

2018 Travel Expense Statement City of Lawrence, Kansas

Your Name: Leslie Soden Supervisor Stuart Boley Your Department: City Commission

Leave Date: 03/11/18 Destination: Washington, DC
Return Date: 03/14/18 Trip Purpose: NLC Congress of Cities Conference Per Diem: **69.00**

Method of Travel: (check one) Travel Advance: **303.60** www.gsa.gov/portal/content/104878
 City Vehicle: _____ Air: X use M&IE column
 Personal Vehicle: _____ Other: _____ Explain: _____

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

| Day of Week | | Sunday | Monday | Tuesday | Wednesday | | | | Category |
|----------------------------------|----------|----------|----------|----------|-----------|---|---|---|----------|
| Date | | 03/11/18 | 03/12/18 | 03/13/18 | 03/14/18 | | | | Totals |
| Allowable Lodging | | 320.29 | 320.29 | 320.29 | | | | | 960.87 |
| Lodging paid w/ City VISA | | 320.29 | 320.29 | 320.29 | | | | | 960.87 |
| Breakfast (20%) | | | 13.80 | 13.80 | 13.80 | | | | 41.40 |
| Lunch (30%) | | | 20.70 | 20.70 | 20.70 | | | | 62.10 |
| Dinner (50%) | | 34.50 | 34.50 | 34.50 | 34.50 | | | | 138.00 |
| Total Meals (w/per diem) | - | 34.50 | 69.00 | 69.00 | 69.00 | - | - | - | 241.50 |
| Fuel/Parking | | | | | 48.18 | | | | 48.18 |
| Air Fare | 426.97 | | | | | | | | 426.97 |
| Toll/Shuttle Bus/Taxi | | 25.10 | | | | | | | 25.10 |
| Mileage (Enter as miles) | | | | | 99.20 | | | | 99.20 |
| Calculated mileage (x.545) | - | - | - | - | 54.06 | - | - | - | 54.06 |
| Total Transportation | 426.97 | 25.10 | - | - | 102.24 | - | - | - | 554.31 |
| Transportation paid w/ City VISA | 426.97 | | | | | | | | 426.97 |
| Registrations | 730.00 | | | | | | | | 730.00 |
| Registration paid w/ City VISA | 730.00 | | | | | | | | 730.00 |
| Total Cost | 1,156.97 | 379.89 | 389.29 | 389.29 | 171.24 | - | - | - | 2,486.68 |
| City VISA Charges (Total) | 1,156.97 | 320.29 | 320.29 | 320.29 | - | - | - | - | 2,117.84 |
| Non-Visa Charge | - | 59.60 | 69.00 | 69.00 | 171.24 | - | - | - | 368.84 |

Advance Received (-): **\$303.60**
 City Owes Employee: **\$65.24**
 Employee Owes City: **-ZERO-**

If splitting between multiple Accounts please use box below

| | | |
|----------|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL \$ | | - |

City Account Number: 001.1.1010.2022
 City Account Number: _____

Travel Request Filled out: ES NO

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

Employee Signature: *LS Soden* Date: 3-20-2018
 Supervisor Approval: *Stuart Boley* Date: 3/20/18
 Dept. Head Approval: _____ Date: _____
 (Out of State Travel) City Manager: _____ Date: _____
 (If Required) Mayor: _____ Date: _____
 Approved by Accounts Payable: _____ Date: _____

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

| | |
|--------------------------------------------------|---------------------------------------------------------------------|
| Comments: | |
| | <i>Please answer the following questions regarding your travel:</i> |
| How did this apply to your job? | <i>see attached</i> |
| Would recommend attending again? | <i>see attached</i> |
| How will this add value to the City of Lawrence? | <i>see attached</i> |

Bobbie Walthall

To: Leslie Soden
Subject: RE: Expense Statement

From: Leslie Soden
Sent: Tuesday, March 27, 2018 9:32 AM
To: Bobbie Walthall <bjwalthall@lawrenceks.org>
Subject: Re: Expense Statement

How does this apply to your job?

As a commissioner for the city of Lawrence, part of my responsibilities include advocating for the city to our federal officials located in Washington DC.

Would you recommend attending again?

Absolutely

How will this add value to the City of Lawrence?

It's important that our federal officials hear from their local representatives, whether to advocate for a new project, update them on a current project, or to just touch base on various issues. Face to face communications and personal relationships are extremely valuable to the city.

Commissioner Leslie Soden
913-890-3647

OMNI HOTELS & RESORTS

Receipt for Leslie Soden Confirmation #40031727879

 Print  PDF



Omni Shoreham Hotel
2500 Calvert Street Northwest
Washington DC US 20008
Phone: 202-234-0700

Room No: 0702
Nights: 3 nights
Arrival: 03/11/2018
Departure: 03/14/2018

Stay Charges:

| Date | Description | Amount |
|------------|------------------------------|-------------|
| 03-11-2018 | Deposit Transfer | -960.87 USD |
| 03-11-2018 | Room Charge | 279.00 USD |
| 03-11-2018 | 14.8% District Occupancy Tax | 41.29 USD |
| 03-12-2018 | Room Charge | 279.00 USD |
| 03-12-2018 | 14.8% District Occupancy Tax | 41.29 USD |
| 03-13-2018 | Room Charge | 279.00 USD |
| 03-13-2018 | 14.8% District Occupancy Tax | 41.29 USD |

Total Due: 0.00 USD

The Parking Spot
12060 NW Prairie View Road
816.270.1000

MCIENT21 3/11/2018 1:47 PM
MCICS1 3/14/2018 6:33 PM
Sequence # 10003318031418430
Transaction Number 0dxrx
Member Number 6220260001101275733
Approved Sale 021674

Parking Rates During Stay

| | |
|-------------------|----------|
| Day 1 (1d 0h 0m) | \$ 10.95 |
| Day 2 (1d 0h 0m) | \$ 10.95 |
| Day 3 (1d 0h 0m) | \$ 10.95 |
| Day 4 (0d 4h 46m) | \$ 10.95 |
| Uncovered Total | \$ 43.80 |

| | |
|----------------------------------|----------|
| Uncovered 3d 4h 46m | \$ 43.80 |
| Airport Use Recovery Fee 10.00 % | \$ 4.38 |

Parking Total \$ 48.18

| | |
|----------------------|----------|
| Charged to Visa 7496 | \$ 48.18 |
| Amount Paid | \$ 48.18 |

Have a great day. Thank you!

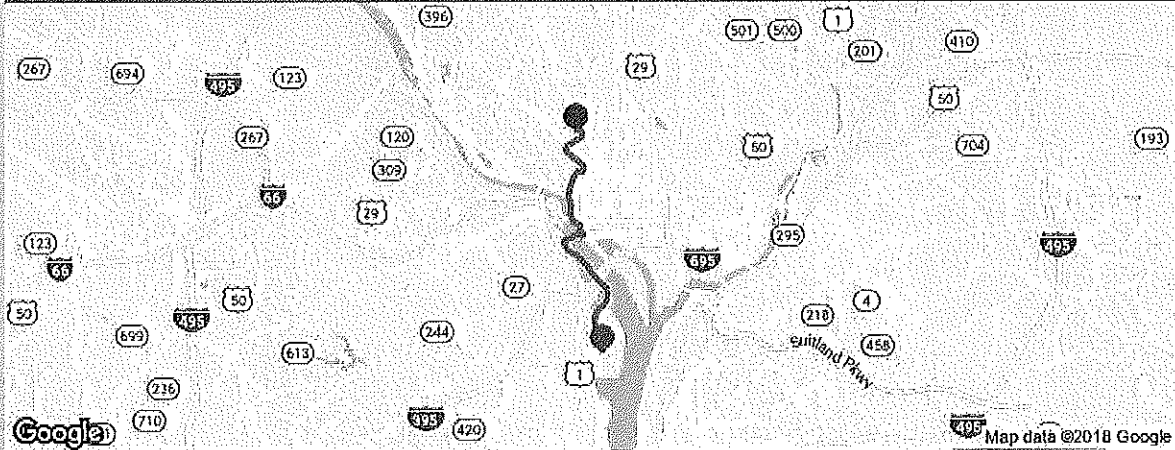
From: Leslie Soden
To: Bobbie Walthall
Subject: Uber receipt
Date: Tuesday, March 13, 2018 8:46:04 PM
Attachments: [map_3f80950d-c893-442d-ba89-868c81fa240d](#)

Leslie Soden

Begin forwarded message:

From: "Uber Receipts" <uber.us@uber.com>
Date: March 11, 2018 at 8:56:25 PM EDT
To: <lesticia@gmail.com>
Subject: Thanks for tipping! We've updated your Sunday evening trip receipt

Updated receipt (Tip Added)



\$25.10

Thanks for tipping, Leslie

March 11, 2018 | uberX



08:26pm | 1 Aviation Cir, Arlington, VA

08:41pm | 2500 Calvert St NW, Washington, DC



You rode with Zekarias



7.02
miles

00:14:27
Trip time

uberX
Car



Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. Download the app today.

Your Fare



Trip fare 20.10



Subtotal \$20.10



CHARGED
 Personal **** 7496 **\$20.10**



Tip 5.00

CHARGED
 Personal **** 7496 **\$5.00**



Issued by Rasier
Receipt ID # 3f80950d-c893-442d-ba89-868c81fa940d

Bobbie Walthall

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Sent: Thursday, February 08, 2018 10:13 AM
To: Bobbie Walthall
Subject: Flight reservation (SB5LCD) | 11MAR18 | MCI-DCA | Soden/Leslie

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Status

Change
Flight

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Offers

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Offers

Car
Offers

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[Air itinerary](#)

AIR Confirmation: SB5LCD

Confirmation Date: 02/8/2018

| Passenger(s) | Rapid Rewards # | Ticket # | Expiration | Est. Points Earned |
|--------------|-------------------------------|---------------|-------------|--------------------|
| SODEN/LESLIE | Join or Add # | 5261411639597 | Feb 8, 2019 | 2224 |

Rapid Rewards points earned are only estimates. Not a member - visit Southwest.com/rapidrewards and sign up today!

| Date | Flight | Departure/Arrival |
|------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sun Mar 11 | 3739 | Depart KANSAS CITY, MO (MCI) on Southwest Airlines at 04:55 PM Arrive in WASHINGTON (REAGAN NATIONAL), DC (DCA) at 08:05 PM Travel Time 2 hrs 10 mins Wanna Get Away |

| Date | Flight | Departure/Arrival |
|------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wed Mar 14 | 5819 | Depart WASHINGTON (REAGAN NATIONAL), DC (DCA) on Southwest Airlines at 04:30 PM Arrive in KANSAS CITY, MO (MCI) at 06:20 PM Travel Time 2 hrs 50 mins Wanna Get Away |



Check in for your flight(s): 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be



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Hertz

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assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.
-  **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
-  **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

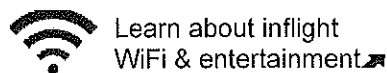
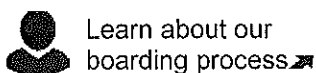
Air Cost: 426.97


Fare Rule(s): 5261411639597: NONREFUNDABLE/NONTRANSFERABLE
STANDBY REQ UPGRADE TO Y -BG WN

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

MKC WN WAS211.80WN MKC158.77USD370.57END ZP MCI4.20DCA4.20
XF MCI4.5DCA4.5

HLNUPNR
RLNUPNR



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Cost and Payment Summary

X AIR - SB5LCD

| | | |
|-----------------------------|------------------|-------------------------------------|
| Base Fare | \$ 370.57 | Payment Information |
| Excise Taxes | \$ 27.80 | Payment Type: Visa XXXXXXXXXXXX5454 |
| September 11th Security Fee | \$ 11.20 | Date: Feb 8, 2018 |
| Segment Fee | \$ 8.40 | Payment Amount: \$426.97 |
| Passenger Facility Charge | \$ 9.00 | |
| Total Air Cost | \$ 426.97 | |

| Useful Tools | Know Before You Go | Special Travel Needs |
|--------------------------------------------|-------------------------------------------------|---------------------------------------------|
| Check In Online | In the Airport | Traveling with Children |
| Early Bird Check-In | Baggage Policies | Traveling with Pets |
| View/Share Itinerary | Suggested Airport Arrival Times | Unaccompanied Minors |
| Change Air Reservation | Security Procedures | Baby on Board |
| Cancel Air Reservation | Customers of Size | Customers with Disabilities |
| Check Flight Status | In the Air | |
| Flight Status Notification | Purchasing and Refunds | |
| Book a Car | | |
| Book a Hotel | | |

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|-------------------------------------------------|---------------------------------------------|----------------------------|
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¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.
² Security Fee is the government-imposed September 11th Security Fee.

Prohibition on Multiple/Conflicting Reservations. To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

See [Southwest Airlines Co. Notice of Incorporation](#)
See [Southwest Airlines Limit of Liability](#)

2018 Travel Request and Authorization City of Lawrence, Kansas

Employee Name: Leslie Soden Supervisor: _____ Department: City Commission

Leave Date: 03/10/18 Destination: Washington, DC
 Return Date: 03/16/18 Trip Purpose: NLC Congressional City Conference

Per Diem Rate: \$ 69.00
 Per Diem Rate located: www.gsa.gov/portal/content/104878
 use M&IE column

Method of Travel: (Check all that apply)

| | | |
|----------------------------|---------------------------------------------------|--------------------------------------------|
| City Vehicle: _____ | No. of Miles <u>99.2</u> @ \$ <u>0.645</u> a mile | Cost of Travel \$ <u>64.06</u> |
| Personal Vehicle: <u>x</u> | Airfare <u>\$350.00</u> | Cost of Travel \$ <u>350.00</u> |
| Air: <u>x</u> | Other _____ | Cost of Travel \$ <u>-</u> |
| Specify other: _____ | | Total Travel Cost: \$ <u>404.06</u> |

| | |
|-------------------------------------------|---------------------------------------------------------|
| Tax/Shuttle: \$ <u>50.00</u> | No. of Nights <u>5</u> Single Room Rate <u>\$272.00</u> |
| Registration Cost: \$ <u>730.00</u> | No. of Meals <u>12</u> |
| Accommodations: \$ <u>1,360.00</u> | |
| Cost of Meals: \$ <u>303.60</u> | |
| Estimated Cost: \$ <u>2,443.60</u> | |

Advance Requested: \$ 303.60

When filling out the Account Number split, please use the advance amount to split.

| Account Number | Amount |
|-----------------|--------------------|
| 001.1.1010.2022 | \$ <u>2,117.66</u> |
| 001.1.1010.2030 | \$ <u>730.00</u> |
| | \$ <u>-</u> |
| | \$ <u>-</u> |

TOTAL: \$ 2,847.66

Total Cost: \$ 2,847.66

No travel advances will be processed prior to 14 days before travel per Travel Policy. Each employee submitting a TRAVEL REQUEST including an advance must submit a TRAVEL EXPENSE STATEMENT within a reasonable amount of time after return from trip.

Employee Signature: [Signature] APPROVAL OF REQUEST Date: 2-6-2018

Supervisor Approval: _____ Date: _____

Dept. Dir Approval: _____ Date: _____

(over night out of state travel): _____ Date: _____

Mayor (If Required): [Signature: Stuart Boley] Date: _____

NOTE: NO OVER NIGHT OUT-OF-STATE TRAVEL IS TO BE MADE WITHOUT CITY MANAGER'S PRIOR APPROVAL