City of Tempe Travel Requisition Form

TR Number: CM062424 Version 04/07/2023 Employee Name (First Last) Department Specific Purpose of Trip Phone **Cost Center** Account (Attach brochure, agenda, or other literature when submitting completed form.) Education, Career+Family Svcs 1621 7523 Carolyn McCleary Dates of Travel (MM/DD/YYYY and H:MM AM/PM) Destination (City, State) Conscious Discipline June 24 – 27 From: 6/24/2024 To: 6/27/2024 Providence, RI 1:03 PM Hour: 7:10 AM Hour: Pre-travel Est. Exps. Post-travel / Actual Expenses Tue. 6/25/24 Wed. 6/26/24 Thu. 6/27/24 Sun. 6/30/24 Mon. 6/24/24 Fri. 6/28/24 Sat. 6/29/24 Total Airplane City Vehicle Other 634.20 317.10 317.10 634.20 paid by employee x P-card Enter/Select Miles @ 0.00 0.670 /Mile Shuttle/Taxi Rental x Uber/Lyft 0.00 0.00 x P-card paid by employee Lodging only: 3 Number of nights Hotel: Rate 205.85 x 617.55 617.55 205.85 205.85 205.85 x P-card paid by employee Meals/Per Diem: Destination rate at GSA website leave before noon/return after noon= 100% per diem leave after noon/return before noon= 50% per diem leave after 7pm= 0% per diem Number of full days 0.00 Rate 0.000.00 0.00 Rate Number of half days 0.00 0.00 Registration Fees paid through AP system 755.62 755.62 755.62 paid by employee x P-card Baggage P-card (work) 0.00 0.00 Misc. Select payment 0.00 0.00 Select payment 0.00 0.00 Select payment 0.00 0.00 2,007.37 Submit form to Travel Accountant within 15 calendar days 2,007.37 **Total Estimated Expenses Total Allowed City Expenses** 0.00 of return. Attach original receipts for all the expenses except meals. Less: Cash Advances 0.00 Cash Advance Required I hereby certify that the travel authorized/expense incurred is for valid city business and that the funds have (2,007.37) Less: Allowed Expenses Paid by City been appropriated or are otherwise available for the payment of claims and should not be exceeded without prior No amount Due To/From Employee 0.00 approvalpursuant to travel policy. I acknowledge that the p-card will not be used for personal expenses. Authorization/Approval Date Marie Raymond 7/29/2024 Manager/Supervisor: Tim Burch 7/29/2024 Employee Signature 7/29/2024 Jorge Benavente Dept/Deputy Directors: Tim Burch 7/29/2024 Date Phone Preparer 7/29/2024 Travel Accountant:

^{*}Please submit the approved TR form with the appropriate supporting documentation as one PDF attachment in one e-mail to FS-TravelAccountant (travelaccountant@tempe.gov).

From: <u>Tunstall, Alicia</u>
To: <u>Raymond, Marie</u>

Subject: FW: Your Conscious Discipline order is now complete

Date: Thursday, March 14, 2024 10:14:03 AM

The agenda for this conference states "coming soon", so I do not have any details around times yet!

Alicia

From: Conscious Discipline <support@consciousdiscipline.com>

Sent: Thursday, March 14, 2024 10:12 AM **To:** Tunstall, Alicia <Alicia Tunstall@tempe.gov>

Subject: Your Conscious Discipline order is now complete

This message needs your attention

No employee in your company has ever replied to this person.

Conscious Discipline



Your invoice for order #1844224

Hi Alicia,

We have finished processing your order.

[Order #1844224] (March 14, 2024)

Product	Quantity	Price
TEAM REGISTRATION: Building your Base: The Roadmap to a Sustainable Conscious Discipline Practice Workshop		
Purchase Type:		
Team	3	\$2,097.00
 Team Name (A nickname for the group attending): 		

Tempe PRE (view team)

NEXT STEP: Click here to assign and manage the members on your TEAM.

You are the ADMINISTRATOR for this Team. Each seat on your team must be assigned and confirmed by the attendee within 60 days of the event. <u>Unconfirmed seats are subject to cancellation</u>. You may make updates or changes to your Team up to 60 days before the event.

You'll need the first / last name and email address of each team member to invite them to your team. Team Members must secure their seat by:

- Accept the TEAM INVITATION (user account required)
- Complete an ATTENDEE PROFILE
- Complete their REGISTRATION by completing the checkout in the store (there are no charges or payment required, registration costs are prepaid by team registration)

<u>Click here to access or change your registration or attendee profile</u> for this event.

Subtotal:	\$2,097.00
Tax:	\$169.86
Payment method:	Credit Card
Total:	\$2,266.86
Shipping & Handling	

2266.86/3 = 755.62

Thanks for purchasing a membership! You can view more details about your membership from your account.

Billing address

From: **American Airlines** Raymond, Marie

Subject: Your trip confirmation (PHX - PVD) Date: Wednesday, April 17, 2024 8:12:28 AM

This message could be suspicious

• The sender's email address couldn't be verified.

American Airlines home



Providence

Issued: April 17, 2024

Your trip confirmation and receipt

We charged \$1,268.40 to your card ending in 9966 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: DLIONN	
Monday, June 24, 2024	
PHX Phoenix 6:20 AM	AA 1158
CLT Charlotte 1:28 PM	Seat: Class: Economy (B) Meals: Food for purchase
CLT Charlotte 2:30 PM	AA 2276
PVD	Seat: Class: Economy (B)

4:32 PM	Meals:
Thursday, June 27, 2024	
PVD Providence 10:09 AM	AA 2898
CLT Charlotte 12:29 PM	Seat: Class: Economy (B) Meals:
CLT Charlotte 1:33 PM	AA 1167
PHX Phoenix 2:51 PM	Seat: Class: Economy (B) Meals: Food for purchase
	Manage your trip
Earn 15,000 bonus miles* Plus no annual fee. Terms Apply.	?
Learn more	
Your purchase	
Alicia Tunstall Join the AAdvantage® Program New ticket (0012133563359) [\$546.98 + Taxes & carrier-imposed fees \$87.22]	\$634.20

Carolyn Mccleary - AAdvantage® #: Y8Y****

New ticket (0012133563360) [\$546.98 + Taxes & carrier-imposed fees \$87.22] \$634.20

Total cost (all passengers) \$1,268.40

Your payment

MasterCard (ending 9966)

\$1,268.40

Total paid \$1,268.40

Bag information

Checked Bag (Airport) Checked Bag (Online*)

PHX - PVD PHX - PVD

1st bag \$40.00 1st bag \$35.00

2nd bag \$45.00 2nd bag \$45.00

PHX - PVD

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height) Maximum weight: 50 pounds or 23 kilograms

For information regarding American Airlines checked baggage policies, please visit: Bag and optional fees

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags (American Airlines)

1st carry-on

Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

Your Reservation

Status: Confirmed | Confirmation # 40055614827

VIEW/MODIFY RESERVATION

CHECK IN:

06/24/2024
(after 4:00 PM)

CHECK OUT:

06/27/2024
(before 11:00 AM)

Welcome Marie Raymond,

We are pleased to share your upcoming reservation details below. We look forward to creating a memorable stay with you!

Thank you for booking with Omni Hotels & Resorts. As part of our **Say Goodnight to Hunger** initiative, we will make a donation to a local Feeding America network food bank with every direct booking.

OMNI HOTELS & RESORTS

reservations@omnihotels.com

Reservation Summary

Select Guest# SG55892588 3500 S Rural Rd Tempe AZ US 85282

OCCUPANTS	4 Adults, 0 Children
YOUR STAY	3 nights, 3 room(s)
ROOM 1	Deluxe - 2 Double Beds
RATE	CD Bundle
SUB-TOTAL	Nights (3 nights) : \$537.00 USD
ADDITIONAL ITEMS	Taxes (room only): \$80.55 USD
ROOM 2	Deluxe - 1 King Bed
RATE	CD Bundle
SUB-TOTAL	Nights (3 nights) : \$537.00 USD
ADDITIONAL ITEMS	Taxes (room only): \$80.55 USD
ROOM 3	Deluxe - 1 King Bed
RATE	CD Bundle

Nights (3 nights): \$537.00 USD

Taxes (room only): \$80.55 USD

ADDITIONAL ITEMS

GRAND TOTAL

537+80.55 = 617.55

\$1852.65 USD

MASTERCARD ********9966 Deposit of 205.85 is due by 04/15/2024

CANCELLATION POLICY: Cancel by 12PM on 06/21/2024 to avoid \$205.85 penalty.

Additional charges may apply. Please read full terms and conditions, reservation FAQs, property policies & parking information.

Changes to your reservation:

We understand that plans change and we are here to help. If the dates of your trip or the length of your stay happen to change, please note that this may result in a rate modification.

** Taxes and charges are calculated based on room rate and additional items purchased above.

If you have a question about this reservation, please contact us by phone 888-444-6664 or send us an email at reservations@omnihotels.com. You can obtain more information regarding Omni Hotels from our website. We thank you for your patronage and wish you a pleasant stay at Omni Providence Hotel. Other customer requests will be confirmed at checkin.

If another party is responsible for room and/or incidental charges and will not be a registered guest, please call 888-444-6664.



Building Your Base

2-Day Workshop | Providence, RI

Daily Schedule

NOTE: Registration will be in the foyer outside the Narragansett Ballroom, and all sessions will be held in the Narragansett Ballroom.

Monday, June 24

5:00pm - 7:00pm Early Registration is open

Tuesday, June 25

7:15am - 8:20am Registration and Breakfast

8:30am Morning Session

10:00am Break

11:30am Lunch Break (not provided)

1:00pm Afternoon Session

2:00pm Break

2:15pm - 4:00pm Closing Session

Wednesday, June 26

7:15am - 8:20am Breakfast

8:30am Morning Session

10:00am Break

11:30am Lunch Break (not provided)

1:00pm Afternoon Session

2:00pm Break

2:15pm - 4:00pm Closing Session

Attendance to all sessions is required to receive Certificate of Attendance.

Signature: TinfBurch (Jul 31, 2024 16:06 PDT)

Email: timbu1@tempe.gov

CM062424

Final Audit Report 2024-07-31

Created: 2024-07-29

By: Jorge Benavente (jorgebe@tempe.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAoXOgOTjKvzplwOpPxgKXRey3o-9VrS8Z

"CM062424" History

Document created by Jorge Benavente (jorgebe@tempe.gov) 2024-07-29 - 10:37:47 PM GMT- IP address: 164.50.248.105

Document emailed to marie_raymond@tempe.gov for signature 2024-07-29 - 10:38:15 PM GMT

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Signer marie_raymond@tempe.gov entered name at signing as Marie Raymond 2024-07-29 - 10:52:13 PM GMT- IP address: 72.217.11.82

Document e-signed by Marie Raymond (marie_raymond@tempe.gov)

Signature Date: 2024-07-29 - 10:52:15 PM GMT - Time Source: server- IP address: 72.217.11.82

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Document e-signed by Tim Burch (timbu1@tempe.gov)

Signature Date: 2024-07-31 - 11:06:11 PM GMT - Time Source: server- IP address: 164.50.248.103

Agreement completed. 2024-07-31 - 11:06:11 PM GMT