TASK ORDER AWARD COVER SHEET

GS-03F-059DA / 95315820F00002

I, Shane P. Flynn, on behalf of Kimball International am hereby authorized to sign this agreement for office furniture for the Chairman of the Chemical Safety board under task order number 95315820F00002. Should I have any questions I will contact Shannon Humphrey at Shannon.Humphrey@csb.gov.

Shane P. Flynn
Signature

09/25/2020
Date

Federal Government Contract Manager
Title

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	09/17/2020
2. CONTRACT NO. *(If any)*	GS-03F-059DA
3. ORDER NO.	95315820F00002
4. REQUISITION/REFERENCE NO.	CSB-OH31-20-0004
5. ISSUING OFFICE *(Address correspondence to)*	US Chemical Safety Board 1750 PENNSYLVANIA AVE NW Suite 910 Washington DC 20006

6. SHIP TO:

a. NAME OF CONSIGNEE	CSB
b. STREET ADDRESS	CHEMICAL SAFETY & HAZARD INVESTIGAT 1750 PENNSYLVANIA AVE NW SUITE 910
c. CITY	WASHINGTON
d. STATE	DC
e. ZIP CODE	20006
f. SHIP VIA	

7. TO:

a. NAME OF CONTRACTOR	KIMBALL INTERNATIONAL INC.
b. COMPANY NAME	
c. STREET ADDRESS	1600 ROYAL STREET MAIL CODE GO-111
d. CITY	JASPER
e. STATE	IN
f. ZIP CODE	47549-1001

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR:

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE:

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

☐ a. SMALL ☒ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone
☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT:

13. PLACE OF a. INSPECTION	13. PLACE OF b. ACCEPTANCE	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*	16. DISCOUNT TERMS
Destination	Destination		12/01/2020	NET 30 PROMPT PAY

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The purpose of this task order is to provide office furniture for the Chairman's office and is IAW the attached quote date September 18, 2020 Accounting Info: [redacted] Continued ...					

18. SHIPPING POINT	
19. GROSS SHIPPING WEIGHT	
20. INVOICE NO.	
17(h) TOTAL *(Cont. pages)*	$9,690.38
17(i) GRAND TOTAL	$9,690.38

21. MAIL INVOICE TO:

SEE BILLING INSTRUCTIONS ON REVERSE

a. NAME	ARC/ASD/IPP
b. STREET ADDRESS (or P.O. Box)	Submit invoices via the Invoice Processing Platform at www.ipp.gov
c. CITY	Inquiries call 304-480-8000 #7
d. STATE	
e. ZIP CODE	

22. UNITED STATES OF AMERICA BY *(Signature)* 9/26/2020

23. NAME *(Typed)* SHANNON HUMPHREY1
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/17/2020	GS-03F-059DA	95315820F00002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	[redacted]					
0001	Office 906 (Chairman Office) Vendor POC: Ken Wright 704.459.9507 ken.wright@furniturespeak.com Agency POC: Shannon Humphrey 202.308.5840 Shannon.humphrey@csb.gov Katherine Lemos 202.261.7617 Katherine.lemos@csb.gov The total amount of award: $9,690.38. The obligation for this award is shown in box 17(i).				9,690.38	
	TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H))				$9,690.38	

52.232 33 Payment by Electronic Funds Transfer-System for Award Management

Contractor shall submit payment requests electronically using the Invoice Processing Platform (IPP). Information regarding IPP, including IPP Customer Support is available at www.ipp.gov or any successor site.

PAYMENT AND INVOICE QUESTIONS (IPP)

For payment and invoice questions, go to https://arc.publicdebt.treas.gov/ipp/fsippqrg.htm or contact Accounts Payable at option 7 or via email at AccountsPayable@fiscal.treasury.gov.

OVERPAYMENTS

Accounts Receivable Conversion of Check Payments to electronic funds transfer (EFT): If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an EFT. This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.

The Contractor will not receive the original check back. The Government shall destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.

CONTRACTOR
Kimball International, inc. DBA Kimball Office
c/o FurnitureSpeak, Inc.
1600 Royal Street
Mail Code KO-222
Jasper, IN 47549
GSA Contract# GS-03F-059DA

GSA Quotation
US Chemical Safety Board
1750 Pennsylvania Ave, 9th FL - Office 906
Washington, DC
Project Reference:
Office 906 (Chairman/CEO Office)

September 18, 2020

Item	Preview	Mfg	Qty	Part Number	Part Description	Tag	List	Sell	Ext Sell	Sell - %
1		KIM	1	53K3054WBSW	PRIORITY,30DX54W,SURFACE,BENCHING,RECTANGLE,WOOD	Ht-Adj Table	$ 740.00	$ 296.00	$ 296.00	60.000
				F	SOFTENED					
				G19LR501	G19,LEFT & RIGHT,PLATINUM META					
				STD	STANDARD GROUP 1					
✓				TM	HUNTINGTON					
2		KIM	1	53K2454TBTDEMP	PRIORITY,TBL BASE,T,DUAL,ELEC,MAIN,PAINT	Ht-Adj Table	$ 2,985.90	$ 1,194.36	$ 1,194.36	60.000
				PROG_MAIN	PROG,MAIN TABLE APP ONLY					
				544	SILVER PEARL					
✓				544	SILVER PEARL					
3		KIM	1	53K16CMSD	PRIORITY,CBL MANAGER,SNAP-ON,DUAL STAGE	Ht-Adj Table	$ 104.50	$ 41.80	$ 41.80	60.000
✓				544	SILVER PEARL					
4 ✓		KIM	1	99KCMU	PERKS,CABLE MGR,UNDERSURFACE,SET OF 6	Ht-Adj Table	$ 56.00	$ 22.40	$ 22.40	60.000
5 ✓		KIM	1	99KELPS	NONGSA PERKS,POWER OUTLET STRIP	Ht-Adj Table	$ 80.00	$ 32.00	$ 32.00	60.000
6		KIM	1	72K214829CBDRDWRW	STOW,CREDENZA,DOORS & DRAWERS,WOOD	Credenza 48w 29h	$ 3,584.00	$ 1,433.60	$ 1,433.60	60.000
				KS	SPECIFY CORE SEPARATELY					
				STD	STANDARD GROUP 1					
				TM	HUNTINGTON					
				X	NO GROMMET					
✓				N	NO VENTILATION					
7		KIM	1	53K5457WPW	PRIORITY,54WX57H,WALL PANEL,WOOD,VERTICAL GRAIN	Wall Panel for Glass Board 57h x 54w	$ 1,589.00	$ 635.60	$ 635.60	60.000
				STD	STANDARD GROUP 1					
✓				TM	HUNTINGTON					
8 ✓		KIM	1	72K4848WPMAGGL	STOW,WALL PNL,MAGNETIC GL,WALL MNT,PNTD	Magnetic Glass Board 48h x 48w	$ 2,702.00	$ 1,080.80	$ 1,080.80	60.000
9		KIM	1	72KMAG5	STOW,MAGNETS,SET OF 5	Magnets	$ 126.00	$ 50.40	$ 50.40	60.000
✓				WHT	WHITE					

CONTRACTOR
Kimball International, inc. DBA Kimball Office
c/o FurnitureSpeak, Inc.
1600 Royal Street
Mail Code KO-222
Jasper, IN 47549
GSA Contract# GS-03F-059DA

GSA Quotation
US Chemical Safety Board
1750 Pennsylvania Ave, 9th FL - Office 906
Washington, DC
Project Reference:
Office 906 (Chairman/CEO Office)

September 18, 2020

Item	Preview	Mfg	Qty	Part Number	Part Description	Tag	List	Sell	Ext Sell	Sell - %
10		KIM	1	72K7248WPW	STOW,WALL PANEL,BLANK,WALL MOUNT,WOOD,VERT GRAIN	Wall Panel 48h 72w (for TV)	$ 1,076.00	$ 430.40	$ 430.40	60.000
				STD TM	STANDARD GROUP 1 HUNTINGTON					
11		KIM	1	71K4260MWSTPW	TEEM,MEDIA WORKSURFACE,TAPER,WOOD	Seated Desk Area	$ 1,404.00	$ 561.60	$ 561.60	60.000
				F X STD TM	SOFTENED NO GROMMET STANDARD GROUP 1 HUNTINGTON					
12		KIM	1	99KG65	PERKS, GROMMET, SILVER	Field Installed Grommet for Seated Area	$ 27.00	$ 10.80	$ 10.80	60.000
13		KIM	1	71K2228MLGBLY	TEEM,MEDIA LEGS,Y,BLADE,12 INCH FOOT,METAL	Seated Desk Area	$ 435.60	$ 174.24	$ 174.24	60.000
				544 497	SILVER PEARL POLISHED ALUMINUM					
14		KIM	3	IBTWS	TRAXX,SUPPORT,SURFACE BRACKET,INTERWORKS APPLICATIONS	Worksurface Bracket for Seated Area	$ 17.00	$ 5.19	$ 15.57	69.500
15		KIM	1	75K4810MPW	DOCK,TRAINING,MODESTY PANEL,WOOD	Seated Desk Area	$ 504.00	$ 178.37	$ 178.37	64.610
				STD TM S	STANDARD GROUP 1 HUNTINGTON STATIC					
16		KIM	1	TTWMT144	TRAXX,144W,EXTRUSION,SET OF TWO	Traxx Rails	$ 574.20	$ 175.13	$ 175.13	69.500
				STDM 544	STANDARD GROUP M,METALLIC SILVER PEARL					
17		KIM	2	TTET40	TRAXX,40H,FULL END TRIM	Traxx End Trim	$ 116.60	$ 35.56	$ 71.12	69.500
				STDM 544	STANDARD GROUP M,METALLIC SILVER PEARL					
18		KIM	1	TTCFC	TRAXX,FASTENER CONCEALMENT	Traxx Hrdwre	$ 35.00	$ 10.68	$ 10.68	69.500

CONTRACTOR
Kimball International, inc. DBA Kimball Office
c/o FurnitureSpeak, Inc.
1600 Royal Street
Mail Code KO-222
Jasper, IN 47549
GSA Contract# GS-03F-059DA

GSA Quotation
US Chemical Safety Board
1750 Pennsylvania Ave, 9th FL - Office 906
Washington, DC
Project Reference:
Office 906 (Chairman/CEO Office)

September 18, 2020

Item	Preview	Mfg	Qty	Part Number	Part Description	Tag	List	Sell	Ext Sell	Sell - %
19		KIM	1	FIT6037A	TRAXX,60WX37H,TILE,ACOUSTICAL	Traxx Fabric Tile 60w	$ 525.00	$ 160.13	$ 160.13	69.500
				N B 10630	NO GRADE B LYKO SANDBAR					
20		KIM	1	FIT4837A	TRAXX,48WX37H,TILE,ACOUSTICAL	Traxx Fabric Tile 48w	$ 464.00	$ 141.52	$ 141.52	69.500
				N B 10630	NO GRADE B LYKO SANDBAR					
21		KIM	2	KCCG006	NONGSA CSGDS,LOCK CORE-SLVR,SLVR RD KEY,KEY 006	Locks/Keys	$ 27.00	$ 10.80	$ 21.60	60.000
22		KIM	1	FWWR2468W	FOOTPRINT,24DX18WX68H,VERT STOR,UNFNSHD BK,WRB,RH,WOOD,SQ PF	Wardrobe,18w	$ 3,951.00	$ 1,205.06	$ 1,205.06	69.500
				KSB STD TM	SPECIFY CORE SEPARATELY STANDARD GROUP 1 HUNTINGTON					
23		KIM	1	K20TMAUCASTS	WISH TASK,MESH BACK,ALUM WB,UPH SEAT,C ARM,SIT TO STAND	Sit-to-Stand Chair	$ 2,118.00	$ 847.20	$ 847.20	60.000
				8152 L8 80113 497 LB 497 497 462 C40	RAVEN GRADE L8 SHOWCASE LILAC POLISHED ALUMINUM ADJBL LUMBAR SPRT POLISHED POLISHED ALUMINUM CINDER BLACK HARD DUAL WHEEL, 65MM					
24			1	Installation	Receive, Deliver and Install during Normal Weekday Business Hours	Installation	$ 0.00	$ 900.00	$ 900.00	0.000
				Note:	Does not include Remote Off-Site Inspection					
					Grand Total				**$ 9,690.38**	**58.622**

TASK ORDER AWARD COVER SHEET

GS-28F-0020M / 95315820F00003

I, _________________________________, on behalf of Hickory Business Furniture LLC, am her by authorized to sign this agreement for office furniture for the vacant office within the Office of Administration under task order number 95315820F00003. Should I have any questions I will contact Shannon Humphrey at Shannon.Humphrey@csb.gov.

____
Signature

____
Date

____
Title

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 09/28/2020
2. CONTRACT NO. *(If any)*: GS-28F-0020M
3. ORDER NO.: 95315820F00003
4. REQUISITION/REFERENCE NO.: CSB-OH31-20-0005

5. ISSUING OFFICE *(Address correspondence to)*
US Chemical Safety Board
1750 PENNSYLVANIA AVE NW
Suite 910
Washington DC 20006

6. SHIP TO:
a. NAME OF CONSIGNEE: CSB
b. STREET ADDRESS: CHEMICAL SAFETY & HAZARD INVESTIGAT
1750 PENNSYLVANIA AVE NW
SUITE 910
c. CITY: WASHINGTON
d. STATE: DC
e. ZIP CODE: 20006
f. SHIP VIA

7. TO:
a. NAME OF CONTRACTOR: HICKORY BUSINESS FURNITURE LLC
b. COMPANY NAME
c. STREET ADDRESS: PO BOX 281970
d. CITY: ATLANTA
e. STATE: GA
f. ZIP CODE: 30384-1970

8. TYPE OF ORDER
- [ ] a. PURCHASE
REFERENCE YOUR
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated
- [X] b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule
10. REQUISITIONING OFFICE

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*
- [X] a. SMALL
- [ ] b. OTHER THAN SMALL
- [ ] c. DISADVANTAGED
- [ ] d. WOMEN-OWNED
- [ ] e. HUBZone
- [ ] f. SERVICE-DISABLED VETERAN-OWNED
- [ ] g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM
- [ ] h. EDWOSB

12. F.O.B. POINT

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination
14. GOVERNMENT B/L NO
15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: 12/31/2020
16. DISCOUNT TERMS: NET 30 PROMPT PAY

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The purpose of this task order is to provide for office furniture for vacant office 907 within the Office of Administration. Accounting Info: [redacted]					

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

SEE BILLING INSTRUCTIONS ON REVERSE

21. MAIL INVOICE TO:
a. NAME: ARC/ASD/IPP
b. STREET ADDRESS (or P.O. Box): Submit invoices via the Invoice Processing Platform at www.ipp.gov
c. CITY: Inquiries call 304-480-8000 #7
d. STATE
e. ZIP CODE

17(h) TOTAL *(Cont. pages)*: $8,895.17
17(i) GRAND TOTAL: $8,895.17

22. UNITED STATES OF AMERICA BY *(Signature)*
9/29/2020

23. NAME *(Typed)*: SHANNON HUMPHREY1
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/28/2020	GS-28F-0020M	95315820F00003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	[redacted]					
0001	Office Furniture for vacant office 907 Vendor POC: Diane Savard diane.savard@furtnturespeak.com 703.552.6312 or Ken Wright ken.wright@furniturespeak.com 703.459.9507 CSB POC: Anna Brown anna.brown@csb.gov 202.261.7639 The total amount of award: $8,895.17. The obligation for this award is shown in box 17(i).				8,895.17	
	TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H))				$8,895.17	

CONTRACTOR
Hickory Business Furniture, LLC (HBF)
c/o FurnitureSpeak, Inc.
PO Box 8
Hickory, NC 28603
GSA Contract# GS-28F-0020M

GSA Quotation
US Chemical Safety Board
1750 Pennsylvania Ave, 9th FL
Washington, DC
Project Reference:
Office 907

September 3, 2020

Item	Mfg	Qty	Part Number	Part Description	List	Sell	Ext Sell	Sell - %
1	HBF	2	HLG306-011	Dialogue Lounge Chair	$ 6,350.00	$ 2,673.35	$ 5,346.70	57.900
			$(LV) .708 -43 .U .SP	Gr LV Uph Upper Crust Chili Pepper Cal 117 Satin Pewter				
2	HBF	2	HLG306-021	Dialogue Ottoman	$ 2,425.00	$ 1,020.93	$ 2,041.86	57.900
			$(LV) .708 -43 .U .SP	Gr LV Uph Upper Crust Chili Pepper Cal 117 Satin Pewter				
3	HBF	1	HTL60601R-2420	HBF LGCmt Laptop Table 20x24-3/4 OH	$ 1,508.00	$ 634.87	$ 634.87	57.900
			.NE 873 .SP	Maple Honey Maple Satin Pewter				
4	HBF	1	Freight	Guaranteed Freight Program - FOB Origin Prepaid and Added (Zone 1 ~ 3% of List Price)	$ 0.00	$ 571.74	$ 571.74	0.000
5	HBF	1	Installation	Receive, Deliver and Install during Normal Weekday Business Hours	$ 0.00	$ 300.00	$ 300.00	0.000
				Grand Total			$ 8,895.17	53.326

52.232-33 Payment by Electronic Funds Transfer-System for Award Management

Contractor shall submit payment requests electronically using the Invoice Processing Platform (IPP). Information regarding IPP, including IPP Customer Support is available at www.ipp.gov or any successor site.

PAYMENT AND INVOICE QUESTIONS (IPP)

For payment and invoice questions, go to https://arc.publicdebt.treas.gov/ipp/fsippqrg.htm or contact Accounts Payable at option 7 or via email at AccountsPayable@fiscal.treasury.gov.

OVERPAYMENTS

Accounts Receivable Conversion of Check Payments to electronic funds transfer (EFT): If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an EFT. This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.

The Contractor will not receive the original check back. The Government shall destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.

Document Header Information

Document Type:	Voucher	Document Name:	T00DDKO
Travel Authorization Number:	T00DDKO	Trip Name:	Trip from San Diego to Washington 1/10/21 - 1/15/21
TA Date:	01/26/21	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose:
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
01/10/21	01/15/21	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	188 00 / 76 00

Document Totals

Total Expenses:	2,384 04
Reimbursable Expenses:	2,369 54
Non-Reimbursable Expenses:	14 50
Advance Applied:	00
Net to Traveler:	425 28
Net to Government:	14 50
Pay to Charge Card:	1,944 26

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	628 65	00
Local Trans	235 39	00
Lodging-PerDiem	930 00	00
M&IE-PerDiem	418 00	00
Mileage	7 28	00
Other	139 05	00
TMC Fee	11 17	00
Transxn Fees	14 50	00
Total Expenses:	2,384 04	00

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006383184		628 65
COMM-CARR	United	1006383184		00
LODGE	[redacted]	1006383184	Washington, DC,DC	930 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Sunday January 10, 2021

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jan 10	United 546 San Diego, CA (USA) (IntL Apt) 01/10/2021 8:00AM Confirmation Number: L6K9V8	Duration: Unknown Nonstop Washington, DC (USA) (Dulles Apt) 01/10/2021 3:45PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2 Cost 628 65 USD

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jan 10	United 546 San Diego, CA (USA) (IntL Apt) 01/10/2021 8:00AM Confirmation Number: L6K9V8	Duration: Unknown Nonstop Washington, DC (USA) (Dulles Apt) 01/10/2021 3:45PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2 Cost 628 65 USD

Hotel

[redacted]

[redacted]

Jan 10	Checking in: 01/10/2021	Checking out: 01/15/2021 Total Rate: 930 00 USD

[redacted]

Jan 10	Checking in: 01/10/2021	Checking out: 01/15/2021 Total Rate: 930 00 USD

Air

Friday January 15, 2021

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Jan 15	United 2303 Washington, DC (USA) (Dulles Apt) 01/15/2021 6:10PM Confirmation Number: L6K9V8	Duration: Unknown Nonstop San Diego, CA (USA) (IntL Apt) 01/15/2021 8:50PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Jan 15	United 2303 Washington, DC (USA) (Dulles Apt) 01/15/2021 6:10PM Confirmation Number: L6K9V8	Duration: Unknown Nonstop San Diego, CA (USA) (IntL Apt) 01/15/2021 8:50PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2

Expenses

Trip#: 1 — Total Non-Per Diem Expenses: 1,036 04 — Total Per Diem Expenses: 1,348 00

Date	Description	Category	Cost	Pay Method	Per Diem
01/07/2021	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
01/10/2021	Airfare	Com Carrier - I	628 65	IBA	
01/10/2021	TNC (e g , Lyft, Uber)	Local Trans	113 80	IBA	
Comment:	Trip from Airport to Hotel in DC				
01/10/2021	TNC (e g , Lyft, Uber)	Local Trans	20 14	IBA	
01/10/2021	Lodging	Lodging-PerDiem	186 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
01/10/2021	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
01/10/2021	Taxes - Lodging/Domestic	Other	27 81	IBA	
01/11/2021	TNC (e g , Lyft, Uber)	Local Trans	17 70	IBA	
Comment:	Hotel - Work				
01/11/2021	TNC (e g , Lyft, Uber)	Local Trans	17 70	IBA	
Comment:	Work to Hotel				
01/11/2021	Lodging	Lodging-PerDiem	186 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
01/11/2021	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
01/11/2021	Taxes - Lodging/Domestic	Other	27 81	IBA	
01/12/2021	Lodging	Lodging-PerDiem	186 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
01/12/2021	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
01/12/2021	Taxes - Lodging/Domestic	Other	27 81	IBA	
01/13/2021	Lodging	Lodging-PerDiem	186 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
01/13/2021	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
01/13/2021	Taxes - Lodging/Domestic	Other	27 81	IBA	
01/14/2021	Lodging	Lodging-PerDiem	186 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
01/14/2021	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
01/14/2021	Taxes - Lodging/Domestic	Other	27 81	IBA	
01/15/2021	TNC (e g , Lyft, Uber)	Local Trans	66 05	IBA	
01/15/2021	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
01/15/2021	POV	Mileage	7 28	TRAVELER	
01/26/2021	TDY Voucher Fee	Transxn Fees	14 50	EFT	

Per Diem Allowances

Trip#: 1 — Total Per Diem Allowances: 1,348 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
01/10/2021	188 00/ 76 00	186 00	186 00	57 00	57 00				
01/11/2021	188 00/ 76 00	186 00	186 00	76 00	76 00				
01/12/2021	188 00/ 76 00	186 00	186 00	76 00	76 00				
01/13/2021	188 00/ 76 00	186 00	186 00	76 00	76 00				
01/14/2021	188 00/ 76 00	186 00	186 00	76 00	76 00				
01/15/2021	188 00/ 76 00	0 00	0 00	57 00	57 00				

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,384 04
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 628 65	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 235 39	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 930 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 418 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 7 28	
Expense Category: Other	Fiscal Year: 2020	Amount: 139 05	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 11 17	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 50	
		Total:	2,384 04

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 50
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,944 26
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	425 28

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	2,384 04

Totals by Payment Method

EFT Total	14 50
IBA Total	1,944 26
TRAVELER Total	425 28

Attachments Attachments Exist

Audits

Audit Name	Result	Reason
DAILY EXPENSE THRESH	FAIL	TNC (e g , Lyft, Uber) for 01/10/2021 exceeds the daily threshold of 100 00 Review expense and dollar amount claimed If accurate, enter a justification
	Traveler Justification:	Approved for distance from airport to hotel
CLASS OF SERVICE AIR BUS	FAIL	TICKET: 1006383184, DEPARTURE DATE: 01/10/21 (CLASS OF SERVICE C NOT ALLOWED) Provide a justification for selecting a Business class reservation
	Traveler Justification:	Selected standard flight available in concur

Document History 02/16/2021 Voucher: T00DDKO

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	01/26/2021	8:17AMEST	ALLEN, DIANA CARMEN	
SIGNED	01/26/2021	4 58PMEST	LEMOS, KATHERINE ANDREA	
ADJUSTED	01/27/2021	6:12AMEST	NGUYEN, DAI C	
ADJUSTED	01/27/2021	6:38AMEST	Morris, Sabrina	
ADJUSTED	01/27/2021	7 02AMEST	NGUYEN, DAI C	
EXAMINED	01/27/2021	7 04AMEST	NGUYEN, DAI C	
APPROVED	01/27/2021	8 04AMEST	LAWSON, MICHELE RENATA	
PENDING	01/27/2021	8 04AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	01/27/2021	8 05AMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

______________________________ __________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ______________
Traveler/Preparer Signature: ______________
Date: ______________
Approver Name: ______________
Approver Signature: ______________
Date: ______________

Document Header Information

Document Type:	Authorization	Document Name:	T00D60P
Travel Authorization Number:	T00D60P	Trip Name:	Trip from San Diego to Washington
TA Date:	05/22/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	CONFERENCE INTERNAL	Document Detail:	Leadership Meetings regarding Strategic Planning session
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Leadership Meetings regarding Strategic Planning session

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
06/01/20	06/05/20	DISTRICT OF COLUMBIA, DC	CONFERENCE INTERNAL	256 00 / 76 00

Document Totals

Total Expenses:	2,140 78
Reimbursable Expenses:	2,126 03
Non-Reimbursable Expenses:	14 75
Advance Authorized:	2,126 03
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	513 22	513 22
Local Trans	230 00	230 00
Lodging-PerDiem	1,024 00	1,024 00
M&IE-PerDiem	342 00	342 00
Mileage	6 90	6 90
TMC Fee	9 91	9 91
Transxn Fees	14 75	00
Total Expenses:	2,140 78	2,126 03

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006298714		513 22
COMM-CARR	United	1006298714		00
LODGE	[redacted]	1006298714	Washington, DC,DC	1,024 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday June 01, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jun 01 United 546
San Diego, CA (USA) (IntL Apt) 06/01/2020 8:45AM
Confirmation Number: DQ4M2K

Duration: 4 Hours 50 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 06/01/2020 4:35PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 513 22 USD

Hotel

[redacted]

Jun 01 Checking in: 06/01/2020

Checking out: 06/05/2020
Total Rate: 1,024 00 USD

Air

Friday June 05, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Jun 05 United 2303
Washington, DC (USA) (Dulles Apt) 06/05/2020 5:30PM

Duration: 5 Hours 27 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 06/05/2020 7:57PM

Confirmation Number: DQ4M2K

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1 — Total Non-Per Diem Expenses: 774 78 — Total Per Diem Expenses: 1,366 00

Date	Description	Category	Cost	Pay Method	Per Diem
05/22/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
05/28/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
06/01/2020	Airfare	Com Carrier - I	513 22	IBA	
06/01/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
06/01/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
06/01/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
06/01/2020	POV	Mileage	6 90	TRAVELER	
06/02/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
06/02/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/03/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
06/03/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/04/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
06/04/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/05/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
06/05/2020	Taxi	Local Trans	30 00	IBA	
06/05/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*

Per Diem Allowances

Trip#: 1 — Total Per Diem Allowances: 1,366 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
06/01/2020	256 00/ 76 00	256 00	256 00	57 00	57 00				
06/02/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/03/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/04/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/05/2020	256 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,140 78
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 513 22	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 230 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,024 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 342 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 6 90	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 9 91	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 75	
		Total:	2,140 78

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 75
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,777 13
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	348 90

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	2,140 78

Totals by Payment Method

EFT Total	14 75
IBA Total	1,777 13
TRAVELER Total	348 90

Attachments

No Attachments Exist

Audits

Audit Name	Result	Reason

Document History 01/25/2021 Authorization: T00D60P

 LEMOS, KATHERINE ANDREA. [redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/22/2020	12:03PMEST	Sabrina Morris	
SIGNED	05/27/2020	6:17PMEST	Morris, Sabrina	
SUPERVISOR	05/29/2020	12:25PMEST	BROWN, ANNA Maria	
ADJUSTED	05/29/2020	12:29PMEST	NGUYEN, DAI C	
EXAMINED	05/29/2020	12:33PMEST	NGUYEN, DAI C	
APPROVED	05/29/2020	1:38PMEST	LAWSON, MICHELE RENATA	
PENDING	05/29/2020	1:38PMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	05/29/2020	1:39PMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

______________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ________________
Traveler/Preparer Signature: ________________
Date: ________________
Approver Name: ________________
Approver Signature: ________________
Date: ________________

Document Header Information

Document Type:	Authorization	Document Name:	T00D6K8
Travel Authorization Number:	T00D6K8	Trip Name:	Multi-Segment Trip
TA Date:	06/15/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	Will participate in various meeting with external Federal Executives and CSB staff in Washington, DC and will meet with CSB staff in Denver, CO
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Will participate in various meeting with external Federal Executives and CSB staff in Washington, DC and will meet with CSB staff in Denver, CO

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
06/22/20	06/26/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	256 00 / 76 00
06/26/20	07/01/20	JEFFERSON COUNTY, CO	INFORMATION MEETING	195 00 / 76 00

Document Totals

Total Expenses:	3,389 06
Reimbursable Expenses:	3,374 31
Non-Reimbursable Expenses:	14 75
Advance Authorized:	3,374 31
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	1,039 60	1,039 60
Local Trans	175 00	175 00
Lodging-PerDiem	1,414 00	1,414 00
M&IE-PerDiem	722 00	722 00
Mileage	13 80	13 80
TMC Fee	9 91	9 91
Transxn Fees	14 75	00
Total Expenses:	3,389 06	3,374 31

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006306555		1,039 60
COMM-CARR	United	1006306555		00
COMM-CARR	United	1006306555		00
LODGE	[redacted]	1006306555	Washington, DC,DC	1,024 00
LODGE	[redacted]	1006306555	Lakewood,CO	585 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday June 22, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jun 22	United 546 San Diego, CA (USA) (IntL Apt) 06/22/2020 8:45AM Confirmation Number: N519NB	Duration: Unknown Nonstop Washington, DC (USA) (Dulles Apt) 06/22/2020 4:39PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2 Cost 1,039 60 USD

Hotel

[redacted]

Jun 22	Checking in: 06/22/2020	Checking out: 06/26/2020 Total Rate: 1,024 00 USD

Air

Friday June 26, 2020

DCA-Washington, DC (USA) to DEN-Denver, CO (USA) (De

Jun 26	United 202 Washington, DC (USA) (National Apt) 06/26/2020 8:10AM Confirmation Number: N519NB	Duration: Unknown Nonstop Denver, CO (USA) (Denver IntL Apt) 06/26/2020 10:09AM
	Flight Information Distance 1471 miles No Seat Assigned	Emissions 573 7 lbs of CO2

Hotel

Sunday June 28, 2020

[redacted]

Jun 28	Checking in: 06/28/2020	Checking out: 07/01/2020 Total Rate: 585 00 USD

Air

Wednesday July 01, 2020

DEN-Denver, CO (USA) (De to SAN-San Diego, CA (USA)

Jul 01	United 1108 Denver, CO (USA) (Denver IntL Apt) 07/01/2020 11:40AM Confirmation Number: N519NB	Duration: Unknown Nonstop San Diego, CA (USA) (IntL Apt) 07/01/2020 1:02PM
	Flight Information Distance 851 miles No Seat Assigned	Emissions 365 9 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	1,253 06	Total Per Diem Expenses:	2,136 00
Date	**Description**	**Category**	**Cost**	**Pay Method**	**Per Diem**
06/15/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
06/15/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
06/22/2020	Airfare	Com Carrier - I	1,039 60	IBA	
06/22/2020	Taxi	Local Trans	100 00	IBA	
06/22/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/22/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020		M&IE-PerDiem	00		*
06/22/2020	POV	Mileage	6 90	TRAVELER	
06/23/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/23/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/23/2020		M&IE-PerDiem	00		*
06/23/2020		M&IE-PerDiem	00		*
06/23/2020		M&IE-PerDiem	00		*
06/23/2020		M&IE-PerDiem	00		*
06/23/2020		M&IE-PerDiem	00		*
06/23/2020		M&IE-PerDiem	00		*
06/24/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/24/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/24/2020		M&IE-PerDiem	00		*
06/24/2020		M&IE-PerDiem	00		*
06/24/2020		M&IE-PerDiem	00		*
06/24/2020		M&IE-PerDiem	00		*
06/24/2020		M&IE-PerDiem	00		*
06/24/2020		M&IE-PerDiem	00		*
06/25/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/25/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/25/2020		M&IE-PerDiem	00		*
06/25/2020		M&IE-PerDiem	00		*
06/25/2020		M&IE-PerDiem	00		*
06/25/2020		M&IE-PerDiem	00		*
06/25/2020		M&IE-PerDiem	00		*
06/25/2020		M&IE-PerDiem	00		*
06/26/2020	Lodging	Lodging-PerDiem	00	IBA	*
Comment:	No lodging incurred Stay with family member				
06/26/2020		Lodging-PerDiem	00		*
06/26/2020		Lodging-PerDiem	00		*
06/26/2020		Lodging-PerDiem	00		*
06/26/2020		Lodging-PerDiem	00		*
06/26/2020		Lodging-PerDiem	00		*
06/26/2020		Lodging-PerDiem	00		*
06/26/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/26/2020		M&IE-PerDiem	00		*
06/26/2020		M&IE-PerDiem	00		*
06/26/2020		M&IE-PerDiem	00		*
06/26/2020		M&IE-PerDiem	00		*
06/26/2020		M&IE-PerDiem	00		*
06/26/2020		M&IE-PerDiem	00		*
06/27/2020	Lodging	Lodging-PerDiem	00	IBA	*
Comment:	No lodging incurred Stay with family member				
06/27/2020		Lodging-PerDiem	00		*
06/27/2020		Lodging-PerDiem	00		*
06/27/2020		Lodging-PerDiem	00		*
06/27/2020		Lodging-PerDiem	00		*
06/27/2020		Lodging-PerDiem	00		*
06/27/2020		Lodging-PerDiem	00		*
06/27/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/27/2020		M&IE-PerDiem	00		*
06/28/2020	Lodging	Lodging-PerDiem	00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/28/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/28/2020		M&IE-PerDiem	00		*
06/29/2020	Lodging	Lodging-PerDiem	195 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
06/29/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
06/30/2020	Lodging	Lodging-PerDiem	195 00	IBA	*

Comment:	Conf Num: [redacted] Cmt:				
06/30/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/01/2020	TNC (e g , Lyft, Uber)	Local Trans	75 00	IBA	
Comment:	From Hotel to Airport				
07/01/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
07/01/2020	POV	Mileage	6 90	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 2,136 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
06/22/2020	256 00/ 76 00	256 00	256 00	57 00	57 00				
06/23/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/24/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/25/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
06/26/2020	195 00/ 76 00	0 00	0 00	76 00	76 00				
06/27/2020	195 00/ 76 00	0 00	0 00	76 00	76 00				
06/28/2020	195 00/ 76 00	0 00	0 00	76 00	76 00				
06/29/2020	195 00/ 76 00	195 00	195 00	76 00	76 00				
06/30/2020	195 00/ 76 00	195 00	195 00	76 00	76 00				
07/01/2020	195 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
Space on scheduled contract flight is not available in time to accomplish the purpose of travel	
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	3,389 06
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 1,039 60	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 175 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,414 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 722 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 13 80	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 9 91	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 75	
		Total:	3,389 06

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 75
GARNCSB	Remote Travel - Chair	[redacted]	IBA	2,638 51
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	735 80

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	3,389 06

Totals by Payment Method

EFT Total 14 75
IBA Total 2,638 51
TRAVELER Total 735 80

Attachments

Attachments Exist

Audits

Audit Name	Result	Reason
LEAVE EXISTS	FAIL	LEAVE TAKEN Verify that leave was selected under the Per Diem Entitlements If accurate, enter a justification
	Traveler Justification:	Yes, traveler will be on personal time

Document History 01/25/2021 Authorization: T00D6K8

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	06/15/2020	2:09PMEST	Sabrina Morris	
SIGNED	06/17/2020	7:43AMEST	Morris, Sabrina	
SUPERVISOR	06/17/2020	8:07AMEST	BROWN, ANNA Maria	
ADJUSTED	06/17/2020	9:11AMEST	NGUYEN, DAI C	

SIGNED	06/17/2020	2:54PMEST	Morris, Sabrina
ADJUSTED	06/18/2020	5:54AMEST	NGUYEN, DAI C
SUPERVISOR	06/18/2020	11:21AMEST	BROWN, ANNA Maria
ADJUSTED	06/18/2020	12:04PMEST	NGUYEN, DAI C
EXAMINED	06/18/2020	12:19PMEST	NGUYEN, DAI C
APPROVED	06/18/2020	1:28PMEST	LAWSON, MICHELE RENATA
PENDING	06/18/2020	1:28PMEST	SYSUTILITY
FINANCIAL SYS ACCEPT	06/18/2020	1:32PMEST	USER, EAI

I certify that the electronic signatures listed above are valid and on file

______________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ______________
Traveler/Preparer Signature: ______________
Date: ______________
Approver Name: ______________
Approver Signature: ______________
Date: ______________

Document Header Information

Document Type:	Authorization	Document Name:	T00D75V
Travel Authorization Number:	T00D75V	Trip Name:	Trip from San Diego Intl Airport, San Diego, CA to Washington Dulles Intl Airport, Washington, DC
TA Date:	07/05/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	SPECIAL AGENCY MISSION	Document Detail:	Meetings with key stakeholders and to undergo media training to prepare for upcoming press interviews and meetings with congress
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Meetings with key stakeholders and to undergo media training to prepare for upcoming press interviews and meetings with congress

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
07/12/20	07/17/20	DISTRICT OF COLUMBIA, DC	SPECIAL AGENCY MISSION	169 00 / 76 00

Document Totals

Total Expenses:	2,261 19
Reimbursable Expenses:	2,246 44
Non-Reimbursable Expenses:	14 75
Advance Authorized:	2,246 44
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	759 73	759 73
Local Trans	200 00	200 00
Lodging-PerDiem	845 00	845 00
M&IE-PerDiem	418 00	418 00
Mileage	13 80	13 80
TMC Fee	9 91	9 91
Transxn Fees	14 75	00
Total Expenses:	2,261 19	2,246 44

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006313571		759 73
COMM-CARR	United	1006313571		00
LODGE	[redacted]	1006313571	Washington, DC,DC	845 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Sunday July 12, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jul 12 United 546
San Diego, CA (USA) (IntL Apt) 07/12/2020 8:45AM
Confirmation Number: G1FRF6

Duration: 4 Hours 53 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 07/12/2020 4:38PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 759 73 USD

Hotel

[redacted]

Jul 12 Checking in: 07/12/2020

Checking out: 07/17/2020
Total Rate: 845 00 USD

Air

Friday July 17, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Jul 17 United 2303
Washington, DC (USA) (Dulles Apt) 07/17/2020 5:30PM

Duration: 5 Hours 27 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 07/17/2020 7:57PM

Confirmation Number: G1FRF6

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1 — Total Non-Per Diem Expenses: 998 19 — Total Per Diem Expenses: 1,263 00

Date	Description	Category	Cost	Pay Method	Per Diem
07/05/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
07/06/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
07/12/2020	Airfare	Com Carrier - I	759 73	IBA	
07/12/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
07/12/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: CANCEL BY 4 PM HOTEL TIME DAY OF ARRIVAL				
07/12/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
07/12/2020	POV	Mileage	6 90	TRAVELER	
07/13/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: CANCEL BY 4 PM HOTEL TIME DAY OF ARRIVAL				
07/13/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/14/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: CANCEL BY 4 PM HOTEL TIME DAY OF ARRIVAL				
07/14/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/15/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: CANCEL BY 4 PM HOTEL TIME DAY OF ARRIVAL				
07/15/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/16/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: CANCEL BY 4 PM HOTEL TIME DAY OF ARRIVAL				
07/16/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/17/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
07/17/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
07/17/2020	POV	Mileage	6 90	TRAVELER	

Per Diem Allowances

Trip#: 1 — Total Per Diem Allowances: 1,263 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
07/12/2020	169 00/ 76 00	169 00	169 00	57 00	57 00				
07/13/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/14/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/15/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/16/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/17/2020	169 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	1,876 79
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 630 58	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 166 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 701 35	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 346 94	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 11 45	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 8 23	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 12 24	
Org: GARNCSB	Label: Training Travel - Chair	Acct Code: [redacted]	384 40
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 129 15	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 34 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 143 65	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 71 06	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 2 35	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 1 68	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 2 51	
		Total:	2,261 19

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	12 24
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,506 16
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	358 39
GARNCSB	Training	[redacted]	EFT	2 51

	Travel - Chair			
GARNCSB	Training Travel - Chair	[redacted]	IBA	308 48
GARNCSB	Training Travel - Chair	[redacted]	TRAVELER	73 41

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	1,876 79
GARNCSB	Training Travel - Chair Total	[redacted]	384 40

Totals by Payment Method

EFT Total	14 75
IBA Total	1,814 64
TRAVELER Total	431 80

Attachments

Attachments Exist

Audits

Audit Name	Result	Reason
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance to provide
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance to provide

Document History 01/25/2021 Authorization: T00D75V

Copyright 1989-2009 Concur Government Edition: Concur Inc. LEMOS, KATHERINE ANDREA. [redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	07/05/2020	11:49PMEST	KATHERINE LEMOS	
SIGNED	07/07/2020	5:27AMEST	Morris, Sabrina	
SUPERVISOR	07/07/2020	6:33AMEST	BROWN, ANNA Maria	
ADJUSTED	07/07/2020	6:41AMEST	NGUYEN, DAI C	
ADJUSTED	07/07/2020	8:18AMEST	NGUYEN, DAI C	
EXAMINED	07/07/2020	8:23AMEST	NGUYEN, DAI C	
APPROVED	07/08/2020	5:41AMEST	LAWSON, MICHELE RENATA	
PENDING	07/08/2020	5:41AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	07/08/2020	5:42AMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

______________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name:	____________
Traveler/Preparer Signature:	____________
Date:	____________
Approver Name:	____________
Approver Signature:	____________
Date:	____________

Document Header Information

Document Type:	Authorization	Document Name:	T00D7JI
Travel Authorization Number:	T00D7JI	Trip Name:	Trip from San Diego to Washington (Stakeholder-Business Meeting)
TA Date:	07/19/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	Traveling to conduct Business Meeting and meet with agency stakeholders
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose: Traveling to conduct Business Meeting and meet with agency stakeholders
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
07/26/20	07/31/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	169 00 / 76 00

Document Totals

Total Expenses:	2,235 84
Reimbursable Expenses:	2,221 09
Non-Reimbursable Expenses:	14 75
Advance Authorized:	2,221 09
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	513 22	513 22
Local Trans	420 00	420 00
Lodging-PerDiem	845 00	845 00
M&IE-PerDiem	418 00	418 00
Mileage	14 96	14 96
TMC Fee	9 91	9 91
Transxn Fees	14 75	00
Total Expenses:	2,235 84	2,221 09

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006318635		513 22
COMM-CARR	United	1006318635		00
LODGE	[redacted]	1006318635	Arlington, VA	845 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Sunday July 26, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Jul 26 United 546
San Diego, CA (USA) (IntL Apt) 07/26/2020 8:45AM
Confirmation Number: N262D2

Duration: 4 Hours 53 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 07/26/2020 4:38PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 513 22 USD

Hotel

[redacted]

Jul 26 Checking in: 07/26/2020

Checking out: 07/31/2020
Total Rate: 845 00 USD

Air

Friday July 31, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Jul 31 United 2303
Washington, DC (USA) (Dulles Apt) 07/31/2020 5:30PM

Duration: 5 Hours 27 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 07/31/2020 7:57PM

Confirmation Number: N262D2

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1 — Total Non-Per Diem Expenses: 972 84 Total Per Diem Expenses: 1,263 00

Date	Description	Category	Cost	Pay Method	Per Diem
07/19/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
07/19/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
07/26/2020	Airfare	Com Carrier - I	513 22	IBA	
07/26/2020	TNC (e g , Lyft, Uber)	Local Trans	95 00	IBA	
07/26/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 191 39 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
07/26/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
07/26/2020	POV	Mileage	7 48	TRAVELER	
07/27/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Transportation from hotel to office				
07/27/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Transportation from Office to hotel				
07/27/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 191 39 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
07/27/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/28/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Transportation from hotel to office				
07/28/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Transportation from the Office to the hotel				
07/28/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 191 39 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
07/28/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/29/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	From hotel to office				
07/29/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Taxi from office to hotel				
07/29/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 191 39 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
07/29/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/30/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	Taxi from hotel to office				
07/30/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	From office tot he hotel				
07/30/2020	Lodging	Lodging-PerDiem	169 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 191 39 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
07/30/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
07/31/2020	TNC (e g , Lyft, Uber)	Local Trans	25 00	IBA	
Comment:	From hotel to office				
07/31/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
Comment:	From office to airport				
07/31/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
07/31/2020	POV	Mileage	7 48	TRAVELER	

Per Diem Allowances

Trip#: 1 — Total Per Diem Allowances: 1,263 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
07/26/2020	169 00/ 76 00	169 00	169 00	57 00	57 00				
07/27/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/28/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/29/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/30/2020	169 00/ 76 00	169 00	169 00	76 00	76 00				
07/31/2020	169 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,235 84
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 513 22	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 420 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 845 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 418 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 14 96	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 9 91	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 75	
		Total:	2,235 84

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 75
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,788 13
GARNCSB	Remote	[redacted]	TRAVELER	432 96

Travel -
Chair

Totals by Label

GARNCSB	Remote[redacted] Travel - Chair Total	2,235 84

Totals by Payment Method

EFT Total	14 75
IBA Total	1,788 13
TRAVELER Total	432 96

Attachments Attachments Exist

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance to provide
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance to provide

Document History 01/25/2021 Authorization: T00D7JI

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	07/19/2020	4:47PMEST	KATHERINE LEMOS	
SIGNED	07/22/2020	3:40PMEST	Morris, Sabrina	
SUPERVISOR	07/23/2020	8:06AMEST	BROWN, ANNA Maria	
ADJUSTED	07/23/2020	9:55AMEST	NGUYEN, DAI C	
EXAMINED	07/23/2020	9:58AMEST	NGUYEN, DAI C	
APPROVED	07/23/2020	10:10AMEST	LAWSON, MICHELE RENATA	
PENDING	07/23/2020	10:10AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	07/23/2020	10:12AMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

____ ______________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ____________________
Traveler/Preparer Signature: ____________________
Date: ____________________
Approver Name: ____________________
Approver Signature: ____________________
Date: ____________________

Document Header Information

Document Type:	Authorization	Document Name:	T00D8PA
Travel Authorization Number:	T00D8PA	Trip Name:	Trip from San Diego to Washington
TA Date:	08/22/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	Stakeholder and Public Meetings, Interviews
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Stakeholder and Public Meetings, Interviews

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
08/30/20	09/04/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	169 00 / 76 00

Document Totals

Total Expenses:	2,530 84
Reimbursable Expenses:	2,516 09
Non-Reimbursable Expenses:	14 75
Advance Authorized:	2,516 09
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	513 22	513 22
Local Trans	360 00	360 00
Lodging-PerDiem	1,200 00	1,200 00
M&IE-PerDiem	418 00	418 00
Mileage	14 96	14 96
TMC Fee	9 91	9 91
Transxn Fees	14 75	00
Total Expenses:	2,530 84	2,516 09

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006333456		513 22
COMM-CARR	United	1006333456		00
LODGE	[redacted]	1006333456	Washington, DC,DC	1,200 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Sunday August 30, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Aug 30 United 546
San Diego, CA (USA) (IntL Apt) 08/30/2020 8:54AM
Confirmation Number: NWFJ9V

Duration: Unknown Nonstop
Washington, DC (USA) (Dulles Apt) 08/30/2020 4:48PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 513 22 USD

Hotel

[redacted]

[redacted]

Aug 30 Checking in: 08/30/2020

Checking out: 09/04/2020
Total Rate: 1,200 00 USD

Air

Friday September 04, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Sep 04 United 2303
Washington, DC (USA) (Dulles Apt) 09/04/2020 5:50PM

Duration: Unknown Nonstop
San Diego, CA (USA) (IntL Apt) 09/04/2020 8:13PM

Confirmation Number: NWFJ9V

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	912 84	Total Per Diem Expenses:	1,618 00
Date	Description	Category	Cost	Pay Method	Per Diem
08/22/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
08/22/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
08/30/2020	Airfare	Com Carrier - I	513 22	IBA	
08/30/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
08/30/2020	Lodging	Lodging-PerDiem	240 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
08/30/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
08/30/2020	POV	Mileage	7 48	TRAVELER	
Comment:	Roundtrip from residence to airport				
08/31/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
08/31/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
08/31/2020	Lodging	Lodging-PerDiem	240 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
08/31/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
09/01/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/01/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/01/2020	Lodging	Lodging-PerDiem	240 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
09/01/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
09/02/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/02/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/02/2020	Lodging	Lodging-PerDiem	240 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
09/02/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
09/03/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/03/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
09/03/2020	Lodging	Lodging-PerDiem	240 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
09/03/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
09/04/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
09/04/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
09/04/2020	POV	Mileage	7 48	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 1,618 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
08/30/2020	169 00/ 76 00	240 00	240 00	57 00	57 00				
08/31/2020	169 00/ 76 00	240 00	240 00	76 00	76 00				
09/01/2020	240 00/ 76 00	240 00	240 00	76 00	76 00				
09/02/2020	240 00/ 76 00	240 00	240 00	76 00	76 00				
09/03/2020	240 00/ 76 00	240 00	240 00	76 00	76 00				
09/04/2020	240 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	
ACTUAL EXPENSE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,530 84
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 513 22	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 360 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,200 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 418 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 14 96	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 9 91	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 75	
		Total:	2,530 84

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 75
GARNCSB	Remote Travel - Chair	[redacted]	IBA	2,083 13
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	432 96

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	2,530 84

Totals by Payment Method

EFT Total	14 75
IBA Total	2,083 13
TRAVELER Total	432 96

Attachments

Attachments Exist

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance to provide
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Confirm that actuals are authorized in advance and selected for lodging and/or M&IE for the appropriate trip dates If accurate, enter one of the following justifications: (a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held; (b) Costs have escalated because of special events (e g , missile launching periods, sporting events, World?s Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging; (c) Because of mission requirements; or (d) Any other reason approved within your agency
	Traveler Justification:	Hotel in close proximity to office
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance to provide

Document History 01/25/2021 Authorization: T00D8PA

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	08/22/2020	12:23PMEST	KATHERINE LEMOS	
SIGNED	08/25/2020	11:10AMEST	Morris, Sabrina	
SUPERVISOR	08/25/2020	12:02PMEST	BROWN, ANNA Maria	
ADJUSTED	08/25/2020	12:09PMEST	NGUYEN, DAI C	
ADJUSTED	08/25/2020	12:49PMEST	Morris, Sabrina	
ADJUSTED	08/25/2020	12:53PMEST	NGUYEN, DAI C	
EXAMINED	08/25/2020	12:54PMEST	NGUYEN, DAI C	
APPROVED	08/25/2020	1:29PMEST	LAWSON, MICHELE RENATA	
PENDING	08/25/2020	1:29PMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	08/25/2020	1:29PMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

______________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ____________

Traveler/Preparer Signature: ____________

Date: ____________

Approver Name: ____________

Approver Signature: ____________

Date: ____________

Document Header Information

Document Type:	Authorization	Document Name:	T00DAPG
Travel Authorization Number:	T00DAPG	Trip Name:	Trip from San Diego to Washington
TA Date:	09/30/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose:
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
10/05/20	10/09/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	257 00 / 76 00

Document Totals

Total Expenses:	2,307 10
Reimbursable Expenses:	2,292 60
Non-Reimbursable Expenses:	14 50
Advance Authorized:	2,292 60
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	578 20	578 20
Local Trans	320 00	320 00
Lodging-PerDiem	1,028 00	1,028 00
M&IE-PerDiem	342 00	342 00
Mileage	13 23	13 23
TMC Fee	11 17	11 17
Transxn Fees	14 50	00
Total Expenses:	2,307 10	2,292 60

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006349801		578 20
COMM-CARR	United	1006349801		00
LODGE	[redacted]	1006349801	Washington, DC,DC	1,028 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday October 05, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 05 United 546
San Diego, CA (USA) (IntL Apt) 10/05/2020 8:40AM
Confirmation Number: BX3HMG

Duration: 4 Hours 56 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 10/05/2020 4:36PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 578 20 USD

Hotel

[redacted]

[redacted]

Oct 05 Checking in: 10/05/2020

Checking out: 10/09/2020
Total Rate: 1,028 00 USD

Air

Friday October 09, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Oct 09 United 2303
Washington, DC (USA) (Dulles Apt) 10/09/2020 5:50PM

Duration: 5 Hours 23 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 10/09/2020 8:13PM

Confirmation Number: BX3HMG

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	937 10	Total Per Diem Expenses:	1,370 00
Date	Description	Category	Cost	Pay Method	Per Diem
09/30/2020	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
09/30/2020	TDY Voucher Fee	Transxn Fees	14 50	EFT	
10/05/2020	Airfare	Com Carrier - I	578 20	IBA	
10/05/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/05/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/05/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/05/2020	POV	Mileage	7 48	TRAVELER	
10/06/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/06/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/06/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/06/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/07/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/07/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/07/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/07/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/08/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/08/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/08/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/08/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/09/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/09/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/09/2020	POV	Mileage	5 75	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 1,370 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
10/05/2020	257 00/ 76 00	257 00	257 00	57 00	57 00				
10/06/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/07/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/08/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/09/2020	257 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,307 10
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 578 20	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 320 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,028 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 342 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 13 23	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 11 17	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 50	
		Total:	2,307 10

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 50
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,937 37
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	355 23

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	2,307 10

Totals by Payment Method

EFT Total	14 50
IBA Total	1,937 37
TRAVELER Total	355 23

Attachments No Attachments Exist

Audits

Audit Name	Result	Reason

Document History 01/25/2021 Authorization: T00DAPG

Copyright 1989-2009 Concur Government Edition: Concur Inc. LEMOS, KATHERINE ANDREA.[redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	09/30/2020	5:40PMEST	KATHERINE LEMOS	
SIGNED	10/01/2020	10:15AMEST	Morris, Sabrina	
SUPERVISOR	10/01/2020	2:32PMEST	BROWN, ANNA Maria	
ADJUSTED	10/02/2020	6:35AMEST	NGUYEN, DAI C	
EXAMINED	10/02/2020	6:37AMEST	NGUYEN, DAI C	
ADJUSTED	10/02/2020	6:38AMEST	NGUYEN, DAI C	
APPROVED	10/02/2020	6:39AMEST	NGUYEN, DAI C	
PENDING	10/02/2020	6:39AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	10/02/2020	6:39AMEST	USER, EAI	

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SIGNED DATE

Document Signatures

Traveler/Preparer Name: ______________

Traveler/Preparer Signature: ______________

Date: ______________

Approver Name: ______________

Approver Signature: ______________

Date: ______________

Document Header Information

Document Type:	Authorization	Document Name:	T00DBA0
Travel Authorization Number:	T00DBA0	Trip Name:	Trip from San Diego to Washington
TA Date:	10/16/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose:
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
10/19/20	10/23/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	257 00 / 76 00

Document Totals

Total Expenses:	2,308 83
Reimbursable Expenses:	2,294 33
Non-Reimbursable Expenses:	14 50
Advance Authorized:	2,294 33
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	578 20	578 20
Local Trans	320 00	320 00
Lodging-PerDiem	1,028 00	1,028 00
M&IE-PerDiem	342 00	342 00
Mileage	14 96	14 96
TMC Fee	11 17	11 17
Transxn Fees	14 50	00
Total Expenses:	2,308 83	2,294 33

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006357361		578 20
COMM-CARR	United	1006357361		00
LODGE	[redacted]	1006357361	Washington, DC,DC	1,028 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday October 19, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 19 United 546
San Diego, CA (USA) (IntL Apt) 10/19/2020 8:40AM
Confirmation Number: LNNBGW

Duration: 4 Hours 56 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 10/19/2020 4:36PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 578 20 USD

Hotel

[redacted]

[redacted]

Oct 19 Checking in: 10/19/2020

Checking out: 10/23/2020
Total Rate: 1,028 00 USD

Air

Friday October 23, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Oct 23 United 2303
Washington, DC (USA) (Dulles Apt) 10/23/2020 5:50PM

Duration: 5 Hours 23 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 10/23/2020 8:13PM

Confirmation Number: LNNBGW

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1 | Total Non-Per Diem Expenses: 938 83 | Total Per Diem Expenses: 1,370 00

Date	Description	Category	Cost	Pay Method	Per Diem
10/16/2020	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
10/16/2020	TDY Voucher Fee	Transxn Fees	14 50	EFT	
10/19/2020	Airfare	Com Carrier - I	578 20	IBA	
10/19/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/19/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/19/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/19/2020	POV	Mileage	7 48	TRAVELER	
Comment:	From residence to airport				
10/20/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/20/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/20/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/20/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/21/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/21/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/21/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/21/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/22/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/22/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/22/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/22/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/23/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/23/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/23/2020	POV	Mileage	7 48	TRAVELER	
Comment:	From airport to residence				

Per Diem Allowances

Trip#: 1 | Total Per Diem Allowances: 1,370 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
10/19/2020	257 00/ 76 00	257 00	257 00	57 00	57 00				
10/20/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/21/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/22/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/23/2020	257 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,308 83
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 578 20	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 320 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,028 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 342 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 14 96	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 11 17	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 50	
		Total:	2,308 83

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 50
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,937 37
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	356 96

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	2,308 83

Totals by Payment Method

EFT Total	14 50
IBA Total	1,937 37
TRAVELER Total	356 96

Attachments Attachments Exist

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance to review and provide
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance to review and provide

Document History 01/25/2021 Authorization: T00DBA0

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	10/16/2020	11:45AMEST	KATHERINE LEMOS	
SIGNED	10/16/2020	12:32PMEST	Morris, Sabrina	
SUPERVISOR	10/16/2020	2:20PMEST	BROWN, ANNA Maria	
ADJUSTED	10/16/2020	2:45PMEST	LAWSON, MICHELE RENATA	
ADJUSTED	10/16/2020	2:52PMEST	LAWSON, MICHELE RENATA	
EXAMINED	10/16/2020	3:07PMEST	LAWSON, MICHELE RENATA	
APPROVED	10/17/2020	7:14AMEST	LAWSON, MICHELE RENATA	
PENDING	10/17/2020	7:14AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	10/17/2020	7:15AMEST	USER, EAI	

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SIGNED DATE

Document Signatures

Traveler/Preparer Name: ____________________
Traveler/Preparer Signature: ____________________
Date: ____________________
Approver Name: ____________________
Approver Signature: ____________________
Date: ____________________

Document Header Information

Document Type:	Authorization	Document Name:	T00DBIX
Travel Authorization Number:	T00DBIX	Trip Name:	Trip from San Diego to Washington
TA Date:	10/22/20	Currency:	USD
Organization:	GARNCSB	Current Status:	_CANCELLED
Purpose:	INFORMATION MEETING	Document Detail:	
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose:
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
10/26/20	11/01/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	257 00 / 76 00
11/02/20	11/02/20	LINDEN, NJ	INFORMATION MEETING	126 00 / 66 00
11/03/20	11/03/20	TRAINER, PA	INFORMATION MEETING	119 00 / 56 00
11/04/20	11/06/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	188 00 / 76 00

Document Totals

Total Expenses:	4,333 83
Reimbursable Expenses:	4,319 33
Non-Reimbursable Expenses:	14 50
Advance Authorized:	4,319 33
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	578 20	578 20
Local Trans	520 00	520 00
Lodging-PerDiem	2,351 00	2,351 00
M&IE-PerDiem	844 00	844 00
Mileage	14 96	14 96
TMC Fee	11 17	11 17
Transxn Fees	14 50	00
Total Expenses:	4,333 83	4,319 33

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006360304		578 20
COMM-CARR	United	1006360304		00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday October 26, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 26	United 546 San Diego, CA (USA) (IntL Apt) 10/26/2020 8:40AM Confirmation Number: OYE34P	Duration: 4 Hours 56 Minutes Nonstop Washington, DC (USA) (Dulles Apt) 10/26/2020 4:36PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2 Cost 578 20 USD

Friday November 06, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06	United 2303 Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM Confirmation Number: OYE34P	Duration: 5 Hours 40 Minutes Nonstop San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
	Flight Information Distance 2247 miles No Seat Assigned	Emissions 876 3 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	1,138 83	Total Per Diem Expenses:	3,195 00
Date	**Description**	**Category**	**Cost**	**Pay Method**	**Per Diem**
10/22/2020	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
10/22/2020	TDY Voucher Fee	Transxn Fees	14 50	EFT	
10/26/2020	Airfare	Com Carrier - I	578 20	IBA	
10/26/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/26/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/26/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/26/2020	POV	Mileage	7 48	TRAVELER	
10/27/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	total daily transportation cost				
10/27/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/27/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/28/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Total daily transportation cost				
10/28/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/28/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/29/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Total daily transportation cost				
10/29/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/29/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/30/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Daily transportation cost				
10/30/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/30/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
10/31/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
10/31/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
11/01/2020	Lodging	Lodging-PerDiem	126 00	IBA	*
11/01/2020	M&IE	M&IE-PerDiem	66 00	TRAVELER	*
11/02/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Daily Transportation Cost				
11/02/2020	Lodging	Lodging-PerDiem	119 00	IBA	*
11/02/2020	M&IE	M&IE-PerDiem	56 00	TRAVELER	*
11/03/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Daily Transportation Cost				
11/03/2020	Lodging	Lodging-PerDiem	188 00	IBA	*
11/03/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
11/04/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Daily Transportation Cost				
11/04/2020	Lodging	Lodging-PerDiem	188 00	IBA	*
11/04/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
11/05/2020	TNC (e g , Lyft, Uber)	Local Trans	40 00	IBA	
Comment:	Daily Transportation Cost				
11/05/2020	Lodging	Lodging-PerDiem	188 00	IBA	*
11/05/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
11/06/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
11/06/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
11/06/2020	POV	Mileage	7 48	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 3,195 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
10/26/2020	257 00/ 76 00	257 00	257 00	57 00	57 00				
10/27/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/28/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/29/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/30/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/31/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
11/01/2020	126 00/ 66 00	126 00	126 00	66 00	66 00				
11/02/2020	119 00/ 56 00	119 00	119 00	56 00	56 00				
11/03/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/04/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/05/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/06/2020	188 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
Other - Agency Authorized	I have secured a room at govt per diem for a hotel indicated as not available via CONCUR I will add this hotel and confirmation number to the CONCUR reservation
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Business Public Meeting	Acct Code: [redacted]	346 71
Expense Category: Com Carrier - I	Fiscal Year: 2021		
Expense Category: Local Trans	Fiscal Year: 2021	Amount: 41 60	
Expense Category: Lodging-PerDiem	Fiscal Year: 2021	Amount: 188 08	
Expense Category: M&IE-PerDiem	Fiscal Year: 2021	Amount: 67 52	
Expense Category: Mileage	Fiscal Year: 2021	Amount: 1 20	
Expense Category: TMC Fee	Fiscal Year: 2021	Amount: 90	
Expense Category: Transxn Fees	Fiscal Year: 2021	Amount: 1 16	
Org: GARNCSB	Label: Outreach - Chair	Acct Code: [redacted]	693 41
Expense Category: Com Carrier - I	Fiscal Year: 2021		
Expense Category: Local Trans	Fiscal Year: 2021	Amount: 83 20	
Expense Category: Lodging-PerDiem	Fiscal Year: 2021	Amount: 376 16	
Expense Category: M&IE-PerDiem	Fiscal Year: 2021	Amount: 135 04	
Expense Category: Mileage	Fiscal Year: 2021	Amount: 2 40	
Expense Category: TMC Fee	Fiscal Year: 2021	Amount: 1 78	
Expense Category: Transxn Fees	Fiscal Year: 2021	Amount: 2 32	
Org: GARNCSB	Label: Remote	Acct Code:	3,293 71

	Travel - Chair [redacted]		
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 439 44	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 395 20	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,786 76	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 641 44	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 11 36	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 8 49	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 11 02	
		Total:	4,333 83

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Business Public Meeting	[redacted]	EFT	1 16
GARNCSB	Business Public Meeting	[redacted]	IBA	276 83
GARNCSB	Business Public Meeting	[redacted]	TRAVELER	68 72
GARNCSB	Outreach - Chair	[redacted]	EFT	2 32
GARNCSB	Outreach - Chair	[redacted]	IBA	553 65
GARNCSB	Outreach - Chair	[redacted]	TRAVELER	137 44
GARNCSB	Remote Travel - Chair	[redacted]	EFT	11 02
GARNCSB	Remote Travel - Chair	[redacted]	IBA	2,629 89
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	652 80

Totals by Label

GARNCSB	Business Public Meeting Total	[redacted]	346 71
GARNCSB	Outreach - Chair Total	[redacted]	693 41
GARNCSB	Remote Travel - Chair Total	[redacted]	3,293 71

Totals by Payment Method

EFT Total	14 50
IBA Total	3,460 37
TRAVELER Total	858 96

Attachments

No Attachments Exist

Audits

Audit Name	Result	Reason

Document History 01/25/2021 Authorization: T00DBIX

 LEMOS, KATHERINE ANDREA.[redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	10/22/2020	8:20PMEST	KATHERINE LEMOS	
SIGNED	10/23/2020	6:00AMEST	Morris, Sabrina	
SUPERVISOR	10/23/2020	6:22AMEST	BROWN, ANNA Maria	
ADJUSTED	10/23/2020	7:29AMEST	NGUYEN, DAI C	
ADJUSTED	10/23/2020	7:57AMEST	NGUYEN, DAI C	
ADJUSTED	10/23/2020	8:05AMEST	Morris, Sabrina	
ADJUSTED	10/23/2020	8:15AMEST	Morris, Sabrina	
ADJUSTED	10/23/2020	8:23AMEST	NGUYEN, DAI C	
ADJUSTED	10/26/2020	8:12AMEST	NGUYEN, DAI C	
_CANCELLED	10/26/2020	8:13AMEST	NGUYEN, DAI C	

I certify that the electronic signatures listed above are valid and on file

______________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ____________
Traveler/Preparer Signature: ____________
Date: ____________
Approver Name: ____________
Approver Signature: ____________
Date: ____________

Document Header Information

Document Type:	Authorization	Document Name:	T00DBO5
Travel Authorization Number:	T00DBO5	Trip Name:	Trip from San Diego Intl Airport, San Diego, CA to Washington Dulles Intl Airport, Washington, DC
TA Date:	10/27/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
Purpose:
Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
10/28/20	11/06/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	257 00 / 76 00

Document Totals

Total Expenses:	4,564 61
Reimbursable Expenses:	4,550 11
Non-Reimbursable Expenses:	14 50
Advance Authorized:	4,550 11
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	1,240 30	1,240 30
Local Trans	440 00	440 00
Lodging-PerDiem	1,968 00	1,968 00
M&IE-PerDiem	722 00	722 00
Mileage	14 96	14 96
Other	153 68	153 68
TMC Fee	11 17	11 17
Transxn Fees	14 50	00
Total Expenses:	4,564 61	4,550 11

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006361762		578 20
COMM-CARR	United	1006361762		00
LODGE	[redacted]	1006361762	Washington, DC,DC	1,968 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Wednesday October 28, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 28 United 546
San Diego, CA (USA) (IntL Apt) 10/28/2020 8:40AM
Confirmation Number: A2JN36

Duration: 4 Hours 56 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 10/28/2020 4:36PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 578 20 USD

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 28 United 546
San Diego, CA (USA) (IntL Apt) 10/28/2020 8:40AM
Confirmation Number: A2JN36

Duration: 4 Hours 56 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 10/28/2020 4:36PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 578 20 USD

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 28 United 546
San Diego, CA (USA) (IntL Apt) 10/28/2020 8:40AM
Confirmation Number: A2JN36

Duration: 4 Hours 56 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 10/28/2020 4:36PM

Flight Information

Distance 2247 miles | Emissions 876 3 lbs of CO2
No Seat Assigned | Cost 578 20 USD

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 28 United 546 — Duration: 4 Hours 56 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 10/28/2020 8:40AM — Washington, DC (USA) (Dulles Apt) 10/28/2020 4:36PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned — Cost 578 20 USD

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Oct 28 United 546 — Duration: 4 Hours 56 Minutes Nonstop
San Diego, CA (USA) (IntL Apt) 10/28/2020 8:40AM — Washington, DC (USA) (Dulles Apt) 10/28/2020 4:36PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned — Cost 578 20 USD

Hotel

[redacted]

Oct 28 Checking in: 10/28/2020 — Checking out: 11/06/2020
Total Rate: 1,968 03 USD

[redacted]

Oct 28 Checking in: 10/28/2020 — Checking out: 11/06/2020
Total Rate: 1,968 03 USD

[redacted]

Oct 28 Checking in: 10/28/2020 — Checking out: 11/06/2020
Total Rate: 1,968 03 USD

[redacted]

Oct 28 Checking in: 10/28/2020 — Checking out: 11/06/2020
Total Rate: 1,968 03 USD

[redacted]

Oct 28 Checking in: 10/28/2020 — Checking out: 11/06/2020
Total Rate: 1,968 03 USD

Air

Friday November 06, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06 United 2303 — Duration: 5 Hours 40 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM — San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06 United 2303 — Duration: 5 Hours 40 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM — San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06 United 2303 — Duration: 5 Hours 40 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM — San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06 United 2303 — Duration: 5 Hours 40 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM — San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Nov 06 United 2303 — Duration: 5 Hours 40 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 11/06/2020 5:50PM — San Diego, CA (USA) (IntL Apt) 11/06/2020 8:30PM
Confirmation Number: A2JN36

Flight Information
Distance 2247 miles — Emissions 876 3 lbs of CO2
No Seat Assigned

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	1,874 61	Total Per Diem Expenses:	2,690 00
Date	Description	Category	Cost	Pay Method	Per Diem
10/27/2020	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
10/27/2020	TDY Voucher Fee	Transxn Fees	14 50	EFT	
10/28/2020	Airfare	Com Carrier - I	578 20	IBA	
10/28/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
10/28/2020	Lodging	Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE				
10/28/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
10/28/2020	POV	Mileage	7 48	TRAVELER	
10/28/2020	Taxes - Lodging/Domestic	Other	38 42	IBA	
10/29/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/29/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
10/29/2020	Lodging	Lodging-PerDiem	257 00	IBA	*

Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
10/29/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
10/29/2020	Taxes - Lodging/Domestic		Other	38 42	IBA	
10/30/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
10/30/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
10/30/2020	Lodging		Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
10/30/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
10/30/2020	Taxes - Lodging/Domestic		Other	38 42	IBA	
10/31/2020	Lodging		Lodging-PerDiem	257 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
10/31/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
10/31/2020	Taxes - Lodging/Domestic		Other	38 42	IBA	
11/01/2020	Lodging		Lodging-PerDiem	188 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
11/01/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
11/02/2020	Airfare		Com Carrier - I	473 10	IBA	
11/02/2020	Train		Com Carrier - I	129 00	IBA	
11/02/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/02/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/02/2020	Lodging		Lodging-PerDiem	188 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
11/02/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
11/03/2020	Train		Com Carrier - I	30 00	IBA	
11/03/2020	Train		Com Carrier - I	30 00	IBA	
11/03/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/03/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/03/2020	Lodging		Lodging-PerDiem	188 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
11/03/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
11/04/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/04/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/04/2020	Lodging		Lodging-PerDiem	188 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
11/04/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
11/05/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/05/2020	TNC (e g , Lyft, Uber)		Local Trans	20 00	IBA	
11/05/2020	Lodging		Lodging-PerDiem	188 00	IBA	*
Comment:	Conf Num [redacted] Cmt: CXL: 24HRS PRIOR TO CHECKIN TO AVOID 1NT FEE					
11/05/2020	M&IE		M&IE-PerDiem	76 00	TRAVELER	*
11/06/2020	TNC (e g , Lyft, Uber)		Local Trans	100 00	IBA	
11/06/2020	M&IE		M&IE-PerDiem	57 00	TRAVELER	*
11/06/2020	POV		Mileage	7 48	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 2,690 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
10/28/2020	257 00/ 76 00	257 00	257 00	57 00	57 00				
10/29/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/30/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
10/31/2020	257 00/ 76 00	257 00	257 00	76 00	76 00				
11/01/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/02/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/03/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/04/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/05/2020	188 00/ 76 00	188 00	188 00	76 00	76 00				
11/06/2020	188 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Business Public Meeting	Acct Code: [redacted]	723 84
Expense Category: Lodging-PerDiem	Fiscal Year: 2021	Amount: [redacted]	
Expense Category: M&IE-PerDiem	Fiscal Year: 2021	Amount: 133 00	
Expense Category: Other	Fiscal Year: 2021	Amount: 76 84	
Org: GARNCSB	Label: Outreach - Chair	Acct Code: [redacted]	1,270 10
Expense Category: Com Carrier - I	Fiscal Year: 2021	Amount: [redacted]	
Expense Category: Local Trans	Fiscal Year: 2021	Amount: 80 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2021	Amount: 376 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2021	Amount: 152 00	
Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	2,570 67
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: [redacted]	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 360 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,078 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 437 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 14 96	
Expense Category: Other	Fiscal Year: 2020	Amount: 76 84	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 11 17	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 50	
		Total:	4,564 61

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Business Public Meeting	[redacted]	IBA	590 84
GARNCSB	Business Public Meeting	[redacted]		
GARNCSB	Outreach - Chair	[redacted]	IBA	1,118 10
GARNCSB	Outreach - Chair	[redacted]	TRAVELER	152 00
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 50
GARNCSB	Remote Travel - Chair	[redacted]	IBA	2,104 21
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	451 96

Totals by Label

GARNCSB	Business Public Meeting Total	[redacted]	723 84
GARNCSB	Outreach - Chair Total	[redacted]	1,270 10
GARNCSB	Remote Travel - Chair Total	[redacted]	2,570 67

Totals by Payment Method

EFT Total	14 50
IBA Total	3,813 15
TRAVELER Total	736 96

Attachments Attachments Exist

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance to review and provide
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance to review and provide

Document History 01/25/2021 Authorization: T00DBO5

 LEMOS, KATHERINE ANDREA. [redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	10/27/2020	10:12AMEST	Sabrina Morris	
SIGNED	10/27/2020	10:48AMEST	Morris, Sabrina	
SUPERVISOR	10/27/2020	11:14AMEST	BROWN, ANNA Maria	
ADJUSTED	10/27/2020	11:47AMEST	NGUYEN, DAI C	
EXAMINED	10/27/2020	12 08PMEST	NGUYEN, DAI C	
APPROVED	10/27/2020	12:10PMEST	LAWSON, MICHELE RENATA	
PENDING	10/27/2020	12:10PMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	10/27/2020	12:12PMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

________________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ________________
Traveler/Preparer Signature: ________________
Date: ________________
Approver Name: ________________
Approver Signature: ________________
Date: ________________

Document Header Information

Document Type:	Authorization	Document Name:	T00DCDO
Travel Authorization Number:	T00DCDO	Trip Name:	Trip from San Diego to Washington
TA Date:	11/18/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	Agency activities and events
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	CARD HOLDER
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	Katherine Lemos@csb gov
Office Phone:	2022617617	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Agency activities and events

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
11/30/20	12/04/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	188 00 / 76 00

Document Totals

Total Expenses:	1,976 83
Reimbursable Expenses:	1,962 33
Non-Reimbursable Expenses:	14 50
Advance Authorized:	1,962 33
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	578 20	578 20
Local Trans	280 00	280 00
Lodging-PerDiem	736 00	736 00
M&IE-PerDiem	342 00	342 00
Mileage	14 96	14 96
TMC Fee	11 17	11 17
Transxn Fees	14 50	00
Total Expenses:	1,976 83	1,962 33

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	1006370854		578 20
COMM-CARR	United	1006370854		00
LODGE	[redacted]	1006370854	Washington, DC,DC	736 00

Trip Itinerary

From: SAN-San Diego, CA (USA) (IntL. Apt) TO: IAD-Washington, DC (USA) (Dulles Apt)

Air

Monday November 30, 2020

SAN-San Diego, CA (USA) to IAD-Washington, DC (USA)

Nov 30 United 546
San Diego, CA (USA) (IntL Apt) 11/30/2020 8:50AM
Confirmation Number: OJZX7J

Duration: Unknown Nonstop
Washington, DC (USA) (Dulles Apt) 11/30/2020 4:21PM

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2
Cost 578 20 USD

Hotel

[redacted]

Nov 30 Checking in: 11/30/2020

Checking out: 12/04/2020
Total Rate: 736 00 USD

Air

Friday December 04, 2020

IAD-Washington, DC (USA) to SAN-San Diego, CA (USA)

Dec 04 United 2303
Washington, DC (USA) (Dulles Apt) 12/04/2020 5:50PM

Duration: Unknown Nonstop
San Diego, CA (USA) (IntL Apt) 12/04/2020 8:30PM

Confirmation Number: OJZX7J

Flight Information
Distance 2247 miles
No Seat Assigned

Emissions 876 3 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	898 83	Total Per Diem Expenses:	1,078 00
Date	Description	Category	Cost	Pay Method	Per Diem
11/18/2020	Travel Fee	TMC Fee	11 17	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
11/18/2020	TDY Voucher Fee	Transxn Fees	14 50	EFT	
11/30/2020	Airfare	Com Carrier - I	578 20	IBA	
11/30/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
11/30/2020	Lodging	Lodging-PerDiem	184 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
11/30/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
11/30/2020	POV	Mileage	7 48	TRAVELER	
12/01/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
12/01/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
12/01/2020	Lodging	Lodging-PerDiem	184 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
12/01/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
12/02/2020	Lodging	Lodging-PerDiem	184 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
12/02/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
12/03/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
12/03/2020	TNC (e g , Lyft, Uber)	Local Trans	20 00	IBA	
12/03/2020	Lodging	Lodging-PerDiem	184 00	IBA	*
Comment:	Conf Num: [redacted] Cmt:				
12/03/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
12/04/2020	TNC (e g , Lyft, Uber)	Local Trans	100 00	IBA	
12/04/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
12/04/2020	POV	Mileage	7 48	TRAVELER	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 1,078 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
11/30/2020	188 00/ 76 00	184 00	184 00	57 00	57 00				
12/01/2020	188 00/ 76 00	184 00	184 00	76 00	76 00				
12/02/2020	188 00/ 76 00	184 00	184 00	76 00	76 00				
12/03/2020	188 00/ 76 00	184 00	184 00	76 00	76 00				
12/04/2020	188 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	1,976 83
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 578 20	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 280 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 736 00	
Expense Category: M&IE-PerDiem	Fiscal Year: 2020	Amount: 342 00	
Expense Category: Mileage	Fiscal Year: 2020	Amount: 14 96	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 11 17	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 50	
		Total:	1,976 83

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 50
GARNCSB	Remote Travel - Chair	[redacted]	IBA	1,605 37
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	356 96

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	1,976 83

Totals by Payment Method

EFT Total	14 50
IBA Total	1,605 37
TRAVELER Total	356 96

No Attachments Exist

Attachments

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Finance to review and provide
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Finance to review and provide

Document History 01/25/2021 Authorization: T00DCDO

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	11/18/2020	4:51PMEST	KATHERINE LEMOS	
SIGNED	11/20/2020	2:55PMEST	Morris, Sabrina	
SUPERVISOR	11/20/2020	4:13PMEST	BROWN, ANNA Maria	
ADJUSTED	11/23/2020	7:18AMEST	NGUYEN, DAI C	
ADJUSTED	11/23/2020	7:23AMEST	NGUYEN, DAI C	
ADJUSTED	11/24/2020	9:57AMEST	NGUYEN, DAI C	
ADJUSTED	11/24/2020	10:02AMEST	NGUYEN, DAI C	
ADJUSTED	11/24/2020	12:00PMEST	NGUYEN, DAI C	
EXAMINED	11/24/2020	12:08PMEST	NGUYEN, DAI C	
ADJUSTED	11/24/2020	12:08PMEST	NGUYEN, DAI C	
APPROVED	11/25/2020	3:58AMEST	LAWSON, MICHELE RENATA	
PENDING	11/25/2020	3:58AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	11/25/2020	4:00AMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

______________________________ ______________

SIGNED DATE

Document Signatures

Traveler/Preparer Name:	______________
Traveler/Preparer Signature:	______________
Date:	______________
Approver Name:	______________
Approver Signature:	______________
Date:	______________

Kimball

Kimball Office Inc.
a subsidiary of Kimball International, Inc.
P 800.482.1818 | F 800.311.0059
FEIN 35-1688210 | D-U-N-S® Number 006365803 | BN # 123577348
GSA Contract Holder GS-03F-059DA

REMIT TO:

PO BOX 93096
Chicago IL, 60673-3096

INVOICE

Billing Address

BPD-Accounts Payable Branch
CSB-CHEMICAL SAFETY & HAZARD
INVESTIGATION BOARD
WASHINGTON DC 20006

Shipping Address

SYSTEMS CONNECTIONS
8839 GREENWOOD PL
SAVAGE, MD 20763-9728

Information

Invoice Number	93254589A
Invoice Date	11/04/2020
Purchase Order Number	95315820F00002
Purchase Order Date	09/30/2020
Delivery Number	
Sales Order Number	2213513
Payment Terms	Prompt Pay
Currency	USD
BOL Number	1001731460
Payer	6102900

Header Tag:

CLIN Item	Material	Material Description	Quantity	Unit Price	Amount
1 0241	53K3054WBSW	PRIORITY,SURF,BENCHING,RECT ,WOOD	1	296.00	296.00
2 0242	53K2454TBTDEMP	PRIORITY,TBL BASE,T,DUAL,ELEC,MAIN,PAINT	1	1,194.36	1,194.36
3 0243	53K16CMSD	PRIORITY,CBL MANAGER,SNAP-ON,DUAL STAGE	1	41.80	41.80
4 0244	99KCMU	PERKS,CABLE MGR,UNDERSURFACE,SET OF 6	1	22.40	22.40
5 0245	99KELPS	PERKS,POWER STRIP	1	32.00	32.00
6 0246	72K214829CBDRD WRW	STOW,CREDENZA,DOORS & DRAWERS,WOOD	1	1,433.60	1,433.60
7 0247	53K5457WPW	PRIORITY,WALL PANEL,BLANK,WOOD,VERT GN	1	635.60	635.60
8 0248	72K4848WPMAGG L	STOW,WALL PNL,MAGNETIC GL,PNTD	1	1,080.80	1,080.80
9 0249	72KMAG5	STOW,MAGNETS,SET OF 5	1	50.40	50.40
10 0250	72K7248WPW	STOW,WALL PNL,BLANK,WD,VERT GN	1	430.40	430.40
11 0251	71K4260MWSTPW	TEEM,MEDIA WORKSURFACE,TAPER,WOOD	1	561.60	561.60
12 0253	99KG65	PERKS,GROMMET,SILVER	1	10.80	10.80
13 0254	71K2228MLGBLY	TEEM,MEDIA LEGS,Y,BLADE,12 FOOT,METAL	1	174.24	174.24
14 0140	IBTWS	TRAXX,SUPPORT,SURFACE BRACKET	3	5.18	15.54

Kimball

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P 800.482.1818 | F 800.311.0059
FEIN 35-1688210 | D-U-N-S® Number 006365803 | BN # 123577348
GSA Contract Holder GS-03F-059DA

Invoice

Information

Invoice Number	93254589A
Invoice Date	11/04/2020
Purchase Order Number	95315820F00002
Purchase Order Date	09/30/2020

CLIN Item	Material	Material Description	Quantity	Unit Price	Amount
15 0255	75K4810MPW	DOCK,TRAINING,MODESTY PANEL,WOOD	1	178.37	178.37
16 0160	TTWMT144	TRAXX,144W,EXTRUSION,SET OF TWO	1	175.13	175.13
17 0170	TTET40	TRAXX,40H,FULL END TRIM	2	35.57	71.14
18 0180	TTCFC	TRAXX,FASTENER CONCEALMENT	1	10.67	10.67
19 0190	FIT6037A	TRAXX,TILE,ACOUSTICAL	1	160.12	160.12
20 0200	FIT4837A	TRAXX,TILE,ACOUSTICAL	1	141.52	141.52
21 0256	KCCG006	CSGDS,LOCK CORE-SILVER,KEY 006	2	10.80	21.60
22 0220	FWWR2468W	FOOTPRINT,VERT STOR,WRB,HNG R,WD	1	1,205.05	1,205.05
23 0257	K20TMAUCASTS	WISH,TASK,AL WB,U SEAT,C ARM,STS	1	847.20	847.20
24 0240	INSTALL	INSTALL FEE	1	900.00	900.00

Subtotal	**$9,690.34**
Tax	**$ 0.00**
Total	**$9,690.34**

Any questions regarding payment of this invoice, please contact Connie S. Nigg 812-481-6118 Connie.Nigg@kimballinternational.com

Document Header Information

Document Type:	Authorization	Document Name:	T00D5E8
Travel Authorization Number:	T00D5E8	Trip Name:	Trip from San Diego to Washington
TA Date:	04/23/20	Currency:	USD
Organization:	GARNCSB	Current Status:	FINANCIAL SYS ACCEPT
Purpose:	INFORMATION MEETING	Document Detail:	Transitioning of agency information as new appointed Chairperson
Type Code:	SINGLE TRIP		

Traveler Profile

Name:	LEMOS, KATHERINE ANDREA	ID:	1001535076
TID:	[redacted]	Organization:	GARNCSB
Title:		Duty Station:	
Security Cl:		Card:	INVITEE/DETAILEE
Office Address:	1750 Pennsylvania Ave , NW Suite 910 Washington, DC 20006	EMAIL:	[redacted]
Office Phone:	2023416456	Cell Phone:	
Home Address:	[redacted]	Home Phone:	[redacted]
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1

Purpose: Transitioning of agency information as new appointed Chairperson

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
04/26/20	05/01/20	DISTRICT OF COLUMBIA, DC	INFORMATION MEETING	256 00 / 76 00

Document Totals

Total Expenses:	3,120 04
Reimbursable Expenses:	2,785 29
Non-Reimbursable Expenses:	334 75
Advance Authorized:	00
Advance Requested:	00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com Carrier - I	805 71	00
Loc Tran CBA	320 00	00
Local Trans	60 00	00
Lodging-PerDiem	1,280 00	00
M&IE-PerDiem	418 00	00
Mileage	11 50	00
Rental Car	175 17	00
Rental Car Gas	25 00	00
TMC Fee	9 91	00
Transxn Fees	14 75	00
Total Expenses:	3,120 04	00

Trip 1 Details

Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	Southwest	1006292322		00
COMM-CARR	Southwest	1006292322		00
COMM-CARR	United	1006292322		805 71
COMM-CARR	United	1006292322		00
LODGE	St Regis	1006292322	Washington, DC,DC	1,280 00
RENTAL	Enterprise	1006292322		175 17

Trip Itinerary

From: IAD-Washington, DC (USA) (Dulles Apt) TO: DEN-Denver, CO (USA) (Denver IntL. Apt)

Air

Sunday April 26, 2020

SAN-San Diego, CA (USA) to DEN-Denver, CO (USA) (De

Apr 26 Southwest 3063
San Diego, CA (USA) (IntL Apt) 04/26/2020 6:30AM
Confirmation Number: V3AS26

Duration: 2 Hours 30 Minutes Nonstop
Denver, CO (USA) (Denver IntL Apt) 04/26/2020 10:00AM

Flight Information
Distance 851 miles
No Seat Assigned

Emissions 365 9 lbs of CO2

DEN-Denver, CO (USA) (De to IAD-Washington, DC (USA)

Apr 26 Southwest 5481
Denver, CO (USA) (Denver IntL Apt) 04/26/2020 10 50AM
Confirmation Number: V3AS26

Duration: 3 Hours 30 Minutes Nonstop
Washington, DC (USA) (Dulles Apt) 04/26/2020 4:20PM

Flight Information
Distance 1448 miles
No Seat Assigned

Emissions 564 7 lbs of CO2

Hotel

[redacted]

Apr 26	Checking in: 04/26/2020	Checking out: 05/01/2020 Total Rate: 1,280 00 USD

Car

Car Rental at IAD-Washington, DC (USA)

Apr 26	Enterprise Picking Up 04/26/2020 4:20PM Picking Up at IAD-Washington, DC (USA) Confirmation Number: 1317611493COUNT	Returning 05/01/2020 8:30AM Returning to IAD-Washington, DC (USA) Total Rate: 175 17 USD

Air

Friday May 01, 2020

IAD-Washington, DC (USA) to DEN-Denver, CO (USA) (De

May 01	United 1018 Washington, DC (USA) (Dulles Apt) 05/01/2020 8:30AM Confirmation Number: I9ZTEL	Duration: 4 Hours 1 Minute Nonstop Denver, CO (USA) (Denver IntL Apt) 05/01/2020 10:31AM
	Flight Information Distance 1448 miles No Seat Assigned	Emissions 564 7 lbs of CO2 Cost 805 71 USD

DEN-Denver, CO (USA) (De to SAN-San Diego, CA (USA)

May 01	United 1108 Denver, CO (USA) (Denver IntL Apt) 05/01/2020 11:25AM Confirmation Number: I9ZTEL	Duration: 2 Hours 12 Minutes Nonstop San Diego, CA (USA) (IntL Apt) 05/01/2020 12:37PM
	Flight Information Distance 851 miles No Seat Assigned	Emissions 365 9 lbs of CO2

Expenses

Trip#: 1 — Total Non-Per Diem Expenses: 1,422 04 Total Per Diem Expenses: 1,698 00

Date	Description	Category	Cost	Pay Method	Per Diem
04/23/2020	Travel Fee	TMC Fee	9 91	IBA	
Comment:	OTRS Domestic-Intl w-Air-Rail				
04/23/2020	TDY Voucher Fee	Transxn Fees	14 75	EFT	
04/26/2020	Parking/Tolls (CBA)	Loc Tran CBA	64 00	CBA	
04/26/2020	Parking/Tolls	Local Trans	60 00	TRAVELER	
Comment:	airport parking (estimated)				
04/26/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 256 00 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
04/26/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
04/26/2020	POV	Mileage	5 75	TRAVELER	
04/26/2020	Rental Car	Rental Car	175 17	IBA	
Comment:	Conf Num: [redacted] COUNT Cmt:				
04/27/2020	Parking/Tolls (CBA)	Loc Tran CBA	64 00	CBA	
04/27/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 256 00 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
04/27/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
04/28/2020	Parking/Tolls (CBA)	Loc Tran CBA	64 00	CBA	
04/28/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 256 00 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
04/28/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
04/29/2020	Parking/Tolls (CBA)	Loc Tran CBA	64 00	CBA	
04/29/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 256 00 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
04/29/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
04/30/2020	Parking/Tolls (CBA)	Loc Tran CBA	64 00	CBA	
04/30/2020	Lodging	Lodging-PerDiem	256 00	IBA	*
Comment:	Conf Num: [redacted] Cmt: 256 00 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 1DAYS BEFORE ARRIVAL				
04/30/2020	M&IE	M&IE-PerDiem	76 00	TRAVELER	*
05/01/2020	Airfare	Com Carrier - I	805 71	IBA	
05/01/2020	M&IE	M&IE-PerDiem	57 00	TRAVELER	*
05/01/2020	POV	Mileage	5 75	TRAVELER	
05/01/2020	Gas-Rental/Govt Vehicle	Rental Car Gas	25 00	TRAVELER	

Per Diem Allowances

Trip#: 1 — Total Per Diem Allowances: 1,698 00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
04/26/2020	256 00/ 76 00	256 00	256 00	57 00	57 00				
04/27/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
04/28/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
04/29/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
04/30/2020	256 00/ 76 00	256 00	256 00	76 00	76 00				
05/01/2020	256 00/ 76 00	0 00	0 00	57 00	57 00				

Other Authorizations

Trip#: 1

Other Authorization	Remarks
Contract fare used or No contract fare exists for city-pair market	Will allow traveler to Washington, DC in a timely manner to conduct pertinent agency business the following day
OTHER PRIVATELY-OWNED VEHICLE	

Account Summary for the Selected Trip

Org: GARNCSB	Label: Remote Travel - Chair	Acct Code: [redacted]	3,120 04
Expense Category: Com Carrier - I	Fiscal Year: 2020	Amount: 805 71	
Expense Category: Loc Tran CBA	Fiscal Year: 2020	Amount: 320 00	
Expense Category: Local Trans	Fiscal Year: 2020	Amount: 60 00	
Expense Category: Lodging-PerDiem	Fiscal Year: 2020	Amount: 1,280 00	
Expense Category:	Fiscal Year:	Amount: 418 00	

M&IE-PerDiem	2020		
Expense Category: Mileage	Fiscal Year: 2020	Amount: 11 50	
Expense Category: Rental Car	Fiscal Year: 2020	Amount: 175 17	
Expense Category: Rental Car Gas	Fiscal Year: 2020	Amount: 25 00	
Expense Category: TMC Fee	Fiscal Year: 2020	Amount: 9 91	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14 75	
		Total:	3,120 04

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
GARNCSB	Remote Travel - Chair	[redacted]	CBA	320 00
GARNCSB	Remote Travel - Chair	[redacted]	EFT	14 75
GARNCSB	Remote Travel - Chair	[redacted]	IBA	2,270 79
GARNCSB	Remote Travel - Chair	[redacted]	TRAVELER	514 50

Totals by Label

GARNCSB	Remote Travel - Chair Total	[redacted]	3,120 04

Totals by Payment Method

CBA Total	320 00
EFT Total	14 75
IBA Total	2,270 79
TRAVELER Total	514 50

Attachments Attachments Exist

Audits

Audit Name	Result	Reason
ACCT CODES EXIST	FAIL	NO ACCOUNT CODE Review the accounting selected for accuracy If accurate, try re-selecting the accounting If the re-selected accounting is correct, contact your Travel help desk for further assistance
	Traveler Justification:	Office of Finance will review and provide
PARTIAL LOA	FAIL	AUTH ACCOUNTING NOT FOUND LOA is partially completed It must be complete with all required fields before approval
	Traveler Justification:	Office of Finance will review and provide

Document History 01/25/2021 Authorization: T00D5E8

 LEMOS, KATHERINE ANDREA.[redacted]

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	04/23/2020	6:16AMEST	Sabrina Morris	
SIGNED	04/23/2020	6:33AMEST	Morris, Sabrina	
SUPERVISOR	04/23/2020	6:41AMCST	BROWN, ANNA Maria	
ADJUSTED	04/23/2020	6 50AMEST	Morris, Sabrina	
ADJUSTED	04/23/2020	7:48AMCST	NGUYEN, DAI C	
ADJUSTED	04/23/2020	10:42AMCST	NGUYEN, DAI C	
EXAMINED	04/23/2020	10:44AMCST	NGUYEN, DAI C	
APPROVED	04/23/2020	10:53AMEST	LAWSON, MICHELE RENATA	
PENDING	04/23/2020	10:53AMEST	SYSUTILITY	
FINANCIAL SYS ACCEPT	04/23/2020	10:56AMEST	USER, EAI	

I certify that the electronic signatures listed above are valid and on file

________________________________ ____________

SIGNED DATE

Document Signatures

Traveler/Preparer Name: ____________
Traveler/Preparer Signature: ____________
Date: ____________
Approver Name: ____________
Approver Signature: ____________
Date: ____________

Micropurchase Request Form

Request Date	**Sep 11, 2020**	**Requestor**	**Katherine Lemos**
Funding FY	**2020**	**Budget Line**	**Other (Please type in description)**
Justification	Furniture for Chairman Lemos' Office		

Line	Description	Qty	Unit Price	Subtotal
1.	Office Furniture	1	$9,987.67	$9987.67

TOTAL: $9987.67

Certifications	Yes
Is this an IT hardware/software purchase? (If yes, please complete the 508 certification that will appear below)	☐
Is the cost fair and reasonable for this purchase?	☑
Aggregate amount for one particular item is not foreseen to exceed $10,000 during this fiscal year and foreseeable purchases ARE NOT divided to take advantage of the micropurchase procedure	☐
I certify that the funds cited above are properly chargeable. Further, this procurement will satisfy a bona fide need of the Chemical Safety and Hazard Investigation Board for the fiscal year being charged.	☐
Required Search Certifications	**Yes**
1 - Searched http://gsaxcess.gov	☐
2 - Searched https://gsaadvantage.gov using Federal Prison Industries search (UNICOR)	☐
3 - Searched https://gsaadvantage.gov using AbilityOne search	☐
4 - Searched https://gsaadvantage.gov using Wholesale Supply Sources search	☐
5 - Searched https://gsaadvantage.gov	☑
6 - Searched http://www.buyaccessible.gov/ for a compliant product (for IT equipment)	☐

Notes on Searches: GSA Schedule: GS-03F-059DA

Payment Method:

Vendor Contact Info: Ken Wright, 703.459.9507, ken.wright@furniturespeak.com

52.232-33 Payment by Electronic Funds Transfer-System for Award Management

Contractor shall submit payment requests electronically using the Invoice Processing Platform (IPP). Information regarding IPP, including IPP Customer Support is available at www.ipp.gov or any successor site.

PAYMENT AND INVOICE QUESTIONS (IPP)

For payment and invoice questions, go to https://arc.publicdebt.treas.gov/ipp/fsippqrg.htm or contact Accounts Payable at option 7 or via email at AccountsPayable@fiscal.treasury.gov.

OVERPAYMENTS

Accounts Receivable Conversion of Check Payments to electronic funds transfer (EFT): If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an EFT. This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.

The Contractor will not receive the original check back. The Government shall destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.

Micropurchase Request Form

Request Date	**Sep 25, 2020**	**Requestor**	**Katherine Lemos**
Funding FY	**2020**	**Budget Line**	**Other (Please type in description)**
Justification	Office furniture for vacant office in Administration		

Line	Description	Qty	Unit Price	Subtotal
1.	Vacant office furniture	1	$8,895.17	$8895.17

TOTAL: $8895.17

Certifications	Yes
Is this an IT hardware/software purchase? (If yes, please complete the 508 certification that will appear below)	☐
Is the cost fair and reasonable for this purchase?	☑
Aggregate amount for one particular item is not foreseen to exceed $10,000 during this fiscal year and foreseeable purchases ARE NOT divided to take advantage of the micropurchase procedure	☐
I certify that the funds cited above are properly chargeable. Further, this procurement will satisfy a bona fide need of the Chemical Safety and Hazard Investigation Board for the fiscal year being charged.	☐
Required Search Certifications	**Yes**
1 - Searched http://gsaxcess.gov	☐
2 - Searched https://gsaadvantage.gov using Federal Prison Industries search (UNICOR)	☐
3 - Searched https://gsaadvantage.gov using AbilityOne search	☐
4 - Searched https://gsaadvantage.gov using Wholesale Supply Sources search	☐
5 - Searched https://gsaadvantage.gov	☑
6 - Searched http://www.buyaccessible.gov/ for a compliant product (for IT equipment)	☐

Notes on Searches: GSA Schedule Number:

Payment Method:

Vendor Contact Info: Diane Savard, 703.552.6312, diane.savard@furniturespeak.com

From:	Klejst, Stephen
To:	Humphrey, Shannon
Subject:	Re: Vacant Office Furniture - Funds Approval
Date:	Friday, September 18, 2020 4:02:32 PM
Attachments:	[redacted]

Approved

Stephen Klejst
Executive Director-Investigations and Recommendations
U.S. Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Avenue, NW, Suite 910
Washington, DC 20006
(202) 261-7642 (office)
(202) 515-6965 (mobile)

On: 18 September 2020 15:13,
"Humphrey, Shannon" <Shannon.Humphrey@csb.gov> wrote:

Hi Stephen,

Do you approve or disapprove of the commitment of funds for the office furniture?

Respectfully,

Mr. Shannon Humphrey
Contracting Officer
Office: 202.261.7630 I iPhone: 202.725.6394

From: Klejst, Stephen <Stephen.Klejst@csb.gov>
Sent: Thursday, September 10, 2020 11:20 AM
To: Humphrey, Shannon <Shannon.Humphrey@csb.gov>
Subject: RE: Vacant Office Furniture - Funds Approval

Thank you

From: Humphrey, Shannon <Shannon.Humphrey@csb.gov>
Sent: Thursday, September 10, 2020 11:17 AM
To: Klejst, Stephen <Stephen.Klejst@csb.gov>
Subject: RE: Vacant Office Furniture - Funds Approval

Hi Stephen,

This is for an office near the Office of Admin's space; one of the vacant Board Member's office.

Respectfully,

Mr. Shannon Humphrey
Contracting Officer
Office: 202.261.7630 | iPhone: 202.725.6394

From: Klejst, Stephen <Stephen.Klejst@csb.gov>
Sent: Thursday, September 10, 2020 7:57 AM
To: Humphrey, Shannon <Shannon.Humphrey@csb.gov>
Subject: Re: Vacant Office Furniture - Funds Approval

Shannon,

What office is this for?

Stephen Klejst
Executive Director-Investigations and Recommendations

U.S. Chemical Safety and Hazard Investigation Board

1750 Pennsylvania Avenue, NW, Suite 910

Washington, DC 20006

(202) 261-7642 (office)

(202) 515-6965 (mobile)

On: 10 September 2020 07:39,
"Humphrey, Shannon" <Shannon.Humphrey@csb.gov> wrote:

Hi Stephen,

Do you approve the commitment of funds in the amount of $8,895.17 for office furniture. This commitment will provide for the item: furniture for the vacant office via a GSA task order with Hickory Business Furniture. Please respond to this email with your approval or denial. Thank you.

Respectfully,

Mr. Shannon Humphrey
Contracting Officer
U.S. Chemical Safety and Hazard Investigation Board
Office of Administration
Office: 202.261.7630 | iPhone: 202.725.6394

[redacted]