         18         19         20         21         22           28         29         30         31         3         3         3
<b>7</b> am		TaskPad
- 00		
<b>8</b> <sup>00</sup>	び 8:45am-9:00am check in	
9 <sup>00</sup>		
	Pinal Check-in: Labor Invites for G20 (Maxwell's Office)	
<b>10</b> <sup>00</sup>	10:15am-11:00am Updated: TRAVEL: En route to Airport	
<b>11</b> <sup>00</sup>	<ul> <li>11:00am-11:45am CHECK-IN/LOAD/LUNCH</li> <li>11:55am-2:20pm Updated: Southwest Flight # 3430 (BWI to Las Vegas, NV)</li> </ul>	
12 <sup>pm</sup> 1 <sup>00</sup>		
<b>1</b> <b>2</b> <sup>00</sup>		Notes
	2:30pm-2:45pm TRAVEL: En route to Labor Leaders Meeting	
<b>3</b> <sup>00</sup>		
<b>4</b> <sup>00</sup>	2 4:15pm-4:30pm TRAVEL: En route to Lorenzi Park	
	4:30pm-5:05pm BUS TOUR: BBQ Event (Lorenzi Park, 3333 W Washington Ave, Las Vegas, NV 89107)	
<b>5</b> <sup>00</sup>	REMARKS: Alliance for Retired Americans ( 😰 Updated: REMARKS: Alliance for Retire	
<b>6</b> <sup>00</sup>	6:00pm-6:20pm TRAVEL: En route to Airport	
	C CHECK IN // LOAD	
	7:15pm - 10:00pm Updated: Southwest Airlines Flight # 373(Las Vegas, NV to Seattle, WA)	
	11:40pm - 12:00am United Airlines Flight # 40(Las Vegas to Washington Dulles)	



1

### Printable order page

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# **E2 Travel Voucher**

### 09 Sep 2010 @ 12:08:48

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PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for relimbursement.

### Voucher Information

Document Number A001077109	Trip Status Closed Voucher	Submit Date           1077109-0A99485		Approve Date 2010-05-19
Traveler MARY B MAXWELL		<b>Title</b> Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-04-13 thru 2010-04-15	

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
1227.90	236.00	177.50	0.00	50.00	0.00	83.36	1774.76

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

## **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Amount
egment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

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2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	1227.90	0.00	1227.90
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	13.50	69.86	50.00	133.36
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210061	0.00	256.00	157.50	413.50
		13.50	1553.76	207.50	1774.76

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
207.50	0.00	207,50

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-04-13	HOUSTON, TX US	CP	Airfare	1227.90	1227.90	Perdiem	Ticket Number: 0057879997212
2	2010-04-13	HOUSTON, TX US	LDG	Lodging	118.00	118.00	Perdiem	none
3	2010-04-13	HOUSTON, TX US	LDGT	Lodging Tax	20.06	20.06	Perdiem	none
4	2010-04-13	HOUSTON, TX US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
5	2010-04-13	WASHINGTON, DC US	отн	Other Reimbursable Expenses Incurred	29.74	29.74	Perdiem	CWGT Fee
6	2010-04-13	HOUSTON, TX US	тх	Taxi	50.00	50.00	Perdlem	Taxi from Airport to Hotel
7	2010-04-14	HOUSTON, TX US	LDG	Lodging	118.00	118.00	Perdiem	none
8	2010-04-14	HOUSTON, TX US	LDGT	Lodging Tax	20.06	20.06	Perdiem	none
9	2010-04-14	HOUSTON, TX US	M-P	Meals Perdiem	71.00	71.00	Perdiem	none
10	2010-04-15	HOUSTON, TX US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
11	2010-04-15	HOUSTON, TX US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

# **Voucher Remarks**

Voucher Remarks - Voucher ID: 1077109(1)	
Arranger - RAWNETTE A MURRAY May 12, 2010 at 03:46 PM	
Ms. Maxwell traveled to Houston, TX on April 13-15, 2010 in order to staff the Secretary at the National A and Safety.	ction Summit for Latino Worker Health
Arranger - RAWNETTE A MURRAY May 12, 2010 at 03:55 PM	
The Lodging for this trip is to be paid to Ms. Maxwell (Per Tom DeBusk).	
Approver - RAWNETTE A MURRAY May 13, 2010 at 12:17 PM	
Deleted mileage to and from airport. Attached Houston Taxi Cab receipt.	

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

### Approver - THOMAS N DEBUSK May 13, 2010 at 03:31 PM

The lodging tax needs to be amended. The amount should be \$20.06 and not \$30.06. There is a \$10 Health Club access fee that was included that is considered a personal expense. If this charge is in error, the traveler will need to contact the hotel and dispute the charge. Please go in to the voucher and remove the \$10 fee.

Arranger - RAWNETTE A MURRAY May 14, 2010 at 08:39 AM

Fitness fee of \$10/day moved from Per Diem to Travel Card for reimbursement purposes.

Approver - MARY B MAXWELL May 14, 2010 at 09:25 AM

The hotel fees should be charged to the travel card. I will ask Citibank for a refund once the voucher has been processed.

Approver - THOMAS N DEBUSK May 17, 2010 at 09:17 AM

The Health Club Fee can not be vouchered. This is a personal charge, not a govt charge. Please remove the fee from the voucher, but you can move \$10 from what's due to the traveler from per delm over to the traveleres charge card to cover the expense against the govt credit card.

Approver - THOMAS N DEBUSK May 17, 2010 at 09:19 AM

The hotel fitness center fee can not be vouchered on the voucher. This is a personal expense. You can move \$10 from the per diem that is paid to the traveler and move that amount over to the travelers govt travel card to cover the expense.

Approver - MARY B MAXWELL May 17, 2010 at 10:14 AM

Amended per Mr. DeBusk's note above.

# History

Date	Action
12APR10 Mon 02:34PM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
12APR10 Mon 02:38PM	Reservations retrieved for confirmation code LWQULJ by DEBUSK, THOMAS N for MARY BETH MAXWELL
12APR10 Mon 02:38PM	Initial Booked Total Airfare Amount: \$1513.90, Initial Booked Hotel Rate for null: \$0.00
12APR10 Mon 02:38PM	Status changed to: Reservations Booked
12APR10 Mon 02:41PM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the Information provided
12APR10 Mon 02:42PM	Traveler completed this travel authorization.
12APR10 Mon 02:42PM	Status changed to: Open Voucher
12APR10 Mon 02:42PM	Agency successfully notified of event: TripAuthorizationApproved for trip 1077109
12APR10 Mon 02;42PM	Obligation Request Approved by agency financial system for Trip Id: 1077109
12APR10 Mon 02:42PM	Agency Financial System Extended comment: Document approved in the financial system
12APR10 Mon 03:44PM	Ticket 0057879997212 for 1227.90 USD on Continental Airlines has been issued by the TMC.
12MAY10 Wed 03:56PM	Voucher 1 was labeled final voucher for trip 1077109 by MURRAY, RAWNETTE A for MARY B MAXWELL
12MAY10 Wed 03:56PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
13MAY10 Thu 12:14PM	Voucher# 1 revised by Approver: MARY B MAXWELL. Reason: Mileage To/From airport .
13MAY10 Thu 12:20PM	Voucher 1 was labeled final voucher for trip 1077109 by MURRAY, RAWNETTE A for MARY B MAXWELL
13MAY10 Thu 12:20PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
13MAY10 Thu 12:24PM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
13MAY10 Thu 03:31PM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
14MAY10 Fri 08:44AM	Voucher 1 was labeled final voucher for trip 1077109 by MURRAY, RAWNETTE A for MARY B MAXWELL
14MAY10 Fri 08:44AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
14MAY10 Fri 09:27AM	Voucher# 1 revised by Approver: MARY B MAXWELL. Reason: Other - Explain in remarks to

1.

	traveler .
14MAY10 Fri 09:28AM	Voucher 1 was labeled final voucher for trip 1077109 by MURRAY, RAWNETTE A for MARY B MAXWELL
14MAY10 Fri 09:28AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
14MAY10 Fri 11:12AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
17MAY10 Mon 09:19AM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Other - Explain in remarks to traveler .
17MAY10 Mon 10:13AM	Voucher 1 was labeled final voucher for trip 1077109 by MURRAY, RAWNETTE A for MARY B MAXWELL
17MAY10 Mon 10:13AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL
17MAY10 Mon 10:14AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
19MAY10 Wed 09:43AM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Modes of Travel - Verify and/or correct .
19MAY10 Wed 09:46AM	Voucher 1 was labeled final voucher for trip 1077109 by MARY B MAXWELL
19MAY10 Wed 09:46AM	Voucher 1 submitted to OSEC-IMMEDIATE approver THOMAS N DEBUSK by MARY B MAXWELL
19MAY10 Wed 10:59AM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
19MAY10 Wed 10:59AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
19MAY10 Wed 10:59AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
19MAY10 Wed 11:03AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
19MAY10 Wed 11:03AM	Agency successfully notified of event: TripVoucherApproved for trip 1077109, voucher 1
19MAY10 Wed 11:03AM	Status changed to: Closed Voucher
19MAY10 Wed 11:03AM	Voucher Request Approved by agency financial system for Trip Id: 1077109, Voucher:1
19MAY10 Wed 11:03AM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-05-19
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-05-19

### **Attach Documents**

### Documents attached to Trip #1077109

	List of all doo	cuments attached to this tri	p	
Sequence	File Name	Date Submitted	Uploaded By	View
1	eInvoice 4 13 10	2010.05.12 at 14:57:40 CDT	MURR4040	view
2	Houston Hotel 4 15 1	2010.05.12 at 15:45:17 CDT	MURR4040	view
3	Houston Taxl	2010.05.13 at 12:17:00 CDT	MURR4040	view
4	Printable Authorization	2010.04.12 at 14:42:04 CDT	tibco	view
5	Printable Voucher: 1	2010.05.19 at 11:03:23 CDT	tibco	view

### **Upload New Documents**

### Click here to attach documents.

**Related Links** 

Fax Cover Page

Close Window



sabre virtuallythere Invoice

**Prepared For:** 

### MAXWELL/MARY BETH

SALES PERSON	KS	
INVOICE NUMBER	0046157	
INVOICE ISSUE DATE	12APR2010	
RECORD LOCATOR	LWQULJ	
CUSTOMER NUMBER	M549PZO	

### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 06APR AT 1231 IS 1513.90 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

### DATE: Tue, Apr 13

Flight: CONTINENT	TAL AIRLINES 1859		
From	WASHINGTON REAGAN, DC	Departs	3:45pm
То	HOUSTON GEO BUSH, TX	Arrives	6:04pm
Departure Terminal	В	Arrival Terminal	C
Duration	03hr(s):19min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 10A	UA - XXXXXXXX 94

### DATE: Tue, Apr 13

Hotel: CY COUR 916 DALLAS ST HOUSTON TX 7			
Service City	HOUSTON GEO BUSH		
Check-In	13APR	Check-Out	15APR
Night(s)	2	Rate per Night	118.00
Confirmation Nun	nber 80900177	Frequent Traveler	
Service Information	on	Phone	832-366-1600

### **Guaranteed Late Arrival**

### DATE: Tue, Apr 13

### Others

HOUSTON GEO BUSH
HOTEL GUARANTEED
CANCEL BY 6PM ON
DATE OF ARRIVAL TO
AVOID BILLING

### DATE: Thu, Apr 15

Flight: CONTINEN	AL AIRLINES 1558		
From	HOUSTON GEO BUSH, TX	Departs	5:45pm
То	WASHINGTON REAGAN, DC	Arrives	9:42pm
Departure Terminal	С	Arrival Terminal	В
Duration	02hr(s) :57min(s)	Class	Economy
Туре		Meal	Snack
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 06F	UA - XXXXXXXX 94

### DATE: Mon, Oct 11

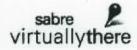
Others		
	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

# **Ticket Information**

Ticket Number	CO 7879997212		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX3660		* 1,227.90
Service Fee	XD 0522865699		MAXWELL MARY BETH		
		Billed to:	VI XXXXXXXXXX3660		* 29.74
				SubTotal	1,257.64
				Net Credit Card Billing	1,257.64
					********
				Total Amount Due	0.00
THIS INVOICE W YOU MAY ALSO BY REQUESTING	BOOKING WITH CAR ILL SERVE AS YOUR F OBTAIN A PASSENGEI IT FROM THE AIRLIN IS SUBJECT TO CANC	ASSENGER RECEIL R RECEIPT OF EAC ES UPON CHECK IN	PT H TICKET		
THE TRANSPOR	TATION SECURITY AD	MINISTRATION OF	тне		

THE TRANSPORTATION SECURITY ADMINISTRATION OF THE US DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH LIST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 114 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS VOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY SHARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR INTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED SYSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A//05APR LODGING DECLINED//05APR G/1261 U15-C0 U3-LOSEC U4-LOASP U8-NULL E2SOLUTIONS// 12APR10 1441 CT //CHARGE TICKET TO IBA U6-2501651010AD20100165000110MPDS00M0000 U14-MASP00MASP00M94030NANA U5-A001077109 U13-1600-1077109 U7-0.00-29.74-0.00

Your travel arranger provides the information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



Hilton
Americas-Houston

1600 Lamar • Houston, TX 77010 Phone (713) 739-8000 • Fax (713) 739-8007 Reservations: 1-800-HILTONS or www.americashouston.hilton.com

	Room Arrival Date	14066/D2 4/13/2010	6:46:00PM	
	Departure Date	4/15/2010		
	Adult/Child Room Rate	1/0 118.00		
	RATE PLAN	L-FJ		~
	HH#			66 6.
1312	AL: BONUS AL:	CAR:		Tollo
C.E. 115-				

CONFIRMATION NUMBER : 3380061312

Name & Address

MAXWELL, MARY BETH

4/15/2010 PAGE 1

DATE	DESCRIPTION	JD.	REF. NO	CHARGES	CREDITS	BALANC	E	1
4/13/2010 4/13/2010 4/13/2010 4/14/2010 4/14/2010 4/14/2010 4/14/2010 4/14/2010	GUEST ROOM STATE TAX 6.0% SPORTS AUTHORITY TAX 2.0% CITY TAX 9.0% HEALTH CLUB ACCESS FEE GUEST ROOM STATE TAX 6.0% SPORTS AUTHORITY TAX 2.0% CITY TAX 9.0% HEALTH CLUB ACCESS FEE BALANCE	MSAY MSAY MSAY MSAY	6451354 6451354 6451354 6451354 6452302 6454780 6454780 6454780 6455923	\$118.00 \$7.08 \$2.36 \$10.62 \$10.00 \$118.00 \$7.08 \$2.36 \$10.62 \$10.00		\$.	296.12	TheHiltonFar Hilton CONMANT DOUBLISTRIP E
COUNT NO.					DATE OF CHARGE	FOLIO NO./CH 995342 A		Garden In Garden In Hillion Grand Vacations Ch
								Grand Vacations Clu
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ARD MEMBER NAN TABILISHMENT NO		to transmit to card h	GLORE FOR PAYMENT	-	PURCHASES & SERVIC	TES	INITIAL	HOMEWOOD SUTTES
		то тианзыйт то само н	KRIDHIR INIR PAYMENT.			TES	INITIAL	HOMEWOOD SUITIS
		to transmit to card in	older for payment		PURCHASES & SERVIO	TES		

Yellow Cab Houston Fare Receipt 4/15/10 langue as which I water and which the Date ak keil A United and Maxuel Received of an Westgale 50.00 The Sum of Hote the administ of the terminal of the Pick up location ALL CALLER Destination location Tropert Vellow Cab # Driver

Page 1 of 1

**Voucher Payments** 

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	19-May-2010	\$1553.76	19-May-2010	\$1553.76			TRAVEL CHARGE CARD
FINAL	19-May-2010	\$13.50	19-May-2010	\$13.50			СВА
FINAL	19-May-2010	\$207.50	19-May-2010	\$207.50			TRAVELER

Close

#### Murray, Rawnette - OSEC

Start: Tue 4/13/2010 12:00 AM End: Wed 4/14/2010 12:00 AM Show Time As: Free

(none)

Recurrence:

Meeting Status: Meeting organizer

**Required Attendees:** Fleischer, William - OIG; Chomicki, Dennis - OIG; Maxwell, Mary Beth - OSEC; Murray, Rawnette - OSEC; Lemus, Gabriela - OSEC; Bolduc, Chad - OSEC; Berkowitz, Deborah -OSHA; Phil Tom; Melendez, Sonia - OSEC

### SCHEDULE FOR SECRETARY HILDA L. SOLIS **TUESDAY, APRIL 13**

DATE **TUESDAY APRIL 13**  LOCATIONS WASHINGTON DC HOUSTON, TX

#### WEATHER DURING TRAVEL HOUSTON

PARTLY CLOUDY: HIGH 82; LOW 62

TIME CHANGE: -1 HOUR FROM WASHINGTON DC

SUGGESTED ATTIRE: Business attire

#### ROAD LEADS

TRIP PRESS LEAD TRIP POLICY STAFF

ADVANCE

### DC STAFF LEAD

SCHEDULING/ADVANCE

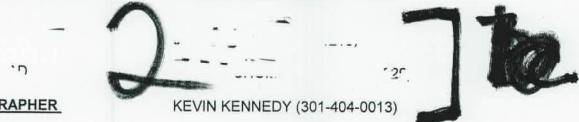
ANGELA BAKER (202-527-1385)

CHAD BOLDUC (202-503-7316)

GABI LEMUS (202-725-7527)

SONIA MELENDEZ, (202-253-5437)

MARY BETH MAXWELL (202-258-7174)



PHOTOGRAPHER

JIII 15, 2010 SM	Xpril 2010           T         W         T         F         S           1         2         3         6         7         8         9         10           1         14         15         16         17         20         21         22         23         24           20         21         22         23         24         27         28         29         30	May 2010 5 M T W T F 2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28 30 31
am 000 32 <sup>6</sup> 8:45am-9:00am check in	TaskPad	30 31 TaskPad
00 00 PLA legal issues		
20 20 20 20 20 211:45am-12:00pm En route to EEOB (DOL Motor Pool) 20 20 20 20 20 20 20 20 20 20 20 20 20		
0		Notes
0 1 2 3:45pm-6:04pm Updated: TRAVEL: en route Washington National Airport (CO 1859) 0		
6:30pm-7:30pm TRAVEL: En route to Hilton Americas Hotel (1600 Lamar Street, Houste		

1

# April 14, 2010 Wednesday

Out	of Office		2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28 30 31
HOLD: Morning TV		TaskPad	TaskPad Z
PRODUCTION (HLS ROOM)		T	
BRIEFING/PREP TIME (Hilton Americas)			
0 STOP BY: OSHA Regional Administrators N	Meeting (Hilton Americas Hotel: Room 342)		
10:45am-11:15am MEETING: Injured Lati (Hilton Americas, Room 343B)	no Workers and Community Organizations	-	
11:30am-11:50am MEETING: OSHA Field m 12:10pm-1:00pm LUNCH/PRODUCTION (Hilton Americas)	11:50am-12:10pm Updated: DROP BY: Meeting with Interfaith Leaders (Hilton Americas: Room 335 C)		
ATTEND: Open Plenary Session (Hilton Am	ericas) 같다 Weekly Meeting with Alex Simbana		Notes
2:30pm-2:45pm PRESS AVAILABILITY (Hill	\$22		
WORKSHOP SERIES A: 10 Concurrent Work	shops (Hilton Americas Hotel)		
POSTERS SESSION & EXHIBITS/EDUCATIO Americas Hotel, Lanier Grand Ballroom D-F	NAL MATERIAL // RECEPTION (Hilton // Lanier Grand Ballroom Foyer)		

April 2010

SMTWTFS

May 2010

SMTWTFS

am	Out of Office			2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28 30 31 TaskPad
			TaskPad	A
00			-	
	IES B: 10 Concurrent Workshops (Hilton An	nericas Hotel)		
00			-	
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00 BREAK (Hilton An	nericas Hotel)			
00 11:00am-12:10pr	T WORKSHOP SERIES C Bridding the Con	: Increasing Collaborative	-	
	e Latino Worker Safety and Health Capacity n Americas Hotel)	- 10 Concurrent		
pm				
	nericas Hotel, Lanier Grand Ballroom G-L)			
00				
0 2:15pm-3:30pm M	OVING FORWARD: PROTECTING VULNERA			Notes
/ CLOSING REMAR	KS (Hilton Americas Hotel, Lanier Grand Ba	ABLE, AT RISK WORKERS		
0		-		
ADJOURN				
En route to IAH (Ta	əxi)			
9		-		
0.5.15		-		
22 5:45pm-9:42pm	CO Flight 1558 (IAH to DCA)			

### Murray, Rawnette - OSEC

Page 1 of 1

From: Murray, Rawnette - OSEC Sent: Thursday, April 08, 2010 10:46 AM To: Maxwell, Mary Beth - OSEC Subject: RE:

done

From: Maxwell, Mary Beth - OSEC Sent: Thursday, April 08, 2010 10:02 AM To: Murray, Rawnette - OSEC Subject: FW:

Can you please mark my schedule that I am leaving on Wed for Houston per Tom's note Thanks!

From: DeBusk, Thomas - OSEC Sent: Thursday, April 08, 2010 7:27 AM To: Maxwell, Mary Beth - OSEC; Lemus, Gabriela - OSEC Subject:

Are you returning back to DC after the Houston trip or are you traveling with the Secretary on to LA on April 14<sup>th</sup>. Currently I have you both traveling with the Secretary to LA.

Just a reminder, you both are traveling to Houston on April 13th with the Secretary departing DCA at 3:45pm.

Thomas N. DeBusk

Director, Management Support Services Office of the Secretary Ph: 202-693-6000 Fax: 202-693-6122 Printable order page

Exit Window

### **E2 Travel Voucher**

#### 09 Sep 2010 @ 12:43:26

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

### Voucher Information

Document Number A001133510	Trip Status Closed Voucher	Trip ID 1133510-0A99485	Submit Date 2010-05-12	Approve Date 2010-05-13
Traveler MARY B MAXWELL	Clearance	Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC
CONUS or OCONUS C	Travel Purpose Speech or Presentation	Agency Travel Purpose Code TDL	Estimated Dates 2010-04-24 thru 2010-04-24	of Travel

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
330.70	0.00	0.00	0.00	0.00	0.00	43.24	373.94

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	(

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyp... 9/9/2010

h

		13.50	360.44	0.00	373.94
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	13.50	29.74	0.00	43.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030, NA. NA. NA	210062	0.00	330.70	0.00	330.70

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
0.00	0.00	0.00

# **Voucher Expense Lines**

Line #		Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
	2010-04-24	HERSHEY, PA US	СР	Airfare	330.70	330.70	Perdiem	Ticket Number: 0167883987125
2	2010-04-24	HERSHEY, PA US	M-P	Meals Perdiem	0.00	0.00	Perdiem	none
3	2010-04-24	HERSHEY, PA US	TMC	TMC Fee	29.74	29.74	Perdiem	none
4	2010-04-24	HERSHEY, PA US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

Voucher Remarks - Voucher ID: 1133510(1)	_
Arranger - RAWNETTE A MURRAY May 12, 2010 at 03:42 PM	_
Ms. Maxwell traveled to Hershey, PA on Saturday, April 24, 2010 in order to staff the Secretary for the AFSCME PA Annual Convention.	_

### History

Date	Action
23APR10 Fri 09:40AM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485)
23APR10 Fri 09:41AM	Reservations retrieved for confirmation code PXJYGX by DEBUSK, THOMAS N for MARY BETH MAXWELL
23APR10 Fri 09:41AM	Initial Booked Total Airfare Amount: \$330.70
23APR10 Fri 09:41AM	Status changed to: Reservations Booked
23APR10 Fri 09:42AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
23APR10 Fri 09:42AM	Traveler completed this travel authorization.
23APR10 Fri 09:42AM	Status changed to: Open Voucher
23APR10 Fri 09:42AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1133510
23APR10 Fri 09:42AM	Obligation Request Approved by agency financial system for Trip Id: 1133510

le 1

23APR10 Fri 09:42AM	Agency Financial System Extended comment:Document approved in the financial system
23APR10 Fri 02:07PM	Ticket 0167883987125 for 330.70 USD on United Airlines has been issued by the TMC.
12MAY10 Wed 03:44PM	Voucher 1 was labeled final voucher for trip 1133510 by MURRAY, RAWNETTE A for MARY B
12MAY10 Wed 03:44PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE for MARY B MAXWELL
13MAY10 Thu 12:24PM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
13MAY10 Thu 03:48PM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
13MAY10 Thu 03:48PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
13MAY10 Thu 03:48PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
13MAY10 Thu 03:57PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
13MAY10 Thu 03:57PM	Agency successfully notified of event: TripVoucherApproved for trip 1133510, voucher 1
13MAY10 Thu 03:57PM	Status changed to: Closed Voucher
13MAY10 Thu 03:57PM	Voucher Request Approved by agency financial system for Trip Id: 1133510, Voucher:1
13MAY10 Thu 03:57PM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time	
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-05-13	
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-05-13	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-05-13	

### **Attach Documents**

### Documents attached to Trip #1133510

	List of all do	cuments attac	hed to this tr	ip	
Sequence	File Name	Date Sub	mitted	Uploaded By	View
1	eInvolce 4 24 10	2010.05.12 at	15:00:26 CDT	MURR4040	view
2	Printable Authorization	2010.04.23 at	09:42:40 CDT	tibco	view
3	Printable Voucher: 1	2010.05.13 at	15:57:55 CDT	tibco	view

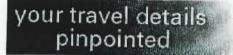
### **Upload New Documents**

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**Related Links** 

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Electronic Invoice

**Prepared For:** 

### MAXWELL/MARY BETH

SALES PERSON	KS	
INVOICE NUMBER	0046619	
INVOICE ISSUE DATE	23APR2010	
RECORD LOCATOR	PXJYGX	
CUSTOMER NUMBER	M549PZO	

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR ESTIMATED AIRFARE ON 22APR AT 0916 IS 330.70 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

#### DATE: Sat, Apr 24

Flight: UNITED A	AIRLINES 8062		
From	WASHINGTON DULLES, DC	Departs	12:45pm
То	HARRISBURG INTL, PA	Arrives	1:33pm
Duration	Ohr(s) :48min(s)	Class	Economy
Туре		Meal	Loonomy
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 11A	UA - XXXXXXXX 94
Notes	SEAT RESERVED AS FAR FOR	WARD AS POSSIBLE.	

#### DATE: Thu, Oct 21

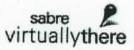
Others		
1	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

### **Ticket Information**

MAXWELL MARY

ervice Fee	UA 7883987125 XD 0523272752	Billed to:	BETH VI XXXXXXXXXX3660 MAXWELL MARY		* 330.70
		Billed to:	BETH VI XXXXXXXXXX3660		* 29.74
				SubTotal	360.44
				Net Credit Card Billing	360.44
				Total Amount Due	0.00
BY REQUESTIN RESERVED SEA THE TRANSPOR US DEPARTMEN COLLECT INFOR LIST SCREENING 114 AND THE INFOR VOLUNTARY HO SUBJECT TO AD OR AUTHORIZAT SHARE INFORM/ INTELLIGENCE / OR AUTHORIZAT SHARE INFORM/ INTELLIGENCE / ON EMERGENCE 300AM-600PM ED FAX FOR LOCAL AFTER HOURS E YOU DESERVEA AVAITING FOR YOU WWW.SATOVAC/ AR DECLINED/A ODGING DECLIN V817 J15-CA J3-LOSEC J4-LOASP 18-NULL 22SOLUTIONS// 2 6-2501651010AD	ATATION SECURITY ADI NT OF HOMELAND SECU RMATION FROM YOU FC G UNDER THE AUTHOR TELLIGENCE REFORM. CT OF 2004. PROVIDING WEVER IF IT IS NOT PF DITIONAL SCREENING TION TO ENTER A STEF ATION YOU PROVIDE W AGENCIES OR OTHERS CORDS NOTICE.FOR MC D VIEW THE SYSTEM OF IPACT ASSESSMENT PI WW.TSA.GOV DY 866-654-5596 OFFICE 202-842-3483 MERGENCY 866-654-55 OFFICE 202-842-3483 MERGENCY 866-654-55 MERGENCY 860 MERGENCY 860 MERGENCY 860 MERGENCY 860 MERG	ES UPON CHECK IN EL 30 MIN PRIOR TO MINISTRATION OF T JRITY REQUIRES U DR PURPOSES OF I TY OF 49 U.S.C.SE AND TERRORISM OR DENIED TRANS RILE AREA. TSA MA OR DENIED TRANS RILE AREA. TSA MA ON THE PERFECT Y RATES. VISIT TOLL FREE 877-698 RGE TICKET TO IBA	D FLIGHT THE S TO NATCH CTION IN IS BE SPORT Y SMENT OR SHED CY E AND SS HOURS ONE -2554		

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### **Voucher Payments**

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	13-May-2010	\$360.44	13-May-2010	\$360.44		Г	TRAVEL CHARGE CARD
FINAL	13-May-2010	\$13.50	13-May-2010	\$13.50		(	CBA

Close

April 24, 2010 Saturday	April 2010         May 2010           S M T W T F S         S M T W T F S           4 5 6 7 8 9 10         2 3 4 5 6 7 8           11 12 13 14 15 16 17         9 10 11 12 13 14 15           18 19 20 21 22 23 24         16 17 18 19 20 21 22           25 26 27 28 29 30         23 24 25 26 27 28 29
7 <sup>am</sup> 8 <sup>00</sup> State Proprotit Coleman 9 <sup>00</sup>	TaskPad
10 <sup>00</sup> 11 <sup>00</sup> 11:15am-12:00pm En Route to Dulles 12 <sup>pm</sup> Check-in // Load	
<ul> <li>12:45pm-1:33pm United Airlines Flight #8062 - Dulles to Harrisburg, PA</li> <li>100</li> <li>En route to Hershey Convention Center</li> <li>200</li> <li>REMARKS: AFSCME PA Annual Convention Hershey Convention Center, Chocolate Ballroom</li> <li>200</li> <li>Travel: En route to Washington D.C.</li> </ul>	S:
4 <sup>00</sup> 5 <sup>00</sup>	
<b>6</b> <sup>00</sup>	

Printable order page

Exit Window

### **E2 Travel Voucher**

09 Sep 2010 @ 12:14:42

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### **Voucher Information**

Document Number A001154524	Trip Status Closed Voucher	Trip ID 1154524-1- 0A99485	Submit Date 2010-05-14	Approve Date 2010-05-17	
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C Travel Purpose Speech or Presentation		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-05-10 thru 2010-05-10		

### Voucher Expense Totals

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
897.40	0.00	53.25	0.00	0.00	31.00	65.24	1046.89

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	0

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LavoutMgr?LAVOLIT=/E2E/Travel/a2PrintOrdar&darTravel/a2PrintOr

0/0/0010

	13.50	927.14		
210066	13.50	29.74	22.00	65.2
		0.00	53.25	53.2
210061			01.00	31.0
210063	0.00	0.00	31.00	
210062	0.00	897.40	0.00	897.4
		210063         0.00           210061         0.00           210066         13.50	210063         0.00         0.00           210061         0.00         0.00           210066         13.50         29.74	210063         0.00         0.00         31.00           210061         0.00         0.00         53.25           210066         13.50         29.74         22.00

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler	
106.25	0.00	106.25	

# **Voucher Expense Lines**

Line #		Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-05-10	LAS VEGAS, NV US	CP	Airfare	897.40	897.40	Perdiem	Airfare
2	2010-05-10	WASHINGTON, DC US	IA	Private Auto - Advantageous to Government	15.50		Perdiem	From Residence to Airport: 31.00 miles @ 0.500
3	2010-05-10	LAS VEGAS, NV US	IA	Private Auto - Advantageous to Government	15.50	15.50	Perdlem	From Airport to Residence: 31.00 miles @ 0.500
4	2010-05-10	LAS VEGAS, NV US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
5	2010-05-10	LAS VEGAS, NV US	отн	Other Reimbursable Expenses Incurred	29.74	29.74	Perdiem	CWGT Fee
6	2010-05-10	LAS VEGAS, NV US	PRK	Parking	22.00	22.00	Perdiem	0000
7	2010-05-10	LAS VEGAS, NV US	VTF	Voucher Transaction Fee	13.50		Dandland	none

### **Voucher Remarks**

Authorization Remarks - Trip	ID: 1154524
Arranger - RAWNETTE A MUR	RAY April 28, 2010 at 02:11 PM
Ms. Maxwell is traveling to La venue and give the speech in	s Vegas, NV on behalf of Secretary Solis on May 10, 2010. She is under a strict time constraint in order to reach the the time period allocated. As a result, the airfare is higher than usual as we had to book Delta Airlines as the carrier
Voucher Remarks - Voucher I	D: 1154524(1)
Approver - RAWNETTE A MUR	RAY May 13, 2010 at 12:41 PM
Adjusted time of trip duration	to account for missing Per Diem of \$53.25.
Voucher Remarks - Voucher II	
Arranger - RAWNETTE A MUR	RAY May 14, 2010 at 08:48 AM
	nce to Airport: 62 miles round trip.

# History

Date	Action
28APR10 Wed 10:45AM	Created by RAWNETTE A MURRAY for MARY B MAXWELL (attached to Open Auth Id: OA9948
28APR10 Wed 10:45AM	Traveler MARY B MAXWELL updated the cabin class to Coach Class
28APR10 Wed 10:45AM	Status changed to: Booking In Progress
28APR10 Wed 10:52AM	Status changed to: New Authorization
28APR10 Wed 10:53AM	Status changed to: Booking In Progress
28APR10 Wed 02:02PM	Status changed to: New Authorization
28APR10 Wed 02:03PM	Reservations retrieved for confirmation code GNSWWO by MURRAY, RAWNETTE A for MARY BETH MAXWELL
28APR10 Wed 02:03PM	Initial Booked Total Airfare Amount: \$897.40
28APR10 Wed 02:03PM	Status changed to: Reservations Booked
28APR10 Wed 02:29PM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provide
28APR10 Wed 02:29PM	Traveler completed this travel authorization.
28APR10 Wed 02:29PM	Status changed to: Open Voucher
28APR10 Wed 02:29PM	Agency successfully notified of event: TripAuthorizationApproved for trip 1154524
28APR10 Wed 02:29PM	Obligation Request Approved by agency financial system for Trip Id: 1154524
28APR10 Wed 02:29PM	Agency Financial System Extended comment:Document approved in the financial system
07MAY10 Fri 12:53PM	Ticket 5265473933596 for 897.40 on Southwest Airlines has been issued by the TMC.
12MAY10 Wed 04:02PM	Voucher 1 was labeled final voucher for trip 1154524 by MURRAY, RAWNETTE A for MARY B
12MAY10 Wed 04:02PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE
13MAY10 Thu 12:27PM	Voucher# 1 revised by Approver: MARY B MAXWELL. Reason: Other - Explain in remarks to traveler .
13MAY10 Thu 12:29PM	Trip 1154524 was no longer labeled final trip under OA99485 by MURRAY, RAWNETTE A
3MAY10 Thu 12:29PM	Trip 1154524 was no longer labeled final trip under OA99485 by MURRAY, RAWNETTE A
3MAY10 Thu 12:39PM	Trip 1154524 was no longer labeled final trip under OA99485 by MURRAY, RAWNETTE A
3MAY10 Thu 12:41PM	Voucher 1 was labeled final voucher for trip 1154524 by MURRAY, RAWNETTE A for MARY B
3MAY10 Thu 12:41PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE for MARY B MAXWELL
3MAY10 Thu 12:44PM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
3MAY10 Thu 03:54PM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
3MAY10 Thu 03:54PM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
BMAY10 Thu 03:54PM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
MAY10 Thu 03:59PM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
MAY10 Thu 03:59PM	Agency successfully notified of event: TripVoucherApproved for trip 1154524, voucher 1
MAY10 Thu 03:59PM	Status changed to: Closed Voucher
MAY10 Thu 03:59PM	Status changed to: Open Voucher
MAY10 Thu 03:59PM	Voucher Request Rejected by agency financial system for Trip Id: 1154524, Voucher:1
MAY10 Thu 03:59PM	Agency Financial System Extended comment: Approval of Travel Voucher Failed
ΔP	46: The expenses selected on this voucher do not match the expenses on the travel authorization. Please modify the authorization to reflect the correct expenses and resubmit the voucher.

13MAY10 Thu 04:30PM	Voucher# 1 revised by Approver: THOMAS N DEBUSK. Reason: Modes of Travel - Verify and/o
13MAY10 Thu 04:32PM	Amended to 1154524-1 by THOMAS N DEBUSK for MARY B MAXWELL
13MAY10 Thu 04:32PM	Status changed to: Reservations Booked
13MAY10 Thu 04:37PM	Agency validation request AMENDAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
13MAY10 Thu 04:37PM	Traveler completed this travel authorization.
13MAY10 Thu 04:37PM	Status changed to: Open Voucher
13MAY10 Thu 04:37PM	Agency successfully notified of event: TripAuthorizationApproved for trip 1154524-1
13MAY10 Thu 04:37PM	Obligation Request Approved by agency financial system for Trip Id: 1154524-1
13MAY10 Thu 04:37PM	Agency Financial System Extended comment:Document approved in the financial system
14MAY10 Fri 08:50AM	Voucher 1 was labeled final voucher for trip 1154524-1 by MURRAY, RAWNETTE A for MARY B
14MAY10 Fri 08:50AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A
14MAY10 Fri 11:11AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
17MAY10 Mon 09:20AM	Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
17MAY10 Mon 09:20AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
17MAY10 Mon 09:20AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.
7MAY10 Mon 09:29AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
7MAY10 Mon 09:29AM	Agency successfully notified of event: TripVoucherApproved for trip 1154524-1, voucher 1
7MAY10 Mon 09:29AM	Status changed to: Closed Voucher
7MAY10 Mon 09:30AM	Voucher Request Approved by agency financial system for Trip Id: 1154524-1, Voucher: 1
7MAY10 Mon 09:30AM	Agency Financial System Extended comment: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time	
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]		
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-05-17	
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-05-17	

### Attach Documents

### Documents attached to Trip #1154524-1

Uploaded (2)	Faxed 🐇 🛛 Printab	le (4)	Show All (6+)		
	List of all do	uments	attached to this tr	ip	
Sequence	File Name	Da	te Submitted	Uploaded By	View
1	eInvoice 5 10 10	2010.05	5.12 at 15:02:49 CDT	MURR4040	view
2	BWI Parking 5 10 10	2010.05	.12 at 15:59:34 CDT	MURR4040	view
3	Printable Authorization	2010.04	.28 at 14:29:33 CDT	tibco	view
4	Printable Voucher: 1	2010.05	.13 at 15:59:28 CDT	tibco	view
5	Printable Authorization	2010.05	.13 at 16:37:39 CDT	tibco	view
6	Printable Voucher: 1	2010.05	.17 at 09:29:56 CDT	tibco	view
Note: In order	to view attachments yo and configured.	ur comp Please cl	uter must have appr ick <u>here</u> for assistar	opriate software	e installed
Not	e: Faxed files are bein	g retrie	ved and will be sho	own shortly	

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your travel details pinpointed

sabre Z virtuallythere Electronic Invoice

Prepared For:

### MAXWELL/MARY BETH

KS	
0046955	
07MAY2010	
GNSWWO	
M549PZO	
	0046955 07MAY2010 GNSWWO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR SOUTHWEST CONFIRMATION NBR IS QOXPRK YOUR ESTIMATED AIRFARE ON 28APR AT 1454 IS 897.40 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

#### DATE: Mon, May 10

Flight: SOUT	HWEST AIRLINES 401		
From	BALTIMORE WASHNTN, MD	Departs	7:10am
То	LAS VEGAS, NV	Arrives Arrival Terminal	9:25am
Duration	05hr(s) :15min(s)	Class	Economy
Туре	BOEING 737-700 JET	Meal	Economy
Stops	Non Stop	modi	

#### DATE: Mon, May 10

Flight: SOUTHWE	ST AIRLINES 310		
From	LAS VEGAS, NV	Departs	2:55pm
То	BALTIMORE WASHNTN, MD	Arrives	10:30pm
Departure Terminal	1		
Duration	04hr(s) :35min(s)	Class	Economy
Туре	BOEING 737-700 JET	Meal	Leonomy
Stops	Non Stop		

DATE: Mon, May 10

Others

LAS VEGAS SEATING RESTRICTED TO AIRPORT CHECK-IN ONLY.

### DATE: Mon, May 10

Others		
	BALTIMORE WASHNTN	
	SEATING RESTRICTED TO AIRPORT CHECK-IN ONLY.	

### DATE: Sat, Nov 06

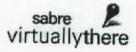
Others				5	
		ORMATION			
	USI	NK YOU FOR			
		<b>TSATOTRAVEL</b>			
	XD	0523697449		MAXWELL MARY BETH	
			Billed to:	VI XXXXXXXXXX3660	* 29.74

### **Ticket Information**

Ticket Number WN 2199019115		
Billed to: VI XXXXXXXXXXX366	0	* 897.40
	SubTotal	927.14
	Net Credit Card Billing	927.14
	Total Amount Due	0.00
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT THE TRANSPORTATION SECURITY ADMINISTRATION OF THE JS DEPARTMENT OF HOMELAND SECURITY REQUIRES US TO COLLECT INFORMATION FROM YOU FOR PURPOSES OF WATCH IST SCREENING UNDER THE AUTHORITY OF 49 U.S.C.SECTION 14 AND THE INTELLIGENCE REFORM AND TERRORISM PREVENTION ACT OF 2004. PROVIDING THIS INFORMATION IS YOLUNTARY HOWEVER IF IT IS NOT PROVIDED YOU MAY BE SUBJECT TO ADDITIONAL SCREENING OR DENIED TRANSPORT OR AUTHORIZATION TO ENTER A STERILE AREA. TSA MAY HARE INFORMATION YOU PROVIDE WITH LAW ENFORCEMENT OR NTELLIGENCE AGENCIES OR OTHERS UNDER ITS PUBLISHED YSTEM OF RECORDS NOTICE.FOR MORE ON TSA PRIVACY OLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND HE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S /EB SITE AT WWW.TSA.GOV OR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 2004M-600PM EDT 866-654-5596 AX FOR LOCAL OFFICE 202-842-3483 FTER HOURS EMERGENCY 866-654-5598 DU DESERVE A VACATION AND WE HAVE THE PERFECT ONE AUTING FOR YOU INCLUDING MILITARY RATES. VISIT		

WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A//28APR LODGING DECLINED//28APR U15-CA U3-LOSEC U4-LOASP U8-NULL A/1408 E2SOLUTIONS// 28APR10 1429 CT //CHARGE TICKET TO IBA U6-2501651010AD20100165000110MPDS00M0000 U14-MASP00MASP00M94030NANA U5-A001154524 U13-1600-1154524 U13-1600-1154524 U2---YDG-YDG---U7-0.00-29.74-0.00

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B.W.I. AIRPORT PARKING MAIN TERMINAL SARAGE MARYLAND PARKING

٠,

 Rcpt# 11856

 05/10/10 23:13
 L#15 A# 22
 Txn# 34916

 05/10/10 06:41 In
 05/10/10 23:13 Out

 Hourly
 # 21.40

 Total Tax
 \$ 0.60

 Total Fee
 # 22.00

 UISA CARD
 \$ 22.00 

 XXXXXXXXX3367

 Approval Ho.: 026980

 Reference No.: 00000002

 Change Due
 \$ 0.00

 THANK YOU

 HAVE A SAFE TRIF

Voucher Payments

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	17-May-2010	\$927.14	17-May-2010	\$927.14		7	TRAVEL CHARGE CARD
FINAL	17-May-2010	\$13.50	17-May-2010	\$13.50			CBA
FINAL	17-May-2010	\$106.25	17-May-2010	\$106.25			
				+=====			FRAVELER

Close

May 10 Monday	), 2010		May 201 <u>S M T W</u> 2 3 4 5 ( 9 10 11 12 11 16 17 18 19 2( 23 24 25 26 2; 30 31	T F S	June 2010 <u>S M T W T F</u> <u>1 2 3 4</u> 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25 27 28 29 30	S 512926
<b>7</b> <sup>am</sup> 22 7:10am - Arrive <b>8</b> <sup>00</sup>	9:25am Southwest Airlines Flight WN LAS at 9:25am (PDT) (Depart Baltimo	0401 - Depart BWI at 7:10a re, MD)	m (EDT)	TaskPad	TaskPad	
9 <sup>00</sup>			-			
<b>D</b> <sup>00</sup>						
2 pm						
00	:30pm Southwest Airlines Flight WN 0 I at 10:30pm (EDT) (Depart Las Vega	310 - Depart LAS at 2:55Pm	(PDT)		Notes	
00	(Depart Las Vega	is, NV)	-			
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### **E2 Travel Voucher**

09 Sep 2010 @ 12:01:06

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### **Voucher Information**

Document Number A001238837		Trip ID 1238837-0A99485	Submit Date 2010-06-03	<b>Approve Date</b> 2010-06-04	
Traveler MARY B MAXWELL		<b>Title</b> Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-05-16 thru 2010-05-17		

### **Voucher Expense Totals**

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
623.40	85.00	84.00	0.00	0.00	0.00	52.59	844.99

### **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining	
	0.00	0.00	C	

### **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

		13.50	747.49	84.00	844.99
2501651010AD20100165000110MPD500M0000MASP00MASP00. M94030. NA. NA. NA	210016	13.50	39.09	0.00	52.59
2501651010AD20100165000110MPD500M0000MASP00MASP00. M94030. NA. NA. NA	210012	0.00	623.40	0.00	623.40
2501651010AD20100165000110MPD500M0000MASP00MASP00. M94030. NA. NA. NA	210011	0.00	85.00	84.00	169.00

### **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler	
84.00	0.00	84.00	

### **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-05-16	FORT MYERS, FL US	CP	Airfare	623.40	623,40	Perdiem	Ticket Number: 5266766229306
2	2010-05-16	FORT MYERS, FL US	LDG	Lodging	85.00	85.00	Perdiem	none
3	2010-05-16	FORT MYERS, FL US	LDGT	Lodging Tax	9.35	9.35	Perdiem	none
4	2010-05-16	FORT MYERS, FL US	М-Р	Meals Perdiem	42.00	42.00	Perdiem	none
5	2010-05-16	FORT MYERS, FL US	TMC	TMC Fee	29.74	29.74	Perdiem	none
6	2010-05-17	FORT MYERS, FL US	M-P	Meals Perdiem	42.00	42.00	Perdiem	none
7	2010-05-17	FORT MYERS, FL US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

### **Voucher Remarks**

oucher Remarks - Voucher ID: 1238837(1)	
rranger - RAWNETTE A MURRAY June 03, 2010 at 02:13 PM	
s. Maxwell traveled to Ft. Myers, FL on May 16-17, 2010 in order to staff the Secretary of Labor on her trip to visit the Immokalee Workers.	

### History

Date	Action	
12MAY10 Wed 10:59AM	Created by THOMAS N DEBUSK for MARY B MAXWELL (attached to Open Auth Id: OA99485	
12MAY10 Wed 11:00AM	Reservations retrieved for confirmation code OXEADI and MEQWXS by DEBUSK, THO MARY BETH MAXWELL	
12MAY10 Wed 11:00AM	Initial Booked Total Airfare Amount: \$1520.40, Initial Booked Hotel Rate for CROWNE PLAZA FORT M: \$85.00	
12MAY10 Wed 11:00AM	Status changed to: Reservations Booked	
12MAY10 Wed 11:01AM	Agency validation request NEWAUTH approved by financial system with a warning. Agency	

	financial system extended comment: The document is validated with the information provided		
12MAY10 Wed 11:02AM	Traveler completed this travel authorization.		
12MAY10 Wed 11:02AM	Status changed to: Open Voucher		
12MAY10 Wed 11:02AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1238837		
12MAY10 Wed 11:02AM	Obligation Request Approved by agency financial system for Trip Id: 1238837		
12MAY10 Wed 11:02AM	Agency Financial System Extended comment: Document approved in the financial system		
12MAY10 Wed 03:55PM	Reservation updates received for confirmation code OXEADI from TMC		
14MAY10 Fri 02:09PM	Ticket 5266766229306 for 623.40 on Southwest Airlines has been issued by the TMC.		
03JUN10 Thu 02:16PM	Voucher 1 was labeled final voucher for trip 1238837 by MURRAY, RAWNETTE A for MARY B MAXWELL		
03JUN10 Thu 02:16PM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A for MARY B MAXWELL		
04JUN10 Fri 09:22AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL		
04JUN10 Fri 09:29AM	Validation request TDYVCH approved by financial system with a warning. Message from NCFM. The document is validated with the information provided Please contact NCFMS Help Desk for assistance.		
04JUN10 Fri 09:29AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK		
04JUN10 Fri 09:29AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Major Customer Auto-Audit.		
04JUN10 Fri 09:35AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN		
04JUN10 Fri 09:35AM	Agency successfully notified of event: TripVoucherApproved for trip 1238837, voucher 1		
04JUN10 Fri 09:35AM	Status changed to: Closed Voucher		
04JUN10 Fri 09:35AM	Voucher Request Approved by aNCFMS for Trip Id: 1238837, Voucher:1		
04JUN10 Fri 09:35AM	Message from NCFMS: Travel Voucher Approved in the Financial System		

# Audit/Approver Information

Action	Official	Date / Time
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-06-04
Approved [OSEC-IMMEDIATE] DEBU6102[DEBUSK,THOMAS]		2010-06-04
Audited AUDITOR17[SEVENTEEN, AUDITOR]		2010-06-04

### Attach Documents

### Documents attached to Trip #1238837

	List of all doc	uments attached to this tri	ip.	
Sequence	File Name	Date Submitted	Uploaded By	View
1	Hotel receipt 5 16	2010.06.03 at 14:09:51 CDT	MURR4040	view
2	eInvoice 5 17 10	2010.06.03 at 14:11:50 CDT	MURR4040	view
3	Printable Authorization	2010.05.12 at 11:02:43 CDT	tibco	view
4	Printable Voucher: 1	2010.06.04 at 09:35:10 CDT	tibco	view

### **Upload New Documents**

#### Click here to attach documents,

**Related Links** 

Fax Cover Page

Close Window



Date	Descri	otion			Charges	Credits
÷	Invoice No.	1			Page No. 3	1 of 1
	Company Membership No.	V WARE CONTRACTOR			Rate Code :	IPSGV
	Group Code	Sato Travel			Conf. No. :	60540494
	A/R Number	1			Arrival : Departure :	05-16-10
Mary Maxwell	Folio No.	ŧ	Cashier No.	: 162	Room No. :	326
						05-17-10

Date	Description	Charges	Credits
05-16-10	*Accommodation	85.00	
05-16-10	State Sales Tax - 6%	5.10	
05-16-10	Lee County Occupancy Tax - 5	4.25	
05-17-10	Visa XXXXXXXXXXXX3660		94.35
		Total 94.35	94.35
		Balance 0.00	

#### Guest Signature:

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Fort Myers Airport 13051 Bell Tower Drive Fort Myers, FL 33907 Telephone: (239) 482-2900 Fax: (239) 210-2450 your travel details pinpointed

sabre 📕 Electronic virtuallythere Invoice

Prepared For:

MAXWELL/MARY BETH

SALES PERSON	KS
INVOICE NUMBER	0047170
INVOICE ISSUE DATE	14MAY2010
RECORD LOCATOR	OXEADI
CUSTOMER NUMBER	M549PZO

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR SOUTHWEST CONFIRMATION NBR IS QEMQ66 YOUR ESTIMATED AIRFARE ON 12MAY AT 1650 IS 623.40 \*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\*

#### DATE: Sun, May 16

Flight: SOUTH	WEST AIRLINES 3576			
From	BALTIMORE WASHNTN, MD	Departs	7:00pm	
То	FORT MYERS RSW, FL	Arrives	9:35pm	
Duration	02hr(s) :35min(s)	Class	Economy	
Туре		Meal		
Stops	Non Stop			

#### DATE: Sun, May 16

Hotel: CROWNE 13051 BELL TO FORT MYERS F		LAZA FORT M		
Service City	FORT MYERS PAGE			
Check-In	16MAY	Check-Out	17MAY	
Rooms(s)	1	Room Type	1 KING BED WITH SOFA BED NO USING THE FREE HIGH SPEED I	
Night(s)	1	Rate per Night	85.00 USD	
Confirmation Num	ber 60540494	Frequent Traveler		

Service Information	REQ KING NSRM	Phone	1-239-482-2900
	Guaranteed Late Arrival		

### DATE: Sun, May 16

Others		
	FORT MYERS	
	HOTEL GUARANTEED	
	CANCEL BY 6PM TO AVOID BILLING	

### DATE: Mon, May 17

Flight: SOUTH	WEST AIRLINES 186		
From	FORT MYERS RSW, FL	Departs	6:20pm
То	BALTIMORE WASHNTN, MD	Arrives	8:50pm
Duration	02hr(s) :30min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		

DATE: Wed, Nov 10

Others				
	INFORMATION			
	THANK YOU FOR USING CWTSATOTRAVEL			
	XD 0523923291		MAXWELL MARY BETH	
		Billed to:	VI XXXXXXXXXX3660	* 29.74

### **Ticket Information**

Ticket Number	WN 2100386440				
		Billed to:	VI XXXXXXXXXX3660		* 623.40
				SubTotal	653.14
				Net Credit Card Billing	653.14
				Total Amount Due	0.00
THIS INVOICE W YOU MAY ALSO BY REQUESTING RESERVED SEA THE TRANSPOR US DEPARTMEN COLLECT INFOF LIST SCREENIN 114 AND THE IN PREVENTION AG VOLUNTARY HO SUBJECT TO AE OR AUTHORIZA SHARE INFORM	R BOOKING WITH CAI VILL SERVE AS YOUR OBTAIN A PASSENGE SIT FROM THE AIRLII TS SUBJECT TO CAN TATION SECURITY A IT OF HOMELAND SE KMATION FROM YOU G UNDER THE AUTHO TELLIGENCE REFORI CT OF 2004, PROVIDI WEVER IF IT IS NOT DITIONAL SCREENIN TION TO ENTER A ST ATION YOU PROVIDE AGENCIES OR OTHER CORDS NOTICE.FOR	PASSENGER RECE R RECEIPT OF EAC VES UPON CHECK I CEL 30 MIN PRIOR DMINISTRATION OF CURITY REQUIRES FOR PURPOSES OF DRITY OF 49 U.S.C.S M AND TERRORISM NG THIS INFORMAT PROVIDED YOU MA G OR DENIED TRAM ERILE AREA. TSA M ERILE AREA. TSA M S UNDER ITS PUBL	IPT CH TICKET N TO FLIGHT THE US TO WATCH SECTION ION IS Y BE ISPORT AY CEMENT OR JSHED		

POLICIES OR TO VIEW THE SYSTEM OR RECORDS NOTICE AND THE PRIVACY IMPACT ASSESSMENT PLEASE SEE TSA/S WEB SITE AT WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A//29APR A/1271 U15-CA U3-LOSEC U4-LOASP U8-NULL E2SOLUTIONS// 12MAY10 1102 CT //CHARGE TICKET TO IBA U6-2501651010AD20100165000110MPDS00M0000 U14-MASP00MASP00M94030NANA U5-A001238837 U13-1600-1238837 U2---YDG-YDG---U7-0.00-29.74-0.00

Your travel arranger provides the information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



**Voucher Payments** 

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	04-Jun-2010	\$747.49	04-Jun-2010	\$747.49			TRAVEL CHARGE CARD
FINAL	04-Jun-2010	\$13.50	04-Jun-2010	\$13.50			СВА
FINAL	04-Jun-2010	\$84.00	04-Jun-2010	\$84.00			TRAVELER
							Compared to the second s

Close

#### Murray, Rawnette - OSEC

 Start:
 Sun 5/16/2010 12:00 AM

 End:
 Mon 5/17/2010 12:00 AM

 Show Time As:
 Free

Recurrence: (none)

Meeting Status: Accepted

Required Attendees: Maxwell, Mary Beth - OSEC; Lemus, Gabriela - OSEC; Melendez, Sonia - OSEC; Soberanis, Roberto - OSEC

When: Sunday, May 16, 2010 12:00 AM to Monday, May 17, 2010 12:00 AM (GMT-05:00) Eastern Time (US & Canada).

\*~\*~\*~\*~\*~\*~\*~\*~\*

SCHEDULE FOR SECRETARY HILDA L. SOLIS FRIDAY, MAY 14

DATE LOCATIONS FRIDAY, MAY 14 IMMOKALEE, FL

WEATHER DURING TRAVEL IMMOKALEE, FL

TIME CHANGE: n/a

SUGGESTED ATTIRE: Business attire

ROAD LEADS STAFF GABI LEMUS, (202-725-7527) MARY BETH MAXWELL (202-258-7174) PRESS SONIA MELENDEZ (202-253-5437) ADVANCE ROBERTO SOBERANIS (202-281-8040)

DC STAFF LEAD SCHEDULING/ADVANCE ANGELA BAKER(202-527-1385)

HOTOGRAPHER

Ma Sunda	ay 2010 5.M 1 2 3 4 9 10 11 16 17 16 23 24 25 30 31	June 2010     June 2010       W     T     F     S     M     T     W     T     F     S       1     2     3     4     5     6     7     8     9     10     11     12       1     2     3     4     5     6     7     8     9     10     11     12       1     2     3     4     15     16     17     18     19       3     19     20     21     22     20     21     22     23     24     25     26       2     2     2     2     2     2     30     30
<b>7</b> am		TaskPad TaskPad
<b>8</b> <sup>00</sup>		
<b>9</b> <sup>00</sup>		
<b>10</b> <sup>00</sup>		
<b>11</b> <sup>00</sup>		
12 pm		
<b>1</b> <sup>00</sup>		
<b>2</b> <sup>00</sup>		Notes
3 00		
<b>4</b> <sup>00</sup>		
<b>5</b> <sup>00</sup>	TRAVEL: En route Baltimore-Washington Airport	
<b>6</b> <sup>00</sup>		
	CHECK IN//LOAD 7:00pm - 9:35pm Updated: TRAVEL: En route Ft. Myers Airport(WN 3576 (non stop))	

d.

Ma	<b>iy 17, 2010</b>	<u>S M T</u>	AY 2010 W T F S 5 6 7 8 12 13 14 15 19 20 21 22 26 27 28 29	June 2010 <u>S M T W T F S</u> <u>1 2 3 4 5</u> <u>6 7 8 9 10 11 12</u> <u>13 14 15 16 17 18 19</u> <u>20 21 22 23 24 25 26</u> <u>27 28 29 30</u>
<b>7</b> am			🗋 🗹 TaskPac	TaskPad j A
<b>8</b> <sup>00</sup>				
<b>9</b> <sup>00</sup>	TRAVEL: en route Coalition for Immokalee Workers (110 South 2nd Street, Immokalee, FL 34143)	<ul> <li>BRIEFING: Small Business Health Care</li> <li>Updated: PRESS CALL: to discuss New</li> </ul>		
<b>10</b> <sup>00</sup>		<ul> <li>Discuss New</li> <li>10:00am-10:15am Updated: RADIO IN</li> </ul>		
11 <sup>00</sup>		11:15am-1:00pm Updated: ROUNDTABLE: on Worker Safety/Worker Protection (Immokalee Technical Center)		
<b>1</b> <sup>00</sup>	1:00pm-1:15pm Updated: PRESS TIME	2 1:15pm-1:30pm Updated: MEETING: V		
<b>2</b> <sup>00</sup>	1:30pm-2:15pm Updated: ATTEND: Reception with panel participants (ITECH Center)	2:15pm-2:30pm TRAVEL: en route Immok		Notes
3 00	Updated: TOUR: Immokalee Housing & Wilton Court, Immokalee, FL)	Family Services Community Center (2726		
4 <sup>00</sup>	TRAVEL: en route Ft. Myers Airport			
<b>5</b> <sup>00</sup>	CHECK IN//LOAD//DINNER			
<b>6</b> <sup>00</sup>	6:20pm-8:50pm Updated: TRAVEL: En 186 (non stop))	route Baltimore-Washington Airport (WN		
	9:00pm - 9:30pm Travel: En route to Resid	ence		
5				

Printable order page

Exit Window

# **E2 Travel Voucher**

#### 09 Sep 2010 @ 12:22:58

#### Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR, Chapters 300-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

## **Voucher Information**

Document Number A001321847	Trip Status Closed Voucher	Trip ID 1321847-0A99485	Submit Date 2010-06-17	Approve Date 2010-06-18	
Traveler MARY B MAXWELL		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Av 2018 Washington, DC 202		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C	Travel Purpose Speech or Presentation	Agency Travel Purpose Code TDL	Estimated Dates 2010-05-27 thru 2010-05-28	of Travel	

## Voucher Expense Totals

Transport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
469.10	125.00	106.50	0.00	0.00	20.00	67.73	788.33

## **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	0

## **Voucher Accounting Information**

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No					

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/E2E/Travel/e2PrintOrder&docTyn 9/9/2010

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		13.50	648.33	126.50	788.33
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210061	0.00	125.00	106.50	231.50
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	13.50	54.23	0.00	67.73
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210063	0.00	0.00	20.00	20.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	469.10	0.00	469.10

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler	
126.50	0.00	126.50	

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-05-27	SAN FRANCISCO, CA US	СР	Airfare	469.10	469.10	Perdiem	Airfare
2	2010-05-27	WASHINGTON, DC US	IA	Private Auto - Advantageous to Government	10.00	10.00	Perdiem	Mileage: 20.00 miles @ 0.500
3	2010-05-27	SAN FRANCISCO, CA US	LDG	Lodging	125.00	125.00	Perdiem	none
4	2010-05-27	SAN FRANCISCO, CA US	LDGT	Lodging Tax	16.50	16.50	Perdiem	none
5	2010-05-27	SAN FRANCISCO, CA	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
6	2010-05-27	WASHINGTON, DC US	отн	Other Reimbursable Expenses Incurred	29.74	29.74	Perdiem	CWGT Fee
7	2010-05-27	WASHINGTON, DC	тмс	TMC Fee	7.99	7.99	Perdiem	CWGT Fee
8	2010-05-28	WASHINGTON, DC US	IA	Private Auto - Advantageous to Government	10.00	10.00	Perdiem	Mileage: 20.00 miles @ 0.500
9	2010-05-28	SAN FRANCISCO, CA US	M-P	Meals Perdiem	53.25	53.25	Perdiem	none
10	2010-05-28	SAN FRANCISCO, CA US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

## **Voucher Remarks**

Authorization Remarks - Trip ID: 1321847	
Arranger - RAWNETTE A MURRAY May 20, 2010 at 10:40 AM	
Ms. Maxwell is traveling to California on May 27-28 in order to staff Secretary Solis at the following events:	
NUMMI Re-Employment Center Roundtable - Fremont, CA	

UFCW Western States Council Person of the Year Speech - Monterey, CA

E2 Solutions - E2 Solutions May 26, 2010 at 02:57 PM

System Generated Remark: Justification Code submitted by AUDITOR FIVE for MARY B MAXWELL - Justification for YCA - Government Fare did not meet mission requirements (C1) - Justification for CABINCLASS - Business class: Coach class air accommodations not available (B00)

Voucher Remarks - Voucher ID: 1321847(1)

Arranger - RAWNETTE A MURRAY June 17, 2010 at 09:59 AM

At the request of Secretary Solis, Ms. Maxwell did not make the trip to Monterey, CA. She lodged overnight in San Franciso and returned home the next day.

## History

Date	Action
20MAY10 Thu 09:39AM	Created by RAWNETTE A MURRAY for MARY B MAXWELL (attached to Open Auth Id: OA9948
20MAY10 Thu 09:44AM	Traveler MARY B MAXWELL updated the cabin class to Coach Class
20MAY10 Thu 09:44AM	Status changed to: Booking In Progress
20MAY10 Thu 09:54AM	Status changed to: New Authorization
20MAY10 Thu 09:54AM	Status changed to: Booking In Progress
20MAY10 Thu 10:03AM	Status changed to: New Authorization
20MAY10 Thu 10:04AM	Status changed to: Booking In Progress
20MAY10 Thu 10:14AM	Initial Booked Total Airfare Amount: \$1648.80
20MAY10 Thu 10:14AM	EBooking Completed by MURRAY, RAWNETTE A for MARY B MAXWELL [HLTFVG]
20MAY10 Thu 10:14AM	Status changed to: Reservations Booked
20MAY10 Thu 10:14AM	Justification - Government Fare dld not meet mission requirements (code C1) entered by MURRAY, RAWNETTE A for MARY BETH MAXWELL
20MAY10 Thu 10:14AM	Reservations retrieved for confirmation code ESFGYF by MURRAY, RAWNETTE A for MARY BET MAXWELL
20MAY10 Thu 10:18AM	Reservations retrieved for confirmation code HLTFVG by MURRAY, RAWNETTE A for MARY BET MAXWELL
20MAY10 Thu 10:18AM	Initial Booked Total Airfare Amount: \$1648.80
20MAY10 Thu 10:18AM	Justification - Government Fare did not meet mission requirements (code C1) entered by MURRAY, RAWNETTE A for MARY BETH MAXWELL
20MAY10 Thu 10:52AM	Status changed to: Booking In Progress
26MAY10 Wed 02:56PM	Status changed to: Reservations Booked
26MAY10 Wed 02:57PM	Justification Code submitted by AUDITOR FIVE for MARY B MAXWELL - Justification for YCA - Government Fare did not meet mission requirements (C1) - Justification for CABINCLASS - Business class: Coach class air accommodations not available (B00)
26MAY10 Wed 02:57PM	Agency validation request NEWAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided
6MAY10 Wed 02:58PM	Traveler completed this travel authorization.
6MAY10 Wed 02:58PM	Status changed to: Open Voucher
6MAY10 Wed 02:58PM	Agency successfully notified of event: TripAuthorizationApproved for trip 1321847
6MAY10 Wed 02:58PM	Obligation Request Approved by agency financial system for Trip Id: 1321847
6MAY10 Wed 02:58PM	Agency Financial System Extended comment: Document approved in the financial system
7MAY10 Thu 02:14PM	Reservation updates received for confirmation code HLTFVG from TMC
73UN10 Thu 10:10AM	Booked Airfare/Common Carrier rate \$1648.80 changed to \$469.10 by MURRAY, RAWNETTE A for MAXWELL, MARY B
73UN10 Thu 10:12AM	Voucher 1 was labeled final voucher for trip 1321847 by MURRAY, RAWNETTE A for MARY B MAXWELL
7JUN10 Thu 10:12AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A

	for MARY B MAXWELL
17JUN10 Thu 10:15AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
18JUN10 Fri 10:15AM	Validation request TDYVCH approved by financial system with a warning. Message from NCFMS The document is validated with the information provided Please contact NCFMS Help Desk for assistance.
18JUN10 Fri 10:15AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
18JUN10 Fri 10:15AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
18JUN10 Fri 10:35AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
18JUN10 Fri 10:35AM	Agency successfully notified of event: TripVoucherApproved for trip 1321847, voucher 1
18JUN10 Fri 10:35AM	Status changed to: Closed Voucher
18JUN10 Fri 10:35AM	Voucher Request Approved by aNCFMS for Trip Id: 1321847, Voucher:1
18JUN10 Fri 10:35AM	Message from NCFMS: Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time		
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-06-17		
Approved [OSEC-IMMEDIATE]	DEBUG102[DEBUSK,THOMAS]	2010-06-18		
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-06-18		

# **Attach Documents**

# Documents attached to Trip #1321847

	List of all do	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted	Uploaded By	View
1	Hotel receipts 5 27	2010.06.17 at 09:56:51 CDT	MURR4040	view
2	eInvoice 5 27 10 P	2010.06.17 at 09:56:52 CDT	MURR4040	view
3	eInvoice 5 27 10 P	2010.06.17 at 09:56:53 CDT	MURR4040	view
4	Printable Authorization	2010.05.26 at 14:58:26 CDT	tibcó	view
5	Printable Voucher: 1	2010.06.18 at 10:35:06 CDT	tibco	view

## **Upload New Documents**

## Click here to attach documents.

**Related Links** 

Fax Cover Page

Close Window

Nan	ne & Address			() Lilton	rt	600 Airport Blvd. • Bur Phone (650) 340-8500 • Reservat www.hilton.com or 1	Fax (650) 343-1546
MAXWELL, N 7106 7TH ST				Room Arrival Date Departure D	1021/K1D	2:00PM 6:00AM	
WASHINGTO US	N, DC 20012			Adult/Child Room Rate	<sup>ate</sup> 5/28/2010 11:1 1/0 125.00	6:00AM	
			RAT	E PLAN	L-G3		$\sim$
CONFIRMATIO	ON NUMBER : 3392454701			HH# AL: CAR:		c	Folic
5/28/2010	PAGE 1						
DATE 5/27/2010 5/27/2010	DESCRIPTION GUEST ROOM OCCUPANCY TAX	JE1 JE1	REF. NQ 306249 306249	CHARGES \$125.00	CREDITS	BALANCE	The Hilton Famil
5/27/2010 5/28/2010 5/28/2010	TOURISM ASSESSMENT *ROOM SERVICE VS *3660	JE1 LINTR RIA	306249 306820 307036	\$15.00 \$1.50 \$3.03	\$144.53		(Ħ) Hilton
	BALANCE					\$0.00	
ROOM & TAX FOOD & BEV DAILY T	ERAGE \$0.00	05/28/10 \$0.00 \$3.03	SE REPORT STAY TOTAL \$141.50 \$3.80	2			<i>Q</i> Doubliter
DALLI	DTAL \$141.50	\$3.03	\$144.5	in S.M	r s		
							Hangton,
4							Garden Inn
							Hilton Grand Vacations
ACCOUNT NO.					DATE OF CHARGE	FOLIO NO./CHECK NO.	HOME
CARD MEMBER NAM				c	05/27/10108:72:00PM	108753 A INITIAL	
ESTABLISHMENT NO MAXWELL,	A LOCATION INTANLAUMENT AGENT T	U TRANSLIT TO CARD HO	LDER FOR PAYMENT		PURCHASES & SERVI 064254 TAXES	CES	HOMEWOOD

CARD MEMBER'S SIGNATURE

MERCHANDISH AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REPUND.

PAYMENT DUE UPON RECEIPT

TIPS & MISC.

TOTAL AMOUNT

剑

COLLECTION

2		RATI	Room Arrival Date Departure Date Adult/Child Room Rate	1/0	8:12:00PM	or 1 800 HILTONS
		RAT		125.00		
₹: 3392454701		1	E PLAN L- HH# AL: US AL:	G3 CAR:		
SCRIPTION	15	DEF 11	The second s			
DOM				CREDITS	BALANCE	
ICY TAX						
		and the second se				
ETTLED TO VS *36 E BALANCE OF	60					
12:00:00AM ST		NSE REPORT	SUMMARY			A
\$141.50	\$141.50	Car I				AL
	-	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
\$141.50	\$141,50	n Hit R	lonor in Kine	5	,,	N
						K
	E BALANCE OF 12:00:00AM ST	ESCRIPTION ID OOM JE1 NCY TAX JE1 LASSESSMENT JE1 SETTLED TO VS *3660 E BALANCE OF 12:00:00AM STAY TOTAL \$141.50 \$141.50	ESCRIPTION ID REF. NO OOM JE1 306249 NCY TAX JE1 306249 ASSESSMENT JE1 306249 SETTLED TO VS *3660 E BALANCE OF 12:00:00AM STAY TOTAL \$141.50 \$141.50	ESCRIPTION         ID         REF. NO         CHARGES           OOM         JE1         306249         \$125.00           NCY TAX         JE1         306249         \$15.00           ASSESSMENT         JE1         306249         \$15.00           SETTLED TO VS *3660         EXPENSE REPORT SUMMARY         12:00:00AM STAY TOTAL         \$141.50	ESCRIPTION ID REF. NO CHARGES CREDITS OOM JE1 306249 \$125.00 NCY TAX JE1 306249 \$15.00 ASSESSMENT JE1 306249 \$1.50 SETTLED TO VS *3660 E BALANCE OF EXPENSE REPORT SUMMARY 12:00:00AM STAY TOTAL \$141.50 \$141.50	ESCRIPTION         ID         REF. NO         CHARGES         CREDITS         BALANCE           OOM         JE1         306249         \$125.00         \$125.00         \$127.00           NCY TAX         JE1         306249         \$15.00         \$141.50         \$141.50           SETTLED TO VS *3660         EXPENSE REPORT SUMMARY         \$12:00:00AM STAY TOTAL         \$141.50         \$141.50

## Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- · For any charges after your account was prepared, you may:
  - + pay at the time of purchase.
  - + charge purchases to your account, then stop by the Front Desk for an updated statement.

+ or request an updated statement be mailed to you within two business days. If the statement meets with your approval, simply press the Zip-Out Check-Out button on your guest room telephone. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room. Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	FOLIO NO./CHECK NO. 108753 A
AUTHORIZATION	INITIAL
PURCHASES & SERVIC	PES
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	

Y O II

## **Electronic Invoice**

#### Prepared For:

### MAXWELL/MARY BETH

JK	
0047556	
27MAY2010	
HLTFVG	
M549PZO	
	0047556 27MAY2010 HLTFVG

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

YOUR ESTIMATED AIRFARE ON 25MAY AT 1345 IS 469.10

### DATE: Thu, May 27

Flight: UNITED	AIRLINES 219		
From	WASHINGTON DULLES, DC	Departs	6:30am
То	SAN FRANCISCO, CA	Arrives	9:33am
		Arrival Terminal	3
Duration	06hr(s) :03min(s)	Class	Economy
Туре		Meal	Food for Purchase
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH		UA - XXXXXXXX 94
Notes	SEAT ASSIGNED AT AIRPORT	CHECK-IN	

#### DATE: Thu, May 27

Hotel: HILTON I 600 AIRPORT B BURLINGAME (		ISC	
Service City	SAN FRANCISCO		1
Check-In	27MAY	Check-Out	28MAY
Rooms(s)	1	Room Type	1 KING BED DELUXE ROOM HI SPEED 9.95-DAY-LUXURY LINEN
Night(s)	1	Rate per Night	125.00 USD
Confirmation Num	ber 3392454701	Frequent Traveler	

Service In	formati	on
------------	---------	----

Guaranteed Late Arrival

1-650-340-8500

Notes

PLEASE CANCEL BY 24 HOURS PRIOR TO ARRIVAL TO AVOID HOTEL PENALTY

Phone

## DATE: Fri, May 28

Flight: UNITED AIF	RLINES 873		
From To	SAN FRANCISCO, CA WASHINGTON DULLES, DC	Departs Arrives	1:00pm 9:10pm
Departure Terminal Duration Type Stops	3 05hr(s) :10min(s) Non Stop	Class Meal	Economy Food for Purchase
Seat(s) Details Notes	MAXWELL/MARY BETH MIDDLE SEAT ASSIGNED PLS	Seat(s) - 25E	UA - XXXXXXXX 94

DATE: Wed, Nov 24

Others		
	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

# **Ticket Information**

	UA 7893553511		MAXWELL MARY BETH		
		Exchange	UA 7891374229		0.00
Service Fee	XD 0524318527		MAXWELL MARY BETH		0.00
		Billed to:	VI XXXXXXXXXX3660		* 29,74
				SubTotal	29.74
				Net Credit Card Billing	29.74
				Total Amount Due	0.00
FOR INFORMATIC GO TO WWW.TSA FOR INFORMATIC GO TO WWW.TSA FOR EMERGENC' 800AM-600PM ED FAX FOR LOCAL O AFTER HOURS EM YOU DESERVE A WAITING FOR YO	ON ON THE TSA SECU A.GOV Y ASSISTANCE DURIN	PASSENGER RECEI R RECEIPT OF EAC ES UPON CHECK IN IEL 30 MIN PRIOR TO IRE FLIGHT PROGR IG NORMAL BUSINE 598 IAVE THE PERFECT RY RATES VISIT	PT H TICKET O FLIGHT AM ESS HOURS ONE		

U14-MASP00MASP00M94030NANA U5-A001321847 U13-1600-1321847 U8------A/2322 U7-0.00-29.74-0.00

Your travel arranger provides the information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



# Electronic Invoice

#### Prepared For:

## MAXWELL/MARY BETH

JK	
0047521	
26MAY2010	
HLTFVG	
M549PZO	
	0047521 26MAY2010 HLTFVG

## **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6159 200 CONSTITUTION AVENUE NW SUITE S-2006 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 25MAY AT 1345 IS 469.10

#### DATE: Thu, May 27

Flight: UNITED	AIRLINES 219		
From	WASHINGTON DULLES, DC	Departs	6:30am
То	SAN FRANCISCO, CA	Arrives	9:33am
Duration	06hr(a) (02min(a)	Arrival Terminal	3
Type	06hr(s) :03min(s)	Class	Economy
Stops	Non Stop	Meal	Food for Purchase
Seat(s) Details	MAXWELL/MARY BETH		UA - XXXXXXXX 94
Notes	SEAT ASSIGNED AT AIRPORT	CHECK-IN	

#### DATE: Thu, May 27

Check-In 27MAY Check-Out 28MAY Rooms(s) 1 Room Type 1 KING GRAND BED:351 SQ FT:WOR FREE BREAKFAST N EARLY DEPAR Night(s) 1 Rate per Night 140 on USD	Hotel: HYATT HOT 1 OLD GOLF COUP MONTEREY CA 93			
Rooms(s) 1 Check-Out 28MAY Room Type 1 KING GRAND BED:351 SQ FT:WOR FREE BREAKFAST N EARLY DEPAR Night(s) 1 Rate per Night 140 on USD	Service City			
Rooms(s)     1     Room Type     1 KING GRAND       BED:351 SQ FT:WOR       FREE BREAKFAST N       EARLY DEPAR       Night(s)     1       Rate per Night     140.00 USD	El cesto de la	27MAY	Check-Out	28MAY
Night(s) 1 Rate per Night 140.00 USD		1	Room Type	1 KING GRAND BED:351 SQ FT:WOR FREE BREAKFAST NO
Confirmation Number 10/00 (2000000)	Night(s)	1	Rate per Night	
Frequent Traveler	Confirmation Number	HY0040239599	and the second	140.00 USD
CD- CR76474			riequent Traveler	

Service Information	REQ KING NSRM	Phone	1-831-372-1234	
	Guaranteed Late Arrival			

### DATE: Thu, May 27

#### Others

MONTEREY CA MRY
HOTEL GUARANTEED
CANCEL BY 4PM TO
AVOID BILLING

### DATE: Fri, May 28

Flight: UNITED A	AIRLINES 6288		
From	MONTEREY CA MRY, CA	Departs	2:21pm
То	LOS ANGELES, CA	Arrives	3:30pm
		Arrival Terminal	8
Duration	01hr(s) :09min(s)	Class	Economy
Туре		Meal	
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH		UA - XXXXXXXX 94

### DATE: Fri, May 28

ŕ

Flight: UNITED AIR	RLINES 210		
From To	LOS ANGELES, CA WASHINGTON DULLES, DC	Departs Arrives	4:55pm 12:42am
Departure Terminal	7		
Duration	04hr(s) :47min(s)	Class	Economy
Туре		Meal	Food for Purchase
Stops	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 27D	UA - XXXXXXXXX 94

### DATE: Wed, Nov 24

Others		
	INFORMATION	
	THANK YOU FOR	
	USING	
	CWTSATOTRAVEL	

# **Ticket Information**

MAXWELL MARY BETH	
O: VI XXXXXXXXXX3660	* 469.10
MAXWELL MARY BETH	100.10
o: VI XXXXXXXXX3660	* 7.99
Su	bTotal 477.09
	BETH VI XXXXXXXX3660 MAXWELL MARY BETH VI XXXXXXXX3660

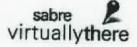
Net Credit Card Billing 477.09

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THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT

FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM GO TO WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 U3-LOSEC U4-LOASP U15-CA E2SOLUTIONS// 26MAY10 1457 CT //CHARGE TICKET TO IBA U6-2501651010AD20100165000110MPDS00M0000 U14-MASP00MASP00M94030NANA U5-A001321847 U13-1600-1321847 U8-----A/2322 U7-0.00-7.99-0.00

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**Voucher Payments** 

Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
18-Jun-2010	\$648.33	18-Jun-2010	\$648.33			TRAVEL CHARGE CARD
18-Jun-2010	\$13.50	18-Jun-2010	\$13.50			CBA
18-Jun-2010	\$126.50	18-Jun-2010	\$126.50			RAVELER
	18-Jun-2010 18-Jun-2010	18-Jun-2010 \$648.33 18-Jun-2010 \$13.50	18-Jun-2010         \$648.33         18-Jun-2010           18-Jun-2010         \$13.50         18-Jun-2010	18-Jun-2010         \$648.33         18-Jun-2010         \$648.33           18-Jun-2010         \$13.50         18-Jun-2010         \$13.50           18-Jun-2010         \$13.50         18-Jun-2010         \$13.50	18-Jun-2010     \$648.33     18-Jun-2010     \$648.33       18-Jun-2010     \$13.50     18-Jun-2010     \$13.50	18-Jun-2010         \$648.33         18-Jun-2010         \$648.33         T           18-Jun-2010         \$13.50         18-Jun-2010         \$13.50         C           18-Jun-2010         \$126.50         18-Jun-2010         \$13.50         C

Close

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177	HILTON SAN FRANCISCO (600 A	·····································		
am 00	Flight 0219, Depart IAD at 6:30am (EDT), Arrive SFO at 9:33am (PDT) (Depart Washington D.C. (via DULLES) en route to San Francisco, CA)	port bive "burningame, CK 94010)	D Z TaskPad	TaskPad A
0		9:35am-11:03am Updated: United Airlines Flight # 857 (Los Angeles, CA to San Francisco)		
0 22	11:15am-12:00pm Updated: TRAVEL: En Route to Plastikon (688 Sandoval Way Hayward 94544)			
0	Updated: LUNCH/BRIEFING: with Staff (F 12:45pm-1:30pm Updated: TOUR/ MEET Hayward 94544)	Platikon, 688 Sandoval Way Hayward 9454 & GREET: Plastikon (688 Sandoval Way		
2	1:45pm-2:00pm TRAVEL: En Route to Nu Updated: ROUNDTABLE: Nummi Re-empl Fremont CA 94538)	ummi Re-employment Center (45201 Fren oyment Center (45201 Fremont Blvd,		Nøtes
	ference Call, JCC + 7:00pm DC time (Toll-	Free: 888-950-9570 / Passcode: 53883		
-	MCTF Chat (Jared's Office)			
5:00a	am - 6:00am En route to airport			
C.00-	am - 6:30am Check-in // Load			

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1ay 28, 2010	and the second second	May 2 SMTW		June 2010 SMTWTF
iday		2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26 30 31	6.78 13.14.15 20.21.22 27/28.29	1 2 3 4 6 7 8 9 10 11 1 13 14 15 16 17 18 1 20 21 22 23 24 25 2 27 28 29 30
HILTON SAN FRANCISCO (600 Airpo     am     6:15am-7:15am Lou	rt Bivd - Burlingame, CA 9	4010)	TaskPad	TaskPad
Conference Call: LGBT Stakeholder Roundtable	11:30am DC time (Pleas	e call: 202-69		
00 Conference Call: Ron Bloom * noam DC Time	(Please call: 202-297-56)	(80		
00 H2b call with Ana A - 1pm DC time (To	6			
00 iQ pm To airport				
00 💯 1:00pm-9:10pm United Airlines Flight 0873 -	Departing SEQ via Termin	al 2 at		
1:00pm (PDT) - Arriving IAD at 9:10pm (EDT to IAD)	) - Seat 25E (Departing Si	O En route		Notes
00		-		
0		-		
D				
6:15am - 7:15am Lou				
				4

1

## Murray, Rawnette - OSEC

From:	Maxwell, Mary Beth - OSEC
Sent:	Thursday, May 20, 2010 9:35 AM
To:	Simbana, Alexandra - OSEC
Cc:	Murray, Rawnette - OSEC

Subject: RE: NUMMI & UFCW schedule

Alex

Can you tell me what you think my best travel options are given your research? Rawnette I will need some help from you booking travel back because I am not traveling back with the Secretary thanks

From: Simbana, Alexandra - OSEC Sent: Wednesday, May 19, 2010 6:38 PM To: Villarreal, Atenogenes - OSEC; De Wolk, Joseph - OPA; Fillichio, Carl - OSEC; Padilla, Patricia - OSEC; Chaurand, Enrique -OPA; Pablo-Montano, Emilia - OPA; Maxwell, Mary Beth - OSEC Subject: NUMMI & UFCW schedule

This is of course still a work in progress but here's the latest version of the schedule for NUMMI & UFCW.

Thanks.

#### Alexandra Simbaña

Office of the Secretary Department of Labor 200 Constitution Ave NW Washington, D.C. 20210 202-693-6082 202-577-4718 - cell simbana.alexandra@dol.gov Printable order page

Exit Window

# **E2 Travel Voucher**

09 Sep 2010 @ 11:58:43

Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or information required will result in delay or suspension of the employee's claim for reimbursement.

# **Voucher Information**

Document Number A001427928	Trip Status Closed Voucher	Trip ID 1427928-0A99485	Submit Date 2010-06-28	Approve Date 2010-06-29	
Traveler MARY B MAXWELL Clearance		Title Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C	Travel Purpose Site Visit	Agency Travel Purpose Code TDL	Estimated Dates 2010-06-17 thru 2010-06-17	ates of Travel	

# **Voucher Expense Totals**

anopore	Loaging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
701.40	0.00		0.00		20.00	43.24	806.64

# **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

# Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Card	Traveler Amount	Voucher Amount
gment Names; Funding Stream, Benefiting Unit. Project. Task. Reimbursable Agreement No			Amount		

ttps://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/F2F/Travel/e2PrintOrder &d. T

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		13.50	731.14	62.00	806.64
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA.	210013	0.00	0.00	20.00	20.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210012	0.00	701.40	0.00	701.40
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030, NA. NA. NA	210016	13.50	29.74	0.00	43.24
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210011	0.00	0.00	42.00	42.00

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
62.00	0.00	62.00

# **Voucher Expense Lines**

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-06-17	DETROIT, MI US	СР	Airfare	701.40	701.40	Perdiem	Ticket Number: 0067896730960
2	2010-06-17	WASHINGTON, DC US	IA	Private Auto - Advantageous to Government	10.00	10.00	Perdiem	Mileage: from Residence to Airport: 20.00 miles @ 0.500
3	2010-06-17	WASHINGTON, DC US	IA	Private Auto - Advantageous to Government	10.00	10.00	Perdiem	Mileage: from Airport to Residence: 20.00 miles @ 0,500
4	2010-06-17	DETROIT, MI US	M-P	Meals Perdiem	42.00	42.00	Perdiem	none
5	2010-06-17	WASHINGTON, DC	OTH	Other Reimbursabie Expenses Incurred	29.74	29.74	Perdiem	CWGT Fee
6	2010-06-17	DETROIT, MI US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none

## **Voucher Remarks**

# History

Date	Action
15JUN10 Tue 07:14AM	Created by RAWNETTE A MURRAY for MARY B MAXWELL (attached to Open Auth Id: OA99485

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAVOUT=/E2E/Travel/22DrintOrday 8.1 T

h.

15JUN10 Tue 07:14AM	Traveler MARY B MAXWELL updated the cabin class to Coach Class
15JUN10 Tue 07:15AM	Reservations retrieved for confirmation code LNIBUZ by MURRAY, RAWNETTE A for MARY BET MAXWELL
15JUN10 Tue 07:15AM	Initial Booked Total Airfare Amount: \$701.40
15JUN10 Tue 07:15AM	Status changed to: Reservations Booked
15JUN10 Tue 07:21AM	Validation request NEWAUTH approved by financial system with a warning. Message from NCFMS: The document is validated with the information provided Please contact NCFMS Help Desk for assistance.
15JUN10 Tue 07:21AM	Traveler completed this travel authorization.
15JUN10 Tue 07:21AM	Status changed to: Open Voucher
15JUN10 Tue 07:21AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1427928
15JUN10 Tue 07:21AM	Obligation Request Approved by NCFMS for Trip Id: 1427928
15JUN10 Tue 07:21AM	Message from NCFMS:Document approved in the financial system
15JUN10 Tue 03:18PM	Reservation updates received for confirmation code LNIBUZ from TMC
16JUN10 Wed 02:06PM	Ticket 0067896730960 for 701.40 USD on Delta Air Lines has been issued by the TMC.
28JUN10 Mon 07:39AM	Voucher 1 was labeled final voucher for trip 1427928 by MURRAY, RAWNETTE A for MARY B
28JUN10 Mon 07:39AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWNETTE A
28JUN10 Mon 07:40AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL
29JUN10 Tue 06:54AM	Validation request TDYVCH approved by financial system with a warning. Message from NCFMS The document is validated with the information provided Please contact NCFMS Help Desk for assistance.
29JUN10 Tue 06:54AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK
29JUN10 Tue 06:54AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.
9JUN10 Tue 08:50AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN
9JUN10 Tue 08:50AM	Agency successfully notified of event: TripVoucherApproved for trip 1427928, voucher 1
9JUN10 Tue 08:50AM	Status changed to: Closed Voucher
9JUN10 Tue 08:50AM	Voucher Request Approved by aNCFMS for Trip Id: 1427928, Voucher:1
9JUN10 Tue 08:50AM	Message from NCFMS:Travel Voucher Approved in the Financial System

# Audit/Approver Information

Action	Official	Date / Time
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-06-28
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-06-29
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-06-29

#### Attach Documents

## Documents attached to Trip #1427928

	List of all do	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted	Uploaded By	View
1	eInvoice 6 17 10	2010.06.28 at 07:38:56 CDT	MURR4040	view
2	Printable Authorization	2010.06.15 at 07:21:38 CDT	tibco	view
3	Printable Voucher: 1	2010.06.29 at 08:50:23 CDT	tibco	view

## **Upload New Documents**

## Click here to attach documents.

**Related Links** 

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Electronic Invoice

Prepared For:

#### MAXWELL/MARY BETH

KS	
0048316	
16JUN2010	
LNIBUZ	
M549PZO	
	0048316 16JUN2010 LNIBUZ

### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6028 200 CONSTITUTION AVENUE NW SUITE S-2006 SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes YOUR ESTIMATED AIRFARE ON 15JUN AT 1553 IS 701.40

#### DATE: Thu, Jun 17

Flight: DELTA AIR	LINES INC 1545		
From	WASHINGTON REAGAN, DC	Departs	7:30am
To Departure Terminal Duration Type Stops	DETROIT METRO, MI B 01hr(s) :36min(s) Non Stop	Arrives Arrival Terminal Class Meal	9:06am EM Economy
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 18A	

#### DATE: Thu, Jun 17

Flight: DELTA AIR	LINES INC 2844		
From To	DETROIT METRO, MI WASHINGTON REAGAN, DC	Departs Arrives	3:15pm 4:45pm
Departure Terminal Duration Type Stops	EM 01hr(s) :30min(s) Non Stop	Arrival Terminal Class Meal	B Economy
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 25A	

DATE: Tue, Dec 14

#### Others

INFORMATION	
THANK YOU FOR	
USING	
CWTSATOTRAVEL	

## **Ticket Information**

Service Fee XD 0524866110 MAXWELL MARY BETH Billed to: VI XXXXXXX3660 * 29.74 SubTotal 731.14 Net Credit Card Billing 731.14		DL 7896730960		MAXWELL MARY BETH		
Ervice Pee XD 0524866110 BETH Billed to: VI XXXXXXX3660 *29,7 SubTotal 731.14 Net Credit Card Billing 731.14 Net Credit Card Billing 731.14 Total Amount Due 0.0( THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM GO TO WWW.TSA.GOV FOR EMERGENCY 886-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WATTING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED//14.JUN LODGING DECLINED//14.JUN LODGING DECLINED//14.JUN LODGING DECLINED//14.JUN LODGING DECLINED//14.JUN U15-CA			Billed to:	VI XXXXXXXXXX3660		* 701.40
SubTotal       731.14         Net Credit Card Billing       731.14         Net Credit Card Billing       731.14         Total Amount Due       0.00         THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL       Total Amount Due         THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT       YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET         BY REQUESTING IT FROM THE ARLINES UPON CHECK IN       RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT         FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM       GO TO WWW TSA GOV         FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS       B00AM-600PM EDT 866-654-5596         FAX FOR LOCAL OFFICE 202-842-3483       AFTER HOURS EMERGENCY 866-654-5598         YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE       WAITING FOR YOU INCLUDING MILITARY RATES, VISIT         WWW.SATOVACALION AND OW RAYSE       VISIT         WWW.SATOVACALION AND OW CALL TOLL FREE 877-698-2554       CAR DECLINED//14JUN         LODGING DECLINED//14JUN       LODGING DECLINED//14JUN         L05-CA       U3+LOSEC       U4-LOASP         U8-NULL       EXEL       EXEL	ervice Fee	XD 0524866110		TARGET AND A REAL PROPERTY		
Net Credit Card Billing       731.14         Total Amount Due         O.0(         Thank You FOR BOOKING WITH CARLSON WAGONLIT TRAVEL         This Invoice Will Serve As Your PASSENGER RECEIPT         YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET       BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN         RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT         FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM       GO TO WWW.TSA.GOV         FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM       GO TO WWW.TSA.GOV         FOR INFORMATION WE HAVE THE PERFECT ONE       BOAM-GOPM EDT 866-654-5596         FAX FOR LOCAL OFFICE 202-842-3463       AFTER HOURS EMERGENCY 866-654-5598         YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE       WAITING FOR YOU INCLUDING MILITARY RATES. VISIT         WWW.SATONAATIONA OR CALL TOLL FREE 877-698-2554       CAN DECLINED//14.JUN         LODGING DECLINED//14.JUN       U15-CA         U3-LOSEC       U4-LOASP         U4-LOASP       U3-LOSEC			Billed to:	VI XXXXXXXXXX3660		* 29.74
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM GO TO WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-642-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED//14.JUN LODGING DECLINED//14.JUN U15-CA U3-LOSEC U4-LOASP U8-NULL					SubTotal	731.14
Total Amount Due     0.00       THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL     THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT       TYOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET     BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN       RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT     FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM       GO TO WWW.TSA.GOV     FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS       B00AM-600PM EDT 866-654-5596     FAX FOR LOCAL OFFICE 202-842-3483       AFTER HOURS EMERGENCY 866-654-5598     YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE       WAITING FOR YOU INCLUDING MILITARY RATES. VISIT     WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554       CAR DECLINED//14JJUN     LODGING DECLINED//14JUN       U15-CA     U3-LOSEC       U3-LOSEC     U4-LOASP					Net Credit Card Billing	731.14
THANK YOU FOR BOOKING WITH CARLSON WAGONLIT TRAVEL THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM GO TO WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A/14JUN LODGING DECLINED/114JUN U15-CA U3-LOSEC U4-LOASP U8-NULL						
THIS INVOICE WILL SERVE AS YOUR PASSENGER RECEIPT YOU MAY ALSO OBTAIN A PASSENGER RECEIPT OF EACH TICKET BY REQUESTING IT FROM THE AIRLINES UPON CHECK IN RESERVED SEATS SUBJECT TO CANCEL 30 MIN PRIOR TO FLIGHT FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM GO TO WWW.TSA.GOV FOR EMERGENCY ASSISTANCE DURING NORMAL BUSINESS HOURS 800AM-600PM EDT 866-654-5596 FAX FOR LOCAL OFFICE 202-842-3483 AFTER HOURS EMERGENCY 866-654-5598 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE WAITING FOR YOU INCLUDING MILITARY RATES. VISIT WWW.SATOVACATIONS.COM OR CALL TOLL FREE 877-698-2554 CAR DECLINED/A/14JUN LODGING DECLINED//14JUN U15-CA U3-LOSEC U4-LOASP U8-NULL					Total Amount Due	0.00
E2SOLUTIONS// 15JUN10 0721 CT //CHARGE TICKET TO IBA U6-2501651010AD20100165000110MPDS00M0000						

Your travel arranger provides the Information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



## **Voucher Payments**

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
FINAL	29-Jun-2010	\$731.14	29-Jun-2010	\$731.14			TRAVEL CHARGE CARD
FINAL	29-Jun-2010	\$13.50	29-Jun-2010	\$13.50			СВА
FINAL	29-Jun-2010	\$62.00	29-Jun-2010	\$62.00			TRAVELER

Close

### Murray, Rawnette - OSEC

Subject: Updated:

 Start:
 Thu 6/17/2010 12:00 AM

 End:
 Fri 6/18/2010 12:00 AM

 Show Time As:
 Free

Recurrence: (none)

Meeting Status: Accepted

Required Attendees: Maxwell, Mary Beth - OSEC; Murray, Rawnette - OSEC; Zapata, Jaime - OPA; Kerr, Thomas - OSEC; Bolduc, Chad - OSEC; Aivazis, Elias - OIG; Zajac, Joseph - OIG; Dancer, Jeffrey - OIG; Wendt, David - OIG; Bognar, Steven - OIG; Mead, James - OIG; Montgomery, Edward - OSEC; Norris, Ronetta - OSEC; Williams-Bennett, Kenneth - OCIA

When: Thursday, June 17, 2010 12:00 AM to Friday, June 18, 2010 12:00 AM (GMT-05:00) Eastern Time (US & Canada).

\*~\*~\*~\*~\*~\*~\*~\*~

SCHEDULE FOR SECRETARY HILDA L. SOLIS THURSDAY, JUNE 17

DATE LOCATIONS THURSDAY, JUNE 17 DETROIT, MI

WEATHER DURING TRAVEL DETROIT, MI SHOWERS HIGH 79; LOW 65

TIME CHANGE: same time as Washington, DC.

SUGGESTED ATTIRE: BUSINESS

ROAD LEADS TRIP POLICY LEAD MARY BETH MAXWELL (202-258-7174) TRIP PRESS LEAD JAIME ZAPATA (202-431-1824) AUTO STAFF TOM KERR (202-503-7318) ADVANCE CHAD BOLDUC (202-503-7316)

DC STAFF LEAD SCHEDULING/ADVANCE ALEX SIMBANA (202-577-4718)



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	D Updated:			TaskPad
2 7:30am-9:06am			TaskPad	
Updated: Delta Airlines Flight # 1545 (DCA to Detroit, MI)				
	9:15am-9:45am TRAVEL: En route to		-	
2 9:45am-10:15am Updated: MEETING:	Cobo Hall			
AFL-CIO / AFSCME (600 Lafayette St. E.,	10:15am-10:20am TRA	10:20am-11:00am Updated: Speech Prep		
		opender opeedriviep		
Updated: TRAVEL: En ro	ute to MacComb Community Co	llege	-	
TRAVEL: En route to Airp	ort	-		Notes
Check-in // Load				
3:15pm-4:45pm Updated	: Delta Flight # 2844 (Detroit to	DCA)		
		-		

#### Murray, Rawnette - OSEC

From: Simbana, Alexandra - OSEC

Sent: Tuesday, June 15, 2010 3:21 PM

To: Maxwell, Mary Beth - OSEC; Murray, Rawnette - OSEC; Zapata, Jaime - OPA; Kerr, Thomas - OSEC; Bolduc, Chad - OSEC; Aivazis, Elias - OIG; Zajac, Joseph - OIG; Dancer, Jeffrey - OIG; Wendt, David - OIG; Bognar, Steven - OIG; Mead, James - OIG; Montgomery, Edward - OSEC; Norris, Ronetta - OSEC; Williams-Bennett, Kenneth - OCIA

Subject: Schedule for 06.17.10

Attachments: Schedule MI 06.17.10.pdf

All-

Attached is the schedule for this Thursday in Detroit, MI. We are still working on a few minor edits to this schedule but otherwise we're all set. Please let me know if you have any questions.

Thanks.

#### Alexandra Simbaña

Office of the Secretary Department of Labor 200 Constitution Ave NW Washington, D.C. 20210 202-693-6082 202-577-4718 - cell simbana.alexandra@dol.gov Printable order page

Exit Window

# **E2 Travel Voucher**

09 Sep 2010 @ 12:29:49

Print This Page

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Informations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or information required will result in delay or suspension of the employee's claim for reimbursement.

# **Voucher Information**

Document Number A001429800	Trip Status Closed Voucher	Trip ID 1429800-1- OA99485	Submit Date 2010-07-29	Approve Date 2010-07-30	
Traveler MARY B MAXWELL	Clearance	<b>Title</b> Senior Advisor	Travel Charge Card Holder? yes	Final Voucher Flag true	
Mailing Address 200 Constitution Avenue, NW Suite S- 2018 Washington, DC 20210		Office Phone 202-693-6028	Home Phone N/A	Official Duty Station WASHINGTON, DC	
CONUS or OCONUS C Travel Purpose Speech or Presentation		Agency Travel Purpose Code TDL	Estimated Dates of Travel 2010-07-03 thru 2010-07-08		

# **Voucher Expense Totals**

ransport	Lodging	Subsistence	Car Rental	Local Transport	POV	Misc	Grand Total
526.80	240.00	231.00	308.20	0.00	10.00	151.49	1467.49

## **Travel Advance Information**

Date Approved	Advance Amount	Liquidated	Remaining
	0.00	0.00	

# **Voucher Accounting Information**

		Card Amount	Voucher Amount
Segment Names: Funding Stream. Benefiting Unit. Project. Task. Reimbursable Agreement No			

https://ets.prod.carlson.com/ThinkCAP/servlet/LayoutMgr?LAYOUT=/F2F/Travel/e2PrintOrder&dasTravel/e2PrintOrde

		13.50	1184.29	269.70	1467.49
2222 0000 M3F00MASF00. M94050. NA. NA. NA	210061	0.00	271.30	199.70	471.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210066	13.50	77.99	60.00	151.49
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA, NA, NA		0.00	0.00	10.00	10.00
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210063				308.20
2501651010AD20100165000110MPDS00M0000MASP00MASP00, M94030, NA. NA. NA	210064	0.00	308.20	0.00	
2501651010AD20100165000110MPDS00M0000MASP00MASP00. M94030. NA. NA. NA	210062	0.00	526.80	0.00	526.8

# **Travel Payment Summary**

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
269.70	0.00	269.70

# **Voucher Expense Lines**

L

Line #	Date	Location	Expense Type	Voucher Expense Description	Claim Amount	Approved Amount	Voucher Expense Reimbursement Type	Voucher Expense Reimbursement Reason
1	2010-07-03	PORTLAND, OR US	СР	Airfare	526.80	526.80	Perdiem	Ticket Number: 0377901956759
2	2010-07-05	PORTLAND, OR US	LDG	Lodging	120.00	120.00	Perdiem	none
3	2010-07-05	PORTLAND, OR US	LDGT	Lodging Tax	15.00	15.00	Perdiem	none
4	2010-07-05	PORTLAND, OR US	M-P	Meals Perdiem	49.50	49.50	Perdiem	none
5	2010-07-05	PORTLAND, OR US	PRK	Parking	20.00	20.00	Perdiem	Hotel Parking Fee
6	2010-07-05	PORTLAND, OR US	XBG	Excess Baggage Fees	25.00	25.00	Perdiem	Baggage Fee
7	2010-07-06	PORTLAND, OR US	LDG	Lodging	120.00	120.00	Perdiem	none
8	2010-07-06	PORTLAND, OR US	LDGT	Lodging Tax	15.00	15.00	Perdiem	none
9	2010-07-06	PORTLAND, OR US	M-P	Meals Perdiem	66.00	66.00	Perdlem	none
10	2010-07-06	PORTLAND, OR US	PRK	Parking	20.00	20.00	Perdiem	Hotel Parking Fee
11	2010-07-06	PORTLAND, OR US	TMC	TMC Fee	7.99	7.99	Perdiem	CWGT Fee
12	2010-07-07	PORTLAND, OR US	M-P	Meals Perdiem	66.00	66.00	Perdiem	none
	2010-07-08	PORTLAND, OR US	CA	Rental Car	308.20	308.20	Perdiem	Rental Car
	2010-07-08	WASHINGTON, DC	IA	Private Auto - Advantageous to Government	10.00	10.00	Perdiem	From Airport to Residence: 20.00 miles @ 0.500
5	2010-07-08	PORTLAND, OR US	M-P	Meals Perdiem	49.50	49.50	Perdiem	none
6	2010-07-08	WASHINGTON, DC	отн	Other Reimbursable Expenses Incurred	10.00	10.00		Mileage From Residence to Airport on 7/3
7 2	2010-07-08	PORTLAND, OR US	VTF	Voucher Transaction Fee	13.50	13.50	Perdiem	none
3 2	010-07-08	PORTLAND, OR US	XBG	Excess Baggage Fees	25.00	25.00	Perdiem	Baggage Fee

Authorization Remarks - Trip ID: 1429800

Arranger - RAWNETTE A MURRAY June 15, 2010 at 11:27 AM

Ms. Maxwell is giving a speech at the Summer Institute for Union Women at Reed College in Portland, OR on July 7, 2010. Due to the cross-country travel and the timing of the event, it is necessary to travel over a 3-day period.

Authorization Remarks - Trip ID: 1429800-1

Arranger - RAWNETTE A MURRAY June 25, 2010 at 02:10 PM

Ms. Maxwell is taking personal vacation days from July 3-5, 2010. Per CWGT, there is no additional cost to the air fare for this switch.

Voucher Remarks - Voucher ID: 1429800-1(1)

Arranger - RAWNETTE A MURRAY July 29, 2010 at 07:56 AM

Ms. Maxwell took personal leave on July 3-4, 2010.

## History

Date	Action
15JUN10 Tue 10:56AM	Created by RAWNETTE A MURRAY for MARY B MAXWELL (attached to Open Auth Id: OA99485
15JUN10 Tue 10:56AM	Traveler MARY B MAXWELL updated the cabin class to Coach Class
15JUN10 Tue 10:56AM	Status changed to: Booking In Progress
15JUN10 Tue 11:14AM	Initial Booked Total Airfare Amount: \$526.80, Initial Booked Rental Car Amount: \$130.57, Initial Booked Hotel Rate for HILTON PORTLAND AND: \$120.00
15JUN10 Tue 11:14AM	EBooking Completed by MURRAY, RAWNETTE A for MARY B MAXWELL [DXGTLY]
15JUN10 Tue 11:14AM	Status changed to: Reservations Booked
15JUN10 Tue 11:14AM	Justification - Contract Carrier Used (code C0) entered by MURRAY, RAWNETTE A for MARY BETH MAXWELL
15JUN10 Tue 11:28AM	Validation request NEWAUTH approved by financial system with a warning. Message from NCFMS: The document is validated with the information provided Please contact NCFMS Help. Desk for assistance.
15JUN10 Tue 11:28AM	Traveler completed this travel authorization.
15JUN10 Tue 11:28AM	Status changed to: Open Voucher
15JUN10 Tue 11:28AM	Agency successfully notified of event: TripAuthorizationApproved for trip 1429800
15JUN10 Tue 11:28AM	Obligation Request Approved by NCFMS for Trip Id: 1429800
15JUN10 Tue 11:28AM	Message from NCFMS: Document approved in the financial system
25JUN10 Fri 01:55PM	Amended to 1429800-1 by RAWNETTE A MURRAY for MARY B MAXWELL
25JUN10 Fri 01:55PM	Status changed to: Reservations Booked
25JUN10 Fri 01:57PM	Reservations retrieved for confirmation code DXGTLY by MURRAY, RAWNETTE A for MARY BETH
25JUN10 Fri 01:57PM	Initial Booked Total Airfare Amount: \$526.80, Initial Booked Rental Car Amount: \$248.95, Initial Booked Hotel Rate for HILTON PORTLAND AND: \$120.00
25JUN10 Fri 01:57PM	Justification - Contract Carrier Used (code C0) entered by MURRAY, RAWNETTE A for MARY BETH MAXWELL
5JUN10 Fri 02:06PM	Reservations retrieved for confirmation code DXGTLY by MURRAY, RAWNETTE A for MARY BETH
5JUN10 Fri 02:06PM	Initial Booked Total Airfare Amount: \$526.80, Initial Booked Rental Car Amount: \$248.95, Initial Booked Hotel Rate for HILTON PORTLAND AND: \$120.00
5JUN10 Fri 02:06PM	Justification - Contract Carrier Used (code C0) entered by MURRAY, RAWNETTE A for MARY BETH MAXWELL
5JUN10 Fri 02:11PM	Validation request AMENDAUTH approved by financial system with a warning. Message from NCFMS: The document is validated with the information provided Please contact NCFMS Help

	Desk for assistance.	
25JUN10 Fri 02:11PM	Traveler completed this travel authorization.	
25JUN10 Fri 02:11PM	Status changed to: Open Voucher	
25JUN10 Fri 02:11PM	Agency successfully notified of event: TripAuthorizationApproved for trip 1429800-1	
25JUN10 Frl 02:11PM	Obligation Request Approved by NCFMS for Trip Id: 1429800-1	
25JUN10 Fri 02:11PM	Message from NCFMS: Document approved in the financial system	
28JUN10 Mon 08:29AM	Amended to 1429800-2 by RAWNETTE A MURRAY for MARY B MAXWELL	
28JUN10 Mon 08:29AM	Status changed to: Amended	
28JUN10 Mon 08:30AM	Cancelled amendment 1429800-2 by null for RAWNETTE A MURRAY	
28JUN10 Mon 08:30AM	Status changed to: Open Voucher	
30JUN10 Wed 08:23AM	Ticket 0377901956759 for 526.80 USD on US Airways has been issued by the TMC.	
29JUL10 Thu 07:47AM	Booked Rental Car rate \$248.95 changed to \$308.20 by MURRAY, RAWNETTE A for MAXWELL, MARY B	
29JUL10 Thu 07:58AM	Voucher 1 submitted to Traveler Review approver MARY B MAXWELL by MURRAY, RAWN for MARY B MAXWELL	
29JUL10 Thu 09:52AM	Voucher# 1 approved by Traveler Review Approver MARY B MAXWELL	
30JUL10 Fri 06:10AM	Validation request TDYVCH approved by financial system with a warning. Message from NCFMS The document is validated with the information provided Please contact NCFMS Help Desk for assistance.	
30JUL10 Fri 06:10AM	Voucher# 1 approved by final Approver THOMAS N DEBUSK	
30JUL10 Fri 06:10AM	Claim flagged for audit for the following reasons: Audit of everything for MARY MAXWELL. Majo Customer Auto-Audit.	
30JUL10 Fri 08:10AM	Voucher# 1 Approved by Auditor AUDITOR SEVENTEEN	
30JUL10 Fri 08:10AM	Agency successfully notified of event: TripVoucherApproved for trip 1429800-1, voucher 1	
30JUL10 Fri 08:10AM	Voucher Request Approved by NCFMS for Trip Id: 1429800-1, Voucher:1	
0JUL10 Fri 08:10AM	Message from NCFMS:Travel Voucher Approved in the Financial System	
2AUG10 Mon 07:12AM	Voucher #1 marked as Final by MARY B MAXWELL. System deleted subsequent zero dollar voucher #2	
2AUG10 Mon 07:12AM	Status changed to: Closed Voucher	
2AUG10 Mon 07:12AM	Agency successfully notified of event: TripVoucherFinalized for trip 1429800-1, voucher 1	

# Audit/Approver Information

Action	Official	Date / Time	
Approved [Traveler Review]	MAXW6159[MAXWELL,MARY]	2010-07-29	
Approved [OSEC-IMMEDIATE]	DEBU6102[DEBUSK,THOMAS]	2010-07-30	
Audited	AUDITOR17[SEVENTEEN, AUDITOR]	2010-07-30	

# Attach Documents

Documents attached to Trip #1429800-1

	List of all do	cuments attached to this tr	ip	
Sequence	File Name	Date Submitted	Uploaded By	View
1	eInvoice 7 6 10	2010.07.28 at 13:32:02 CDT	MURR4040	view
2	Receipts 7 8 10 Port	2010.07.29 at 07:55:12 CDT	MURR4040	view
3	Printable Authorization	2010.06.15 at 11:28:41 CDT	tibco	view
4	Printable Authorization		tibco	view
5	Printable Voucher: 1	2010.07.30 at 08:10:19 CDT	tibco	view

# **Upload New Documents**

# Click here to attach documents.

**Related Links** 

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## **Electronic Invoice**

#### **Prepared For:**

#### MAXWELL/MARY BETH

KS	
0048634	
30JUN2010	
DXGTLY	
M549PZO	
	0048634 30JUN2010 DXGTLY

#### **Client Address**

DOL ATTN-MARY MAXWELL 202-693-6028 200 CONSTITUTION AVENUE NW SUITE S-2006 SUITE S-2018 WASHINGTON, DC 20210

#### **Delivery Address**

CARLSON WAGONLIT TRAVEL 200 CONSTITUTION AVE.NW RM N2703 WASHINGTON DC 20210 866-654-5596

Notes

\*\*CWTSATO VIP AFTER HOURS NUMBER IS 1-866-219-8444\*\* YOUR ESTIMATED AIRFARE ON 30JUN AT 0918 IS 526.80

#### DATE: Sat, Jul 03

Flight: US AIRWAY	/S 75		
From To Departure Terminal Duration Type Stop(s)	WASHINGTON REAGAN, DC PHOENIX, AZ C 04hr(s) :46min(s) Non Stop	Departs Arrives Arrival Terminal Class Meal	10:30am 12:16pm 4 Economy Food for Purchase
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 16E	UA - XXXXXXXX 94

#### DATE: Sat, Jul 03

Flight: US AIRWAY	(S 90		
From To Departure Terminal	PHOENIX, AZ PORTLAND OR, OR 4	Departs Arrives	1:40pm 4:15pm
Duration Type	02hr(s) :35min(s)	Class Meal	Economy
Stop(s)	Non Stop		
Seat(s) Details	MAXWELL/MARY BETH		UA - XXXXXXXX 94

DATE: Sat, Jul 03

Car ENTERPRISE R A C

## PORTLAND OR, OR

Pick Up	4:15pm		Drop Off	08JUL
Confirmation Number CD.	959494286COUNT G16U029		Car Type	2/4 Door,Standard
Phone	503-252-1500		Service Information	RQ NON SMK
	5 Days,0 Hours USD Rate Extra Day Extra Hour Mandatory Charges	USD 169.00 29.00 18.33 79.95	MI/KM UNL UNL UNL	Extra MI/KM 0.00 0.00 0.00
	Approximate Total Price	248.95	UNL	

## DATE: Tue, Jul 06

Service City	PORTLAND OR	The second s	
Check-In Rooms(s)	06JUL 1	Check-Out Room Type	08JUL 1 KING BED HI SPEED 9.95- DAY-SERENITY
Night(s) Confirmation Number CD-	2 3386193792 2640428	Rate per Night Frequent Traveler	BE 120.00 USD
Service Information	RQ NON SMK RM Guaranteed Late Arrival	Phone	1-503-226-1611
Notes	PLEASE CANCEL BY 4PM PRIOR TO	ARRIVAL TO AVOID	HOTEL DENILLEY

### DATE: Thu, Jul 08

Flight: US AIRW	AYS 300		
From To	PORTLAND OR, OR PHILADELPHIA, PA	Departs Arrives	8:45am 4:55pm
Duration Type	05hr(s) :10min(s)	Arrival Terminal Class	B Economy
Stop(s)	Non Stop	Meal	Food for Purchase
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 08B	UA - XXXXXXXX 94

## DATE: Thu, Jul 08

Flight: US AIRWAY	YS 707		
From To	PHILADELPHIA, PA WASHINGTON REAGAN, DC	Departs Arrives	5:45pm 6:39pm
Departure Termina! Duration Type Stop(s)	B 0hr(s) :54min(s) Non Stop	Arrival Terminal Class Meal	C Economy
Seat(s) Details	MAXWELL/MARY BETH	Seat(s) - 17C	UA - XXXXXXXX 94

#### DATE: Tue, Jan 04

Others

INFORMATION	
THANK YOU FOR	
USING	
CWTSATOTRAVEL	

## **Ticket Information**

THANK YOU FOR BOOKING	Billed to: 525214446 Billed to: 3 WITH CARLSON WAGONLIT AS YOUR PASSENGER REC PASSENGER RECE	VI XXXXXXXXX3660 MAXWELL MARY BETH VI XXXXXXXX3660 SubTota Net Credit Card Billing Total Amount Due	534.79
YOU MAY ALSO OBTAIN A BY REQUESTING IT FROM	3 WITH CARLSON WAGONLIT	VI XXXXXXXXX3660 SubTota Net Credit Card Billing Total Amount Due	534.79 534.79 
YOU MAY ALSO OBTAIN A BY REQUESTING IT FROM	AS YOUR PASSENGER REC	Net Credit Card Billing Total Amount Due	534.79
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FOR INFORMATION ON TH GO TO WWW.TSA.GOV FOR EMERGENCY ASSIST/ 800AM-600PM EDT 866-654 FAX FOR LOCAL OFFICE 20 AFTER HOURS EMERGENC YOU DESERVE A VACATION WAITING FOR YOU INCLUD WWW.SATOVACATIONS.CO U3-LOSEC U4-LOASP U15-CA	E TSA SECURE FLIGHT PRO ANCE DURING NORMAL BUS -5596 12-842-3483 Y 868-654-5598 N AND WE HAVE THE PERFE ING MILITARY RATES. VISIT OM OR CALL TOLL FREE 877-	OGRAM SINESS HOURS ECT ONE -698-2554	

Your travel arranger provides the information contained in this document. Virtually There® is not responsible for the content of this document. If you have any questions about the contents of this document, please contact your travel arranger.



me & Address		H Portland &	(I) (Ilton Executive Tower		Reservati	Fax (503) 220-2562
MARY BETH NW		RATE	Aduit/Child Room Rate PLAN L HH#	1/0 120.00	8:19:00PM	
lumber: 3386193792		BON	JS AL	CAR		
PAGE 1						
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## Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out. · Please review this statement. It is a record of your charges as of late last

- evening. For any charges after your account was prepared, you may: .
- + pay at the time of purchase.
- + charge purchases to your account, then stop by the Front Desk for an updated statement.

+ or request an updated statement be mailed to you within two business days. Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	FOLIO NO./CHECK NO. 948630 A
AUTHORIZATION	INITIAL
PURCHASES & SERVIC	ES
TAXES	
TAXES TIPS & MISC.	

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J

#### ENTERPRISE CAR RENTAL

RA 109152660 Inv 0 Rental 03-JUL-2010 04:51 PM PDX ENTERPRISE AIRPORT 46E1 Return 08-JUL-2010 07:20 AM PDX ENTERPRISE AIRPORT 46E1

MARY MAXWELL Vehicle # AN170893 Model SEBRNG 4DR Class Driven SCAR Class Charged SCAR License# 226ESV State/Province OR M/Kms Driven 353 M/Kms Out 6347 M/Kms in 6700

 CARLSON WAGONLIT GOV. TRAVEL\*\*

 Contract ID G16U029

 Charges No Unit Price Amount

 COW/LDW 5 Days 0.00

 REFUELING 13 Gais 4.14 53.86

 T & M 1 Week 169.00

 T & M 1 Week 169.00

 GARS CHARGE \$5/D

 CONCESSION RECOVERY FEE

 24.79

 VEH LIC RECOVERY

 \$17.000 \$x\$

Total Charges USD 308.20

Deposit Visa 3660

Amount Due

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USD 308.20

\* Taxable Items Subject to Audit For Reservatons: 1-800-RENT-A-CAR

	2011010-000	WAYS	US AIRWAT
BFSL28/US MAXWELL/1 1000A EXCESS	ARYBETH	9957 Y 08JUL 1130A FEE FEE	FROM TO EBC FEE
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MAXWELL/MARYBETH 1000A EXCESS BAG EBC US 9957 Y 03JUL 1130A FEE FEE

ARRIVAL

US AIRWAYS

FROM TO EBC FEE

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FARE USD 25.00 DOCUMENT NUMBER 0372394312627 US .00 TAX TAX TOTALUSD 25.00

NO CASH VALUE

THANK YOU FOR FLYING US AIRWAYS

Page 1 of

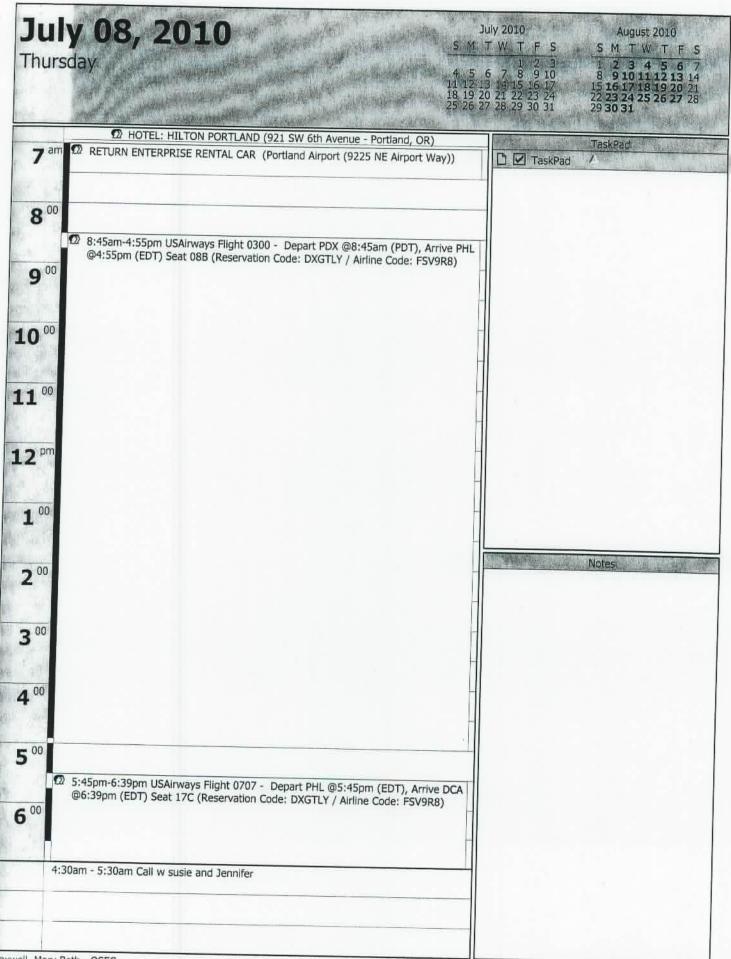
# **Voucher Payments**

Type Pmt:	Due Date:	Amt Due:	Paid Date:	Amt Paid:	Check Num:	EFT:	Paid To:
INCREMENTAL VOUCHER	30-Jul-2010	\$1184.29	30-Jul-2010	\$1184.29			TRAVEL CHARGE CARD
INCREMENTAL VOUCHER	30-Jul-2010	\$13.50	30-Jul-2010	\$13.50			CBA
INCREMENTAL VOUCHER	30-Jul-2010	\$269.70	30-Jul-2010	\$269.70			TRAVELER

Close

July Of Tuesday	5, 2010	SM	Lly 2010 T W T F S 1 2 3 6 7 8 9 10 3 14 15 16 17 0 21 22 23 24 7 28 29 30 31	August 2010 <u>S M T W T F S</u> <u>1 2 3 4 5 6 7</u> 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
7 <sup>am</sup>	2 HOTEL: HILTON PORTLAND (921 SW 6th Avenue - Portland, C	DR)		TaskPad
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	DN PORTLAND (921 SW 6th Avenue - Portland, OR) pla reporting?	TaskPad
<b>8</b> <sup>00</sup> **OREGON TIME** TELE the late Sept. MSTF Event	CONFERENCE: Planning Session - Worker Safety Repo ) (Phone: 800-857-5124 / Passcode: 56551 )	rt (for
9 <sup>00</sup> H2A to Labor		
0 00		
1 00 TELECONFERENCE: Pla MSTF Event) (Phone: 6	nning, Session - Worker Safety, Report (for the late Sep 30-857-5124 / Passcode: 56551 )	OU: NOT
2 pm PCUN mtg 1-3	en e	
L 00		
2.00	Weekly Meeting with Alex Sin	Notes
<b>3</b> 00		
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1 ]0		
00	Dinner (Dining Hall - Reed College	a)
00		



Information re your talk at Summer Institute for Union Women

# Murray, Rawnette - OSEC

From:	Maxwell, Mary Beth - OSEC
Sent:	Friday, June 11, 2010 2:26 PM
To:	Murray, Rawnette - OSEC
Subject	t: Fw: Information re your talk at Summer Institute for Union Women
Will need I	help w travel for this please
-	
From: R	
To: . Ir	Maxwell Mary Beth - OSEC: sectrops@befad area
Cc. Malling	· · · · · · · · · · · · · · · · · · ·
	un 11 13:59:43 2010
Subject: F	RE: Information re your talk at Summer Institute for Union Women
Hi Lynn,	
Here are the	questions in summary form:
	I transportation to or from Reed College?YESNO
If yes, plea	se let us know your schedule (time, place) and where we should pick you up, or drop you off.
	is not finalized as of yet, would you be able to provide a car or would it be taxi?
	e us to arrange for lodging for that night (July 7)? YES NO
If yes, would	I you want to stay in a dorm room (single)? or a hotel room downtown?
/ill you need .	AV equipment for your talk?YESXNO
	is the technology set up'you need?
ease send m	e a short bio. I'd like to have it by June 18.
ease send m	e a cell phone number in case I need to reach you during the school.
F.	1 1
ank yuu	
m	
- Carlos	
9/2010	

Information re your talk at Summer Institute for Union Women

Sent: Monday, May 24, 2010 4:13 PM To: Liz Shuler: Maxwell, Mary Beth - OSEC; sectreas@bcfed.com Cc. \_\_\_\_\_\_ Subject: Information re your talk at Summer Institute for Union Women

May 24, 2010

Liz Shuler, Secretary Treasurer AFL-CIO

Mary Beth Maxwell, Senior Advisor US Dept of Labor

Angela Schira, Secretary Treasurer British Columbia Federation of Labor

Cindy Chavez, Executive Officer South Bay Labor Council

Thank you so so much for agreeing to be part of our upcoming Summer Institute for Union Women, which is being held at Reed College in Portland, OR.

I'm writing with what I hope is everything you need to know to plan for the plenary session, scheduled for Wednesday, July 7, from 7-8:30 pm, with a reception to follow the session. (Note that the time has shifted to a half hour later than the first time I wrote you.)

#### Getting There

The plenary will be held in the Student Union Lounge on the Reed Campus, 3203 SE Woodstock Blvd in Portland. If you will need a pick-up from the airport or train station to Reed, please let me know as soon as you can, so we can arrange it.

Here is a link to a map of the campus (#24 is the Student Union; #23 is the dining hall where we will have dinner.) http://web.reed.edu/facilities\_and\_grounds/reed\_static\_map.html

#### Some Logistics

You're very welcome to join us for dinner before the plenary. It will run from 5-6:30 in the dining hall. And we'd be happy to arrange for lodging for the night of July 7, either on campus or at a hotel downtown. Please let me know if you would like to have us set up either of these.

The room will be set up with participants seated at round tables. You all will be at a head table with a lectern and microphone. We are expecting about 200 people (150 participants, 30 instructors, 20 guests.)

If you need AV equipment for your talk, let me know. If you plan to show powerpoint slides, it would be best if you could email me the slides beforehand. If that won't work, you could bring them with you on a thumb drive.

We need two things from you: a short bio from you for your introduction. If it's easier, just send us a standard bio and we will shorten and tailor it to this audience. Second, a cell phone number so that we can reach you in case there's something urgent.

#### The Session Itself

The plenary is entitled "When Times Get Tough, Union Women Start Organizing!" We will open the session with a couple songs from a fabulous local singer. Then I will introduce , who will open the session with a few remarks and then moderate the panel, introducing the rest of you.

We hope that you all can speak to examples of union women taking action — including outreach to youth, immigrants, dispersed workers, and the un- and underemployed — to create innovative coalitions and spark renewed activism in our movement. I would be fine with you dividing up unstructured, knowing that the topics are big, that you all have plenty to say about several of these issues, and that you can adjust your content somewhat as the panel proceeds.

Here is my suggested timeline for the session:

Opening songs (7), LF remarks) ( Each panelist takes 15 minutes for her remarks: 45 mins Q & A: 25 mins

# Information re your talk at Summer Institute for Union Women

If you have any questions about the school, the plenary session, or anything else, please don't hesitate to contact me. Contact info is listed on signature line below. Also, at the bottom of the page is a summary checklist of info we need from you.

Page 3 of

Again, we so appreciate your willing to share your ideas and experiences with so many local union women leaders from across the West! I lool forward to having you here in Oregon. See you on July 7!

Solidarity,	
Here are the questions in summary form:	
Do you need transportation to or from Reed College?YESNO	
If yes, please let us know your schedule (time, place) and where we should pick you up, or drop you off.	
Will you join us for dinner before the plenary session?YESNO	
Would you like us to arrange for lodging for that night (July 7)? YES NO	
If yes, would you want to stay in a dorm room (single)? or a hotel room downtown?	
Will you need AV equipment for your talk? YES NO	
If yes, what is the technology set up you need?	
Please send me a short bio. I'd like to have it by June 18.	
Please send me a cell phone number in case I need to reach you during the school.	

9/9/2010