

# CITY OF OAKLAND

## TRAVEL EXPENSE VOUCHER

Period	Batch #	Type	Item

1. Employee Name <b>CHUNG PHAN</b>		2. Position Title <b>MICROCOMPUTER SPECIALIST II</b>		3. Vendor Number <b>130552</b>	
4. Department <b>ITD</b>		5. Travel Destination <b>NEW ORLEANS</b>		6. No. of Work Days <b>3</b>	
7. Funding Source: <input type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other		8. Departure Date <b>08/03/2014</b>		9. Return Date <b>08/06/2014</b>	
10. Purpose of Travel <b>APCO 2014 Conference</b>					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles <b>0.00</b>			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

### TRAVEL EXPENSE CLAIM

13. Day of Week/Date	08/03/2014	08/04/2014	08/05/2014						TOTALS
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### TRANSPORTATION EXPENSE

14. Airplane	374.00								374.00
15. City Car Expense									0.00
16. Private Car Expense									0.00
17. Local Transportation									0.00
18. Parking									0.00
19. Tolls	35.00	37.50	10.00						82.50

### REGISTRATION

20. Registration	545.00								545.00
21. Special Fees									0.00

### SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem		56.00	56.00	56.00					168.00
23. Adj. to Per Diem									0.00

### MEALS (Per Diem)

24. Breakfast - \$11.00									0.00
25. Lunch - \$16.00									0.00
26. Dinner - \$29.00									0.00
27. Lodging	124.93	124.93	124.93						374.79
28. Telephone/Telegram									0.00
29. Baggage Handling									0.00
30. Other									0.00
TOTALS	1,078.93	\$218.43	\$190.93	\$56.00	\$0.00	\$0.00	\$0.00	\$0.00	1,544.29

31. Remarks	32. Total Advances & Prepayments	0
	33. Balance Due to (From) Claimant	1,544.29

35. Claim Approved by Department Head <i>Bryan Webster</i> 8.25.14 Signature Date		34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland <i>Chung Phan</i> 8/19/2014 Signature Date	
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Entered by

Date

Accounts Payable

Date

Refer to AI 120, Travel on City Business

travelvoucher rev. 05.08

Print

Clear

Save



CITY OF OAKLAND  
DEPARTMENT OF INFORMATION TECHNOLOGY  
TRAVEL AUTHORIZATION

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Chung Phan		2. Date 6/4/2014		3. Vendor Number 130552																																									
4. Department DIT - Wireless		5. Position Title Microcomputer Specialist II																																											
6. Travel Destination New Orleans		7. Number of Work Days 53		8. Departure Date 08/03/2014																																									
				9. Return Date 08/06/2014																																									
10. Purpose of Travel Attend APCO 2014 to obtain training related to maintenance of public safety technology																																													
11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate \$ 2,145.00		13. Name of Employee in Charge if Requestor is Department Head n/a																																									
14. Transportation <input type="checkbox"/> Use of City vehicle requested: Estimated round-trip miles _____ <input type="checkbox"/> Use of private vehicle requested: Estimated round-trip miles _____ <input type="checkbox"/> Use of rental vehicle requested <input type="checkbox"/> Upon Invoice from travel agent or common carrier, prepare check in amount of _____ <input checked="" type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated out-of-pocket costs \$ 800.00 <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Equivalent common carrier rate _____ Authorization Number _____ Payable to: _____ For: _____																																													
15. Registration or Special Fees Fees for above event \$675.00 <input type="checkbox"/> Fee will be paid by employee for later reimbursement <input type="checkbox"/> City will be billed <input checked="" type="checkbox"/> Fee to be paid in advance \$ 675.00 Make check payable to _____ and Mail check to: _____ Fees include: Dates: 08/03/2014 to 08/06/2014 Breakfast \$11.00 Lunch \$16.00 Dinner \$29.00 Lodging \$500.00																																													
16. Subsistence <input type="checkbox"/> Subsistence will be paid by employee for later reimbursement. <input type="checkbox"/> Advance requested for itemized expenditures. <input checked="" type="checkbox"/> Advance per diem requested - provided check to employee in amount of _____ Full per diem rate for 2 days @ \$56.00 /day = \$112.00 Travel per diem rates 2 days @ \$29.00 /day = \$58.00 Less: Expenses included in registration fee = \$170.00																																													
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature: [Signature] Date: 6-7-14			18. Department Remarks FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount _____																																										
19. City Manager Review (If overnight accommodations required) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature: [Signature] Date: 6/30/14			20. City Manager Remarks																																										
<table border="1"><thead><tr><th>Sub Item</th><th>Amount</th><th>Fund/SF</th><th>Organization</th><th>Account</th><th>Proj/Grant/Co</th><th>Yr</th><th>Loc</th><th>Task</th><th>Dept Specific</th></tr></thead><tbody><tr><td></td><td></td><td>4200</td><td>48241</td><td>55113</td><td>0000000</td><td></td><td></td><td>IP62</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Sub Item	Amount	Fund/SF	Organization	Account	Proj/Grant/Co	Yr	Loc	Task	Dept Specific			4200	48241	55113	0000000			IP62																					
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Entered By _____			Date _____																																										
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Refer to AI 120, Travel on City Business

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		<b>APCO 2014</b> 80 <sup>th</sup> Annual Conference & Expo AUGUST 3-6   NEW ORLEANS, LA					
RECEIPT							
		INVOICE # 37321 Tuesday, July 15, 2014					
<b>Bill To:</b> Attn: Chung Phan C/O: City of Oakland 7101 Edgewater Dr Bldg 5 Oakland, CA 94621-3001 (510) 615-5710	<b>RECEIPT For:</b> APCO 2014 Registration New Orleans Ernest N. Morial Convention Center - 8/3/2014-8/6/2014	<b>Mail Payment To:</b> APCO International 351 North Williamson Blvd. Daytona Beach, FL 32114					
<b>Registration Summary</b>							
New Orleans Ernest N. Morial Convention Center							
Member Full Conference		\$425.00					
Total Cost		\$425.00					
Total Paid		\$425.00					
Total Due		\$0.00					
<b>Payments</b>							
<b>Pay Method</b>	<b>Check/Credit Card</b>	<b>Exp</b>	<b>Card Holder</b>	<b>Amt</b>	<b>Status</b>	<b>Auth #</b>	<b>Date</b>
Amex			Chung Phan	\$425.00	Active		07/15/14
Questions? Call us at 1.888.272.6911 8 am - 5 pm EST.							



Leaders in Public Safety Communications

APCO International  
351 North Williamson Bld  
Daytona Beach, FL 32114  
Phone 386-322-2500  
[membership@apcointl.org](mailto:membership@apcointl.org)  
[www.apcointl.org](http://www.apcointl.org)

Customer #: 0004329071

Mr. Chung Phan  
Oakland, City of  
150 Frank H Ogawa Plz  
Oakland, CA 94612-1932

### Receipt

Invoice #: 272275  
Invoice Date: 07/15/2014

Description	Quantity	Price	Discount	Paid	Due
Full Tier 2 dues					\$0.00
NF Chapter - Full dues	1	\$46.40	\$0.00	\$46.40	\$0.00

### Payment Details

Date	Amount	Payment Method	Credit Card Number	Exp. Date
7/15/14	\$ 73.60	American Express	[REDACTED]	[REDACTED]
7/15/14	\$ 46.40	American Express	[REDACTED]	[REDACTED]

Invoice Total	\$120.00
Taxes	\$0.00
Amount Paid	\$120.00
PLEASE PAY	\$0.00



Chung Phan &lt;caphan@gmail.com&gt;

**eTicket Itinerary and Receipt for Confirmation E94R0B**

1 message

United Airlines, Inc. <unitedairlines@united.com>  
To: CAPHAN@gmail.com

Fri, Jul 11, 2014 at 4:54 PM

**UNITED**

A STAR ALLIANCE MEMBER

Confirmation:  
E94R0B  
Check-In >

Issue Date: July 11, 2014

Traveler  
PHAN/CHUNGMR

eTicket Number  
0162414779318

Frequent Flyer

Seats  
22E/--

**FLIGHT INFORMATION**

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Sat, 02AUG14	UA422	T	SAN FRANCISCO, CA (SFO) 10:43 PM	NEW ORLEANS, LA (MSY) 5:08 AM (03AUG)	A-320	Purchase
Wed, 06AUG14	UA729	T	NEW ORLEANS, LA (MSY) 6:27 PM	SAN FRANCISCO, CA (SFO) 8:59 PM	A-320	Purchase

**FARE INFORMATION****Fare Breakdown**

Airfare: 327.44USD  
U.S. Federal Transportation Tax: 24.56  
U.S. Flight Segment Tax: 8.00  
September 11th Security Fee: 5.00  
U.S. Passenger Facility Charge: 9.00  
Per Person Total: 374.00USD

Form of Payment:  
AMERICAN EXPRESS  
Last Four Digits [REDACTED]

eTicket Total: 374.00USD

The airfare you paid on this itinerary totals: 327.44 USD

The taxes, fees, and surcharges paid total: 46.56 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT/CHGFEE

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

**Baggage allowance and charges for this itinerary.**

Baggage fees are per traveler

Origin and destination for checked baggage	1 <sup>st</sup> bag	2 <sup>nd</sup> bag	Max wt / dim per piece
8/2/2014 San Francisco, CA (SFO) to New Orleans, LA (MSY)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)
8/6/2014 New Orleans, LA (MSY) to San Francisco, CA (SFO)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)



Chung Phan &lt;caphan@gmail.com&gt;

**eTicket Itinerary and Receipt for Confirmation E94R0B**

1 message

United Airlines, Inc. <unitedairlines@united.com>  
To: CAPHAN@gmail.com

Wed, Jul 16, 2014 at 8:28 PM

**UNITED**

A STAR ALLIANCE MEMBER

Confirmation:  
E94R0B  
Check-In >

Issue Date: July 17, 2014

Traveler	eTicket Number	Frequent Flyer	Seats
PHAN/CHUNGMR	0162415404945		31D/29D/---

**FLIGHT INFORMATION**

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Thu, 31JUL14	UA731	W	LOS ANGELES, CA (LAX) 8:32 PM	SAN FRANCISCO, CA (SFO) 10:00 PM	A-320	
Thu, 31JUL14	UA283	W	SAN FRANCISCO, CA (SFO) 10:50 PM	NEW ORLEANS, LA (MSY) 5:15 AM (01AUG)	A-319	Purchase
Wed, 06AUG14	UA729	T	NEW ORLEANS, LA (MSY) 6:27 PM	SAN FRANCISCO, CA (SFO) 8:59 PM	A-320	Purchase

**FARE INFORMATION**

Fare Breakdown		Form of Payment:
Airfare:	426.98USD	AMERICAN EXPRESS
U.S. Federal Transportation Tax:	32.02	Last Four Digits [REDACTED]
U.S. Flight Segment Tax:	12.00	
September 11th Security Fee:	7.50	
U.S. Passenger Facility Charge:	9.00	
Per Person Total:	487.50USD	
eTicket Total:	487.50USD	

The airfare you paid on this itinerary totals: 426.98 USD

The taxes, fees, and surcharges paid total: 60.52 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT/CHGFEE

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Add Collect: An additional amount for the difference in fare was charged to AMERICAN EXPRESS  
XXXXXXXXXXXX [REDACTED] on Thursday, July 17, 2014. \$113.50 USD per ticket for an  
additional total of \$113.50 USD was collected.

Additional Charges: Wed., Jul. 16, 2014/American Express [REDACTED] was charged 200.00 USD for the following:  
Change Fee / EDD 01629291687240

**Baggage allowance and charges for this itinerary.**

Telephone # (504) 299-0786  
American Taxi  
CAB COMPANY

PASSENGER'S RECEIPT, TAXICAB FARE

Date August 3<sup>rd</sup> 20 14  
Amount of Fare..... \$ 33.00  
Other Charges..... \$ 2.00  
Total..... \$ 35.00  
Driver's Name \_\_\_\_\_  
Cab Number \_\_\_\_\_

United Cabs Inc.

1634 Euterpe St. N. O. LA. 70130

(504) 522-9771 (504) 524-9606

OFFICE USE ONLY

Date 8/4/2014 Time 10:30 am ☒ pm Account # \_\_\_\_\_  
From MURIEL'S JACKSON SQUARE RESTAURANT  
To HILTON HOTEL 15  
Amount of Trip \$ 13 TIP \$ 2 Cab # \_\_\_\_\_  
Driver Name \_\_\_\_\_  
Name On Account \_\_\_\_\_  
Customer Print Name CAUNG PHAN  
Customer Signature [Signature]

Authorization #

UNITED CAB INC  
(504) 522-0629  
(504) 522-9771

CASH RECEIPT

DRIVER: \*\*\*0862  
CAB #: 0260  
DATE: 08/04/14  
Time: 12:31-12:52  
RATE #: 1  
STANDARD RATE  
Miles R1: 5.79  
TRIP #: 442  
FARE: \$17.50  
EXTRAS: \$2.00  
FUEL SUR: \$0.00  
Total: \$19.50  
For comments or  
complaints call  
(504) 658-7176

RTA

THANK YOU!

Adult Day

BUS 9481: \$ 3.00  
T-59427

ISSUED:

AUG 04 - 11:01A

EXPIRES:

--TUE--  
05 AUG 14  
at 04:00A

No. 09708775

August 4 20 14

FARE \$ 60

CAB # 60

To Hampton

524-9606 522-9771

Will you need a cab later?

Going to the airport?

May we book you for the trip?

Sightseeing and out of town trips.

Package Deliveries

Personalized Service

Over 420 Two-Way Radio Cabs

UNITED CABS, INC.  
1634 Euterpe St.  
New Orleans, LA 70130

8/10/2014

Personal Information - APCO 2014 80th Annual Conference & Expo



Event Information Start Over

USD

MAP



APCO 2014 80th Annual Conference  
& Expo  
AUG 3, 2014 - AUG 6, 2014

## Guest Information

Hilton New Orleans Riverside / Sun, Aug 3, 2014 - Wed, Aug 6, 2014 / Standard- King Bed 1 adult

### PERSONAL INFORMATION

PERSONAL INFORMATION

PAYMENT INFORMATION

Room: Standard- King Bed

Number of adults in this room: 1 Number of children: 0

#### GUEST 1

Arrival Date 8/3/14  
Prefix  
First Name  
Middle Initial  
Last Name  
Suffix  
Position/Title

Departure Date 8/6/14  
Email  
Confirm Email  
Organization  
Country SELECT COUNTRY  
Mailing Address  
Mailing Address 2  
City  
State, Zip  
Phone Number

### MAKE A RESERVATION

EDIT

Check In: SUN, AUG 3, 2014

Check Out: WED, AUG 6, 2014

Nights 3

Rooms 1

Guests 1  
Maximum 2 guests

HILTON NEW ORLEANS RIVERSIDE

USD 324.00

STANDARD- KING BED  
1 adult, 3 nights

SUBTOTAL:

USD 324.00

### OTHER INFORMATION

Additional Requests

Smoking Preference: NON-SMOKING

Accessible

Hotel rewards program:

Yes, I'd like to be notified about the upcoming event specials and promotions. See our Terms & Conditions

Show room policies

Proceed to Payment Information

NEXT

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Travel Breakdown for New Orleans (8/3 – 8/6)

Airfare: SFO-DFW-MSY - \$700 (estimated based on current rate)

Round Trip = \$523 w/tax (Connection in LAX & Dallas)

\$25 bag fee (each way) = \$50

\$100 Ground transportation for entire trip

Lodging: \$500 (estimated based on current rate)

Conference Hotel – Hilton Convention Center

\$108 per night including (\$35 taxes) x 3 nights = \$429

## Your Trip to New Orleans, LA

Aug 3, 2014 - Aug 6, 2014 | Total price: **\$523<sup>00</sup>** Only 6 tickets left at this price!

## Flights

Change Flights Show Details

## Aug 3, 2014 - Departure

2 stops

Total travel time: 8h 20m

 San Francisco  
SFO 7:10am  
American Airlines 1232  
Economy/Coach (N)

Los Angeles  
LAX 8:40am

1h 30m


Layover: 1h 10m

 Los Angeles  
LAX 9:50am  
American Airlines 2474  
Economy/Coach (N)

Dallas  
DFW 2:55pm

3h 5m

Layover: 1h 15m

 Dallas  
DFW 4:10pm  
American Airlines 1585  
Economy/Coach (N)


New Orleans  
MSY 5:30pm

1h 20m

## Aug 6, 2014 - Return

1 stop

Total travel time: 7h 0m

 New Orleans  
MSY 6:10pm  
American Airlines 1585  
Economy/Coach (S)

Dallas  
DFW 7:45pm

1h 35m

Layover: 1h 50m

 Dallas  
DFW 9:35pm  
American Airlines 1105  
Economy/Coach (S)

San Francisco  
SFO 11:10pm

3h 35m

Add a Hotel

## Residence Inn New Orleans

## Downtown

1 Room, 3 Nights, Standard Room, 1 Bedroom

Book later +\$523

Book with flight + \$287

SAVE  
**\$236**

## The Ritz-Carlton, New Orleans

1 Room, 3 Nights, Deluxe Room

Book later +\$783

Book with flight + \$747

SAVE  
**\$36**

## Royal Sonesta Hotel

1 Room, 3 Nights, Standard Room

Book later +\$519

Book with flight + \$397

SAVE  
**\$122**

## Trip Summary

## San Francisco to New Orleans

Aug 3, 2014 - Aug 6, 2014

1 Ticket: Roundtrip

* Traveler 1: Adult	\$523.00
Flight	\$441.87
Taxes & Fees	\$81.13
Travelocity Booking Fee	\$0.00

Total: **\$523<sup>00</sup>**

All prices quoted in US dollars.

## Travelocity Price Guarantee

Congratulations! You're getting the lowest possible rate. We guarantee it.

## Important Flight Information

We want you to know the airline you're traveling with has the following restrictions regarding your flight.

- Tickets are nonrefundable and nontransferable. A fee of \$200.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- The airline may charge additional fees for checked baggage or other optional services.

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American Express® Card

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Learn How

We'll show you hotels you can pair with your selected flight.

Trip savings includes any individual item discounts, as well as savings from reduced taxes and service fees.

#### Add a Car

##### Economy 2/4Door Car from Alamo

1 car Chevy Spark  
Counter in terminal

Book with flight  
+ \$141

##### Compact 2/4Door Car from Alamo

1 car Chevrolet Spark  
Counter in terminal

Book with flight  
+ \$141

##### Midsize 2/4Door Car from Alamo

1 car Toyota Corolla  
Counter in terminal

Book with flight  
+ \$156

Trip savings includes any individual item discounts, as well as savings from reduced taxes and service fees.

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