

City of Oakland TRAVEL EXPENSE VOUCHER

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| years aga | I |
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| FOR | RACCOUNT | Ting USE (| DNLY |
|--------|----------|------------|------|
| Period | Batch# | Туре | Item |
| | | | |
| | | | |

| 1. Employee Name | · · · · · · · · · · · · · · · · · · · | <u> </u> | 2. Positio | n Title | | | 3. Vendo | r Number | | |
|---------------------------|---------------------------------------|---------------|------------|--|--|--|---------------------|--|---|--|
| Teresa Deloach Rea | ad | | Fire Ch | | | ĺ | 108550 | | | |
| 4. Department | | | | Destination | | | 6. No. of Work Days | | | |
| | | | - F | | | • | | | | |
| Oakland Fire Depart | ment | | Sacram | ento, CA | | | Two | | | |
| 7. Funding Source: | □ Budgeted | | 8. Departu | ure Date | | • | 9. Return | Date | | |
| X Funds Available | □ Other | | January | 9, 2013 | | | January | 10, 2013 | | |
| 10. Purpose of Travel | • | | | | | | | · · · · · · · · · · · · · · · · · · · | | |
| Attend meeting of the | e California N | /letro Fire C | Chiefs | | • | | | | | |
| 11. If City Vehicle Used: | | | | | 12. If Pri | vate Vehicle Use | d: | | · · · · · · · · · · · · · · · · · · · | |
| Vehicle Numbe | er | Mod | el · | | , | License N | ο. | | | |
| Odometer Reading | Star | t | E | nd | | Mod | el | | | |
| Miles | | | | | | /ehicle Approved | for City | Yes 🗆 | No □ | |
| | ······ | | TRA | AVEL EXPEN | SE CLAIM | | | | | |
| 13. Day of Week/Date | Thurs 1/9 | Fri 1/10 | | | | | | | TOTALS | |
| | | 1,4 - | TRAN | SPORTATION | N EXPENSE | | | | | |
| 14. Airplane | | | | | | | | | | |
| 15. City Car Expense | | | | | | N. | | ; | | |
| 16. Private Car Expense | | | | | | | | | | |
| 17. Local Transportation | <u> </u> | | | | | | | | | |
| 18. Parking | | | | | | | | | | |
| 19. Tolls | | | | | | <u> </u> | <u> </u> | | · | |
| | T | | , A | REGISTRAT | ION | | | | | |
| 20. Registration | \$131.00 | | ļ | | | | <u> </u> | | 13 | |
| 1. Special Fees | <u></u> | | <u> </u> | <u> </u> | | | <u></u> | <u>. </u> | | |
| 0 F.J. D. D' | | | SUBSISTE | NCE EXPEN | SE (Per Dien | 1) | T | | | |
| 2. Full Per Diem | | | | | | <u> </u> | | · | <u> </u> | |
| 3. Adj. to Per Diem | | <u>:</u> | <u> </u> | //EALS (Per D | uiom) | | <u> </u> | | | |
| 4. Breakfast | . 1 | | 1 | TEALS (FEI D | 16111) | - | f | T | | |
| 5. Lunch | | | | | - | | · | | | |
| 6. Dinner | | | | 4 | | | | | | |
| 7. Lodging | \$131.94 | | | - | | | | | \$131.94 | |
| 8. Telephone/Telegram | Ψ,σ,.σ, | | | - | - | | | | ψ101.84 | |
| 9. Baggage Handling | | · | | † | | | <u> </u> | | | |
| D. Other | | | | 1 | | | - | <u> </u> | <u> </u> | |
| OTALS | | | | | | | | <u> </u> | \$262.94 | |
| I. Remarks | | · | | 32. Total Ad | vances & Pre | pavments | | | \$260.00 | |
| | | *, * | | | | | | | Ψ200.00 | |
| | | | | 33. Balance | Due to (From) |) Claimant | · | | \$2.94 | |
| 5. Claim Approved by Depa | rtment Head | | ···· | 34. I certify II | nder nenalty | of perjury that the | above is a t | rue statement | ' ' | |
| repair ripproved by beha | 1 | ; | | incurred by n | ne in official b | usiness for the C | ity of Oaklan | d i | 0.0036 | |
| 1. | | | | | $\overline{}$ | | | | | |
| March 1 | 1, | ı | 110/10 | 0 | | 4 | | 1 | | |
| | Mologur | Date | /18/13 | le | cson | sec | て | -15-13 | 3 | |
| 1 1 | 71. | | | Signature | | | | Date | | |
| V | \cup | | | | | | | | *************************************** | |
| nd/SF### Organization / | Vecciliate de la | ro/Granta | V) | | Таск | Dept/Specific/ | Vanadini di Mari | ACCOUNTIN | CHICE CHISCS | |

| 1 " | | () | | | Signature | | | | Date | 3 |
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| id/SF | Organization | Accounted | Pro/Grant | Missell and the | Lock Traff | Task | DeptiSpecific | Amount | ACCOUNTING USE O | NLY |
| 1010 | 20110 | 55114 | 0 | 13 | PS15 | | | \$2.94 | Gheck North 1888 | |
| | | | | - | | | | | Date | |
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| | • | | | | | | | | |
| Entered by | | | Date | Ā | Accounts Pay | able | | | Date |
| | • | | | | | | | | |

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
916-447-1700
http://www.starwood.com/



| Deloach Reed, Teresa | Page Number | 1 | Invoice Nbr | 1000067415 |
|--|--------------|------------|---------------------------|------------|
| Oakland Fire Dep 150 | Guest Number | 1389988 | Arrive Date | 01-09-2013 |
| Suite 3354 | Folio ID | A | Depart Date | 01-10-2013 |
| Oakland, CA 94612 | No. Of Guest | 1 | | |
| | Room Number | 1420 | the state of the state of | |
| A STATE OF THE STA | Time | 01-10-2013 | 13:29 | . 14 |

Invoice

| Date: Rei | Serence Description | Charge | s, v. Credits |
|----------------|---------------------|----------------------|------------------|
| 01-09-2013 RTI | L420 Group SMERF | \$99.0 | 0. |
| 01-09-2013 RTI | Room Charge, Ta | x/Assessments \$14.9 | |
| 01-09-2013 RT1 | 420 Self Parking | \$18.0 | |
| 01-10-2013 VM | Visa/Mastercard | | \$-131.94 |
| | ** Total | \$131.9 | 4 s-131.94 / |
| | ** Balance | \$0.0 | 0 |

For Authorization Purpose Only

Teresa Deloach Reed

| 计二段传统 羅一 化二二二 | | | |
|---------------|-------------|--------|------------|
| Date | Credit Card | Code | Authorized |
| 01-09-2013 | | 00910C | 148.50 |

EXPENSE SUMMARY REPORT

Currency: USD

| The Date | AwRm Charge | Taxes | Telephone | Other ti | L Total | Payment |
|------------|-------------|-----------|-----------|----------|----------|-----------|
| 01-09-2013 | \$99.00 | . \$14.94 | \$0.00 | \$18.00 | \$131.94 | \$0.00 |
| 01-10-2013 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$-131.94 |
| Total | \$99.00 | \$14.94 | \$0.00° | \$18.00 | \$131.94 | \$-131.94 |

As a Starwood Preferred Guest, you could have earned 198 Starpoints for this visit. Please provide your member number or enroll today.

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

Tell us about your stay. www.sheraton.com/reviews



City of Qakland TRAVEL AUTHORIZATION (See Reverse Side for Instructions) OF CITY MANAGER

| Period | 3 | 3atch | # | | Туре | Item | | |
|--------|---|-------|---|--|------|------|--|--|
| 1 1 | | | | | | | | |

| 1. Employee Name | Employee Name eresa Deloach Reed 12 DEC 10 PM 2: | | | | | | ······································ | 3. Vendor Num 1 085 50 | ber | |
|---|--|--|--|-------------|--------------------|---------------|--|--|-------------------|---|
| 3. /Department FIRE | | | 5. | Position | Title Fire | e Chief | | | ***** | |
| 6. Travel Destination | 7. Number of V | Work Davs | | Departure | | | | 9. Return Date | | |
| Sacramento, CA | Two | . | 1 | Janua | ary 9, 2 | 013 | . | January 10, 2012 | | |
| | 1 | <u> </u> | | | | | | odiladiy it | | - |
| 10. Purpose of Travel: Attend meeting | | | | | | | ···· | | | |
| 11. Funding Source | 12. Total Cost B | Estimate | 13. | . Name of | Employee | in Charge If | Requestor | is Department He | ad | • • • |
| Budgeted Other Funds Available | \$ 260.00 | | | Rebe | ecca Koz | zak, ext. | 4080 | | | 1 |
| 14. Transportation | | ······································ | | | | | | | | |
| Use of City vehicle requested: | Advance Pa | ayment | F | Reimburse | ment | | | e 1 ' | | |
| Estimated round-trip miles | _ | ut-of-pocket costs | | | | | * * . | | | - 5 |
| Use of private vehicle requested: [| Advance Pa | = | ш. | Reimburse | | | : · | ٠. | | |
| Estimated round-trip miles Use of rental vehicle requested – estimated | | ommon carrier rat | e ⊅ | | Autho | orizalion Num | Del | · · · · · · · · · · · · · · · · · · · | | |
| Upon invoice from travel agent or common carrier, | | amount of | | | | | | | | |
| Payable to: | propare enter. | | | | | | _ | 7-45 | | |
| 15. Registration or Special Fees | | | | | Fees inclu | ıde: | | Dates: | | - |
| Fees for above event \$ 131.00 | | | | | | | • | 1.1 | ٠ | |
| Fee will be paid by employee for later reimb | oursement | | | | Breakfast Lunch | 1/10/13 | | | | |
| City will be billed | | | | | Dinner | 1/9/13 | | | | |
| Fee to be paid in advance \$ 131.00 | | | | | Lodging | 3797.10 | | | | |
| Make check payable to Cal Metro C | chiefs Vend | dor # 2540(|) | | | | | | | |
| And Mail check to: AUTHO | RIZED TO HOLI | D | | | | | | | - : | |
| 16. Subsistence | | | | | | • | | | | |
| Subsistence will be paid by employee for | | | | | | 1-14 | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | |
| Advance requested for Itemized expenditure Advance per diem requested-provided ch | | | | | | • | | | | • • • • |
| Full per diem rate for days @ /day = | | in amount or ψ | | | | | | · · · | | • |
| Travel per diem rate days @ /day = | | Less: Expenses | include | d in regist | ration fee = | \$ | | e de la companya de l | | |
| 7. Department Head Review | | 18. Departi | nent Re | emarks | | | FC | R/ACCOUNTING | USECONL | Yevr |
| ** Approved | | | | • . | | | | | | |
| Nol-Approved) | 12/10 | 0/1 | | | | | AND THE RESERVE | | | |
| Chesa Beea | | //] | | • | | Da | | | | |
| Signature | Date | | | | | An | oumi(\$ | | | |
| 9. City Manager Review (if overnight accommodation | ns required) | 20. City Ma | nager R | Review | | lashing. | nasie <u>ri</u> taikitiinitäk | 314年4月16日 中国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国 | ANTENNA PERSONALA | e experience de la company de la company La company de la company de |
| Approved 6 | , , | | - | | | | | | | |
| NounAppygwed Signature | / | | | | | · . | | | | |
| swampia (no | 10 cm | • | | | | | | | | |
| Day: 12/11/12 | | | | | | | | | | |
| | | Project/Grant/ | | | | Dept | | | | |
| o Amount Flund/SFA (Organization) | 《新聞新聞》 | Cost Center/# K | V | 100 | Täsk | | Entered I | Rv | ח | ate |
| Alliculius signius avyanization | | Work(Order:) | THE PARTY OF THE P | | 建设装置 | | | -) | U | uic |
| | TO THE PROPERTY OF THE PARTY OF | nego etamonia indentisa i | 100746646 | | 154749178A000 | | | | | |
| 131.00 1010 20110 | 55212 | 0000000 | 13 | PS15 | | | | | | |
| 129.00 1010 20110 | 55114 | 0000000 | 13 | PS15 | | | Accounts | Payable | Da | le . |
| | | | | | | | | | | |

California Metropolitan Fire Chiefs Association Meeting

Wednesday, January 9, 2013 ~ 6:30 PM and Thursday, January 10, 2013 ~ 8 AM – 2 PM

Wednesday, January 9th

Spataro, 1415 L Street, Sac., 95814

6:30 PM

Business Casual

Thursday, January 10th

CA Metro Fire Chiefs Meeting

Sheraton Grand Hotel 1230 J Street, Sac., 95814 Kamilos room – third level

8 AM - 2 PM

Continental Breakfast & Lunch will be served

Lodging Sheraton Grand Hotel, Sacramento 1230 J Street, Sac., 95814

Government Rate: \$99 plus taxes. Rate includes:

- Complimentary wireless internet access in all rooms and meeting spaces.
- When making your reservation, you must identity yourself as being with CA Metro Fire Chiefs to receive the rate quoted. Reservations can be made online at http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=1247 or by calling the hotel directly at (916) 447-1700. To receive the government rate, reservations will need to be made by December 7, 2012.
- Metro Fire will provide transportation to/from airport.

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Cost \$131 Includes cost of dinner on Wednesday, January 9th and breakfast, lunch and beverages on Thursday, January 10th.

Dinner choices are:

- Grilled New York Strip
- Butternut Squash Ravioli
- Grilled Market Fish

Checks should be made payable to Metro Fire and mailed to Jill Guzman at 10545Armstrong Ave., Suite 200, Mather, CA 95655.

RSVP Please RSVP to Jill Guzman by email at guzman.jill@metrofire.ca.gov by December 7, 2012. In your RSVP, please include the following:

- Your name, agency and contact number while traveling.
- Will you be attending Dinner on January 9, 2013? If yes, please select your dinner entrée.
- Means of transportation (driving or flying). If flying and need transportation to/from the Sacramento International Airport, include flight itinerary.

Agenda Please email items that you would like added to the agenda to Jill Guzman at <u>guzman.jill@metrofire.ca.gov</u> by December 14, 2012.



City of Oakland TRAVEL EXPENSE VOUCHER

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|---------------|------------------|-----------|------|
| Period | Batch # | Type | Item |
| ACTUAL STREET | | | |

| | | _/, · | OOOMEN | | | | | | |
|---|--|--|-----------------|------------------|--|-----------------------|----------------------------------|--|---------------|
| 1. Employee Name | | | 2. Position | Title | ······································ | | 3. Vendo | r Number | 7 Q |
| Teresa Deloach Ree | ed | | Fire Chie | ef | | 3. Vendor Number 9: 2 | | 20 | |
| 4. Department | | | 5. Travel D | estination | | | | Work Days | |
| Oakland Fire Depart | ment | | Palm Spi | rings, CA | | | Two | • | |
| 7. Funding Source: | Budgeted | | 8. Departur | e Date | | | 9. Return | Date | |
| X Funds Available | □ Other | | May 19, 2 | 2013 | | | May 20 | , 2013 | |
| 10. Purpose of Travel | | | 1 . | | | | ٠,٠٠٠ | · | |
| Attend "Fire Chiefs S | Summit" mee | ting at the C | FED West | Conference | & Expo | | | | |
| 11. If City Vehicle Used: | | | | | | te Vehicle Used | | | |
| Vehicle Number | er | Mode | I | | 1.2 | License No | | | • 1 |
| Odometer Reading | Sta | | ' Er | nd | 1 | Mode | | | |
| Miles | Otal | | | | - Va | hicle Approved | | V 5 | . No C |
| WIII C S | | " | TRA | VEL EXPENSE | | Ilide Approved | ioi oity | Yes □ | No 🗆 |
| 13. Day of Week/Date | Sun 5/19 | Mon 5/20 | 1104 | T ENGL | - CLAIM | | Т | | TOTALS |
| , o, and o, reconstruction | 10017 07 10 | 111011 0/20 | TRANS | PORTATION E | XPENSE | | 1 | | TOTALS |
| 14. Airplane | 181.7 | 7 | | | | | 1 | - | 181.7 |
| 15. City Car Expense | 101 | | | | | | 1 | | 103.7 |
| 16. Private Car Expense | 237.68* | 1 | <u> </u> | | | | | | \$237.68 |
| 17. Local Transportation | | | | | | | 1 | | |
| 18. Parking | | | | | | | | | |
| 19. Tolls | | | | | | | | | |
| | | | | REGISTRATIO | N | | | | -1 |
| 20. Registration | \$150.00 | | | | | | | | 150 |
| 21. Special Fees | | | | | | | | | |
| | | | SUBSISTE | NCE EXPENSE | (Per Diem) |) | | | |
| 22. Full Per Diem | | | | | | | | | |
| 3. Adj. to Per Diem | | | | | | | | | |
| | | | M | EALS (Per Die | m) | | | | |
| 4. Breakfast | | | | | | | | | |
| 5. Lunch | | | | | | | • | | |
| 6. Dinner | 29 | 29 | | | | | | | 58 |
| 7. Lodging | \$156.50 | | | | | | | | 156,50 |
| 8. Telephone/Telegram | | | v | | | | | | |
| Baggage Handling Other | | | | - | | - | | | |
| OTALS | ₱754.00 | 00.00 | | | | | | | 0700.00 |
| | \$754.88 | \$29.00 | | | | | <u> </u> | | \$783.88 |
| 1. Remarks - #16- \$15 w | as deducted for | upgrade | | 32. Total Adva | nces & Prep | ayments | | | \$0.00 |
| | | | | 33. Balance D | ue to Claima | nt | | | \$783.88 |
| 5. Claim Approved by Dep | ertment Head | , | | 34. I certify un | der penalty o | of perjury that th | ne above is a | true statement | of costs |
| |) | | | incurred by me | r in officia l bu | usiness for the | City of Oakla | and | Recies |
| $\Lambda \Lambda$ | 1 | | | | | <i>(</i>) | | | 7/8/12 |
| A NOMA ALA. V | 1.1. | , | chalia | lre | 50 F | KILAL | 5 | /21/12 | , , |
| Januarune(V/L/L/L/L/L/L/L/L/L/L/L/L/L/L/L/L/L/L/L | MOKIN | Date k | 2/4/13 | | | 4000 | | 17.15 | |
| | | | 1 / | Signature | | | | Date | |
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| Jind/SF Organization | Contraction of the state and the state of th | Pro/Grant | | | Task | Dept Specific | PORTERIOR PROPERTY AND INC. | 22 10 X 2 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A | BUSEONLY |
| 1010 20110 | | 0 | 13 | PS15 | | ļ | \$214.50 | \$100 YEAR AND | |
| 1010 20110 | | 0 | 13 | PS15 | | | \$181.70 | | |
| 1010 20110 | 55111 | 0 | 13 | PS15 | | | \$237.68 | | |
| 1010 20110 | 55212 | 0 | 13 | PS15 | | L | \$150.00 | The state of the s | |

| Employee Name | | | 2. Position | Title | | \\ | | | |
|--|---|---------------|-------------|--|--|---|-------------------------|---|---------------------------------------|
| Teresa Deloach Ree | d | | Fire Chie | ef | | | 3168622 | Number 9: | 20 |
| 4. Department | | | 5. Travel D | estination | ······································ | | 6. No. of W | | |
| Oakland Fire Depart | ment | | Palm Spr | rings, CA | | | Two | | |
| 7. Funding Source: | □ Budgeted | | 8. Departur | e Date | | | 9. Return D | ate | |
| X Funds Available | □ Other | | May 19, 2 | 2013 | | | May 20, 2 | 2013 | |
| 10. Purpose of Travel | | ··· | | | | <u></u> | | | · · · · · · · · · · · · · · · · · · · |
| Attend "Fire Chiefs S | ummit" meet | ing at the CI | ED West | Conference | & Expo | | | | |
| 11. If City Vehicle Used: | | | | | · · · · · · · · · · · · · · · · · · · | te Vehicle Used: | | | |
| Vehicle Numbe | er | Model | | | | License No. | | | |
| Odometer Reading | Star | - | En | nd | 1 | Model . | | | |
| Viiles | | | • | | Vel | hicle Approved fo | r City | Yes □ | No □ |
| | | | TRA | VEL EXPENSE | CLAIM | | - | | |
| 13. Day of Week/Date | Sun 5/19 | Mon 5/20 | | | | | | | TOTALS |
| | | | TRANS | PORTATION E | XPENSE | | | | |
| 4. Airplane | 181.7 | | | | | | | | 181. |
| 5. City Car Expense | 100000 | | | _ | | | ** | | |
| 6. Private Car Expense | 237.68* | | | | | | | <u> </u> | \$237.68 |
| 7. Local Transportation 8. Parking | | | ······ | | | | | | |
| 9. Tolls | | | | | | | | | |
| 0. 1010 | <u> </u> | <u> </u> | | REGISTRATIO | N . | | | <u> </u> | <u></u> |
| 0. Registration | \$150.00 | | | T | | T | | | 150 |
| 1. Special Fees | 4 100100 | | | | | | | | 1 |
| | | | SUBSISTE | NCE EXPENSE | (Per Diem) | | | <u> </u> | |
| 2. Full Per Diem | · | | | | | | | | |
| 3. Adj. to Per Diem | | | | | | | | | |
| | | | M | EALS (Per Die | m) | | | | |
| 4. Breakfast | | | ····· | 1 | | | | | |
| 5. Lunch 6. Dinner | 20 | | | <u> </u> | | | | | ļ <u>-</u> |
| 7. Lodging | 29 \$156.50 | 29 | | | | | · | l | 58 456 50 |
| B. Telephone/Telegram | ψ130.30 | | | | | | | | 156,50 |
| 9. Baggage Handling | | | | | | | • | | |
| D. Other | · | | | | | | | | <u> </u> |
| OTALS | \$754.88 | \$29.00 | | | | | | | \$783.88 |
| l. Remarks - #16- \$15 wa | | | | 32. Total Adva | nces & Prep | avments | · | | \$0.00 |
| | | . • | | | | | | | |
| | | | | 33. Balance Du | | | | | \$783.88 |
| 5. Claim Approved by Dep | ertment Head | | | | | f perjury that the isiness for the Cit | | | of costs Recid |
| Λ / _Λ | | | | |), | | • | | 7/8/ |
| | Maria | Date & | 14/13 | lre | saf | Lecol | 5/ | 21/13 | 11 |
| N PORTON OF THE PROPERTY OF TH | Je Vo IV L | | 141 | Signature | | | | Date | |
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| hd/SF Organization | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | | | The property of the second sec | iask 🔻 🤫 | Dept Specific A | CHARLES STATE OF STREET | SEX | GUSEONLY |
| 1010 20110 | 55114 | 0 | 13 | | | · · · · · · · · · · · · · · · · · · · | | Check No. | |
| 1010 20110 | 55112 | 0 | 13 | PS15 | | | | Date - | |
| 1010 20110 1010 20110 | 55111 55212 | 0 | 13 13 | | | | \$237.68 | | |
| 1010] 20110] | 00212 | U | | | | L | \$150.00 | | |
| | | | | | | | | | •• |
| tered by | | Date | • | Accounts Payal | ble | | Date | | |
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|--------------|-------------------------------|--|-------------------|----------|---|
| od | Batch # | t Type | Iten | | |
| | 3 Vendor I | lumber | | | |
| | 21 19 8 5 6 | Number 9: | 28 | | |
| | 6. No. of W | | | | |
| | Two | | | | |
| | 9. Return D | ate | | | - |
| | May 20, 2 | 2013 | | | |
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| sed: | | . . | | | |
| No. | | | | | |
| odel_ | | | | | |
| ed for | r City | Yes □ | No □ | | |
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| \perp | | | | | |
| \dashv | | | \$237.6 | 58 | |
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Fare Rule(s): 5262125764322: NONTRANSFERABLE.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

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Important Check-In Reminder

Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

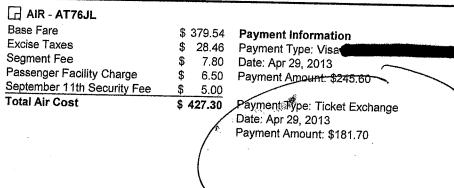


Go to Boarding School□□



Get EarlyBird Check -In™ Details□

Cost and Payment Summary

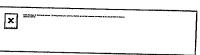




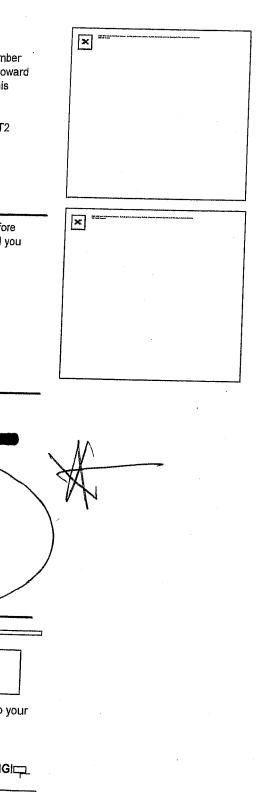
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Stay on your way with flight departure or arrival status via text message or email.

Subscribe Now ___

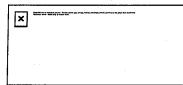


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- ² Security Fee is the government-imposed September 11th Security

See Southwest Airlines Co. Notice of Incorporation See Southwest Airlines Limit of Liability

Southwest Airlines P.O. Box 36647-1CR Dallas, TX 75235

Contact Us

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RECEIPT

Rental Agreement Number: 644694971 Vehicle Number: 58527431

YOUR INFORMATION

REED, TERESA

PAYMENT METHOD:

YOUR RENTAL

Picked up:

Date/Time:

MAY 19, 2013@03:53PM ONT

Returned:

Date/Time:

MAY 20, 2013@08:26PM

Veh Group: Full-Size Veh Charged:

Vehicle:

Full-Size TOYOTA CAMRY 4 DOOR

Odometer Out: 18882 Odometer In: 19023 Fuel Reading: Full

YOUR VEHICLE CHARGES

2 DY@ 84.99 **16**9.98 INCL. UPGRADE AT \$ 15.00/DAY
YOUR TIME AND MILEAGE: 16 169.98

YOUR TAXABLE FEES

| **10.80% | FEE | 21 | 60 |
|----------|-----|----|----|
| RSN | | 11 | |

YOUR SUBTOTAL

TAXABLE SUBTOT 203.56 TAX 8.000% 16.28

YOUR NON TAXABLE ITEMS

2.85% TAF 4.84 LOSS DAMAGE WAIVER: 18.00 CUST FAC CHARGE 10.00/RN 10.00 TOTAL CHARGES

NET CHARGES YOUR TOTAL DUE:

252.68 252.68 0.00

PAID ON VISA XX0071
**CONCESSION RECOVERY FEE CAN PROPERTY FEE CAN PROPERT

RSN 10 5 99/DY FA= 11 98*T

RENTAL AGREEMENT NUMBER 644694971 Customer Name : REED, TERESA Drivers Lic Number Methods of Payment a

2.85% TOURISM ASSESSMT FEE

RESERVATION NUMBER 33452825-US-3 SPACE NO. 1009

- Avis Car Number : 5 8 5 2 7 4 3 1

Plate Number : CA 6VBZ770

Veh Bescription : WHI TOYOTA CAMRY 4 DOOR

Odometer Out : 18802 miles

Fuel Gauge Readings Full

Pickup Date/Time: MAY 19,2013005:53 FW Pickup Localism : 3450 EAST AIRPORT DRIVE 0500 ONTARIO,CA,91761,US Return Date/Time : MAY 20,2013009:00 PM

Return Location : 3450 EAST AIRPORT DRIVE #500

ONTARIO, CA, 91741, US

Additional Fees May Apply If Changes Are Made To Your Return Date, Time And/Or Location.

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| YOUR ESTIMATED VEHICLE CHARGES | | | YOUR OPTIONAL PRODUCTS/SERVICES | | | |
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| RATE CHART | TIME AND I | MILEAGE | Personal Accident Insurance | 4.00/Day | Declined | |
| MRLY 8 63.74 | | | Personal Effects Protection | 2.95/Day | Declined | |
| DLY : 84.99 2DY | @ 84.99= | 169,98 | Additional Liability Insurance | 14.80/Day | Declined | |
| WKLY : 424.95 | | | 1 RSN 5.99/DY 41.93/WK | , | | |
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| Your Estimated Time & Mileage | | | By my approval I accept or decline | e optional ser | vices/products | |
| 10.80% Concession Recovery Fee | . | | as shown above, X_AGREED | | 3 | |
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| - Sales Tax 8.000% | \$ | | received it. If you do not, additi | | | |
| 2, 65% TAF | 1. | 4.84 | miles equals a 13.99 flat rate fee | . 075 miles a | nd above equals | |
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RULF, Damien

Loss Damage Waiver is optional. An added daily cost of 9.00 covers your responsibility for damage to our car. Check with your insurer as this may be duplicative of your own car insurence. I agree the charges listed above are estimates and that I have received all notices and terms here and in the rental lacket. No additional drawers allowed without prior written consent. Tickets, fines and admin fees to be charged to this rental.XX *** Magazine**

If you have questions regarding this rental, call us at 707-390-1441. This vehicle was rented to you by MICHELLE.

Press o

CFEDWest 2013Monday, May 20, 2013 - Thursday, May 23, 2013

Palm Springs Convention Center, Palm Springs, Ca

277 North Avenida Caballeros Palm Springs, California 92262

United States

Event Details

Phone: (909) 382-5531 (Leslie) Email: leslie@cfedwest.com Email Us

Personal Info Attendee

Agenda

Checkout

Confirmation

Personal Info Attendee

Registration ID: 55422294

Registrant: Teresa Deloach Reed

Fire Chief

City of Oakland - Fire Department

150 Frank Ogawa Plaza

Suite 3354

Oakland, CA 94612

Registration Date: 4/29/2013 2:22 PM

Type: Attendee

Status: Confirmed

Phone 1: 510-238-4080

Celi Phone (preferred): 510-755-5823

County: Alameda

Email: tdeloachreed@oaklandnet.com

Please indicate your primary affiliation:: Fire Chief

Agenda

CA Fire Chief's Association-Fire Chief's Summit



\$150.00

Fees

...... Comminantion Page 1 of 2



Thank you for your purchase!

Ontario/LA, CA

Car

Confirmation #33652825US3

Avis
Pickup: Ontario/LA, CA - ONT
Dropoff: Ontario/LA, CA - ONT
Sunday, May 19, 2013 - Monday, May
20, 2013

Car Total: \$181.50

Amount Paid \$0.00

Amount Remaining \$181.50

Trip Total

\$181.50

05/19/13 - Ontario/LA SUN

CAR

Avis - Mid-size - Ontario/LA 05/19/2013 - 05/20/2013 Driver: Teresa Reed

Rapid Rewards Numbe Confirmation # 33652825US3

MAY Pickup
19 Ontario/LA, CA - ONT Sunday, May 19, 2013
3:30 PM

Avis
Rental Counter is at the terminal.
Shuttle is provided to pick up your

Car Description Mid-size car: Group C - Chevrolet Cruze or similar

20 PM

Dropoff
Ontario/LA, CA - ONT
Monday, May 20, 2013
9:00 PM

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| Daily Rate: | 88se Rate | Mileage | Taxes & Fees |
| 2 day(s) @ \$69.99 | \$139,98 | Unlimited | \$41.52 |

Car Total \$181.50

Includes approximate taxes and fees

The minimum rental age is 25 years old on most rentals.

All drivers must have a major credit card and a valid driver's license in the driver's name.

Additional taxes, surcharges or fees may apply.

View vendor terms and conditions

Age Requirements: Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage aucharge will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted. Government Minimum Age Policy - underage surcharge will apply) with government travel or purchase order Minimum age - 18 years (no Military (FEMA, US Postar Dept., Navy and Army) and Civinan resonner militarin age - 10 years (no underage surcharge will apply) with government travel or purchase order Minimum age - 21 years (no underage surcharge will apply) with no government travel or purchase order

https://www.southwest.com/reservations/confirm-reservations.html?disc=pdc%3A1367961... 5/7/2013



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3. Vendor Number 2. Date 1. Employee Name 4/29/13 Teresa Deloach Reed 3. Department FIRE 5. Position Title Fire Chief 6. Travel Destination 8. Departure Date 7. Number of Work Days 9. Return Date Palm Springs, CA Two May 19, 2013 May 20, 2013 10. Purpose of Travel: Attend Annual Fire Chiefs Summit of California Fire Chiefs Association 11. Funding Source 12. Total Cost Estimate 13. Name of Employee in Charge if Requestor is Department Head Budgeted Other \$900.00 Rebecca Kozak, ext. 4080 Funds Available 14. Transportation Use of City vehicle requested: Advance Payment Reimbursement Estimated round-trip miles Estimated out-of-pocket costs \$ Use of private vehicle requested: Advance Payment Reimbursement Estimated round-trip miles ___ Equivalent common carrier rate \$ ___Authorization Number Use of rental vehicle requested – estimated cost: 115.00 Upon invoice from travel agent or common carrier, prepare check in amount of Airfare paid by employee for later reimbursement \$430. Payable to: 15. Registration or Special Fees Fees include: Dates: Fees for above event \$ 150.00 Breakfast Fee will be paid by employee for later reimbursement Lunch May 20 City will be billed Fee to be paid in advance \$ Make check payable to And Mail check to: 16. Subsistence Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel 136.00 Meals 69.00 Advance requested for itemized expenditures. Estimated cost Advance per diem requested-provided check to employee in amount of \$ Full per diem rate for _____ days @ ____/day = \$ __ _ days @ ____/day = \$ __ Less: Expenses included in registration fee = \$_ 17. Department Head Review 18. Department Remarks Approved Signature 20. City Manager Review Entered By Date 545.00 55112 1010 20110 0000000 14 PS15 150.00 55212 1010 20110 0000000 14 P\$15 205.00 55114 1010 20110 0000000 14 PS15 Accounts Payable Date



California Fire Chiefs Association Annual Fire Chiefs Summit

Monday, May 20, 2013 • 0700 – 1700

Palm Springs Convention Center • Catalina Room, Renaissance Hotel

277 N. Avenida Caballeros, Palm Springs, CA 92262

Register today at www.cfedwest.com

AGENDA

| | · | |
|-------------|--|---|
| 0700 - 0800 | Registration | CFEDWest Registration Booth (Convention Center) |
| 0800 - 0830 | Continental Breakfast | |
| 0830 - 0915 | Labor Law Update | Ed Zappia, Principal, Zappia Law Firm |
| 0915 - 0930 | Break | |
| 0930 – 1015 | Cal EMA/OES Update | Mark Ghilarducci, Secretary of the California Emergency Management Agency |
| 1015 - 1045 | Legislative Update/ Chapter 13 | Raymond Ramirez, Deputy Chief, Ontario FD, CA Chiefs Legislative Representative |
| 1045 - 1100 | Break | |
| 1100 – 1145 | How Are You Surviving? | Ronny Coleman, Fire Chief (Ret.) |
| 1145 – 1300 | Lunch and Networking | Hotel Foyer |
| 1300 – 1330 | Cal Chiefs Update | Demetrious Shaffer, Fire Chief, Alameda County FD, CA Chiefs President |
| 1330 – 1415 | 1797.201/.224 | Scott Clough, Assistant Chief, Director of EMS, Sacramento Metro FD |
| 1415 – 1430 | Break | |
| 1430 – 1515 | Ground Emergency Transport | Scott Clough, Assistant Chief, Director of EMS, Sacramento Metro FD |
| 1515 – 1600 | Affordable Care Act | Mike Metro, Chief Deputy, Los Angeles County FD |
| 1600 – 1700 | What Does Community Paramedicine Really Look Like? | Howard Backer, MD, EMSA Medical Director; Mark Hartwig, Fire Chief, San Bernardino County FD, CA Chiefs EMS Section President |
| 1700 – 1830 | Reception/Social Networking | Hotel Lobby |
| | | |





City of Oakland TRAVEL EXPENSE VOUCHER Y OF OAKLAND OFFICE OF CITY MANAGER

| FOR | ACCOUNT | ING/USE | DNLY |
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| 1. Employee Name | | | 2. Position | title 7 AM | J: 42 | | 3. Vendor | Number | | |
| Teresa Deloach Reed | k | | Fire Chief | | | | 108550 | | | |
| 4. Department | | | 5. Travel Destination | | | | 6. No. of \ | 6. No. of Work Days | | |
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| 7. Funding Source: | □ Budgeted | | 8. Departure | Date | | | 9. Return | Date | | |
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| 10. Purpose of Travel | | | | | | · · · · · · · · · · · · · · · · · · · | 1 | | | |
| Attend meeting of the | California M | etro Fire Ch | iefs | | | | | | | |
| 11. If City Vehicle Used: | | | | | 12. If Private | Vehicle Used: | | | | |
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| 14. Airplane | | | | 1 | | 1 | | | | |
| 15. City Car Expense | | | | - | | | | | | |
| 16. Private Car Expense | | | | + | | | | | | |
| 17. Local Transportation | | | | | | | | | | |
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| 19. Tolls | | | | | | | | | | |
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| 20. Registration | \$131.00 | | | | | | | | 131 | |
| 21. Special Fees | | | | | | | | | | |
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| 5. Lunch | | | | | | | | | | |
| 6. Dinner | | | | | | | | | | |
| 7. Lodging | \$131.94 | | | | | | | | \$131.94 | |
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| 1. Remarks | | | | 32. Total Adva | nces & Prepa | ayments | | | \$0.00 | |
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| Claim Approved by Department Head Waldy Hold Hold Hold Hold Hold Hold Hold Hold | | | | | 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 [Lessa] Lload Heed 7/12/13 | | | | | | |
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California Metropolitan Fire Chiefs Association

July 2013 Meeting ~ Sacramento, CA

| Teresa I | Deloach Reed | | Oakland | Fire Department | |
|--|---|--------------------------------------|---------------------------------|-------------------|-------------|
| Fire Chief's Name | | Depart | ment | | |
| Wednesday, July 10, 2013 | 3: Esquire Grill, 1213 5:30 PM Appetizers | K Street, Sacram , 6:00 PM Dinner | ento 95814 ~ Business Casua | al | |
| | Please select one: X Attending | | | | |
| Thursday, July 11, 2013: | CA Metro Fire Chief Sheraton Grand Hot Compagno Room 8 AM – 2 PM Continental Breakfas | el, Sacramento - | | cramento 95814 | |
| LODGING Sheraton Gran | d Sacramento – 1230 | J Street, Sacram | ento, CA 95814 | · | |
| Government Rate: \$99 plus tax When making your reservation, can be made online at <u>Sherat</u> 1700. | please identify yourself | as heing with CA | Motro Eine Chiefe to | | |
| TRANSPORTATION Please select one: X No transportation nede | Metro Fire will provide eded d ARRIVAL Airlin DEPARTURE Airlin | e: | Flight #: | Time [.] | |
| \$131 ~ Includes July 11 th | cost of dinner on We | dnesday, July 10 | th and breakfast, lu | nch and beverages | on Thursday |
| AYMENT METHOD | | | | | |
| Check (payable to Metro Fi | re) Check No.: | | | | |
| redit Card: VSA MasterGatt) | X VISA | ☐ MasterCard | ☐ Ameri | can Express | |
| Card Number | | | | | |
| Teresa Deloach Reed | | Expiratio 510-384- | | | |
| Card Holder Name LUSA See A | 1 | Card Hol | der Phone Number | | |
| Card Holder Signature | | | | | |
| fi | All forms and ch | ecks should b | e mailed to: | | |
| JI | l Guzman c/o Sacra | mento Metropo | ittan Fire District | | الكسم |

10545 Armstrong Avenue, Suite 200, Mather, CA 95655

Sheraton Grand Sacramento Hotel 1230 J Street Sacramento, CA 95814 916-447-1700 http://www.starwood.com/



Ms. Deloach Reed, Teresa

Page Number 1

Invoice Nbr

1000095392

Guest Number

Arrive Date

07-10-2013

Folio ID

A

1814

1450344

07-11-2013

No. Of Guest

1

Depart Date

Room Number

Time

07-11-2013 15:40

Invoice

| 07-10-2013 | RT1814 | Description T-Government | \$99.00 | |
|------------|--------|------------------------------|----------|-----------|
| 07-10-2013 | RT1814 | Room Charge, Tax/Assessments | \$14.94 | |
| 07-10-2013 | RT1814 | Self Parking | \$18.00 | |
| 07-11-2013 | VM | Visa/Mastercard | | \$-131.94 |
| | | ** Total | \$131.94 | \$-131.94 |
| | | ** Balance | \$0.00 | |

For Authorization Purpose Only

TERESA REED

Date

Credit Card

Code

Authorized

07-10-2013

03352C

148.50

EXPENSE SUMMARY REPORT

Currency: USD

| p 22 Dates | Rm Charge | Taxes " | Tewephone. | Other | MAPPIN TAR | |
|------------|-----------|---------|------------|---------|------------|-----------|
| 07-10-2013 | \$99.00 | \$14.94 | \$0.00 | \$18.00 | \$131.94 | \$0.00 |
| 07-11-2013 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$-131.94 |
| Total | \$99.00 | \$14.94 | \$0.00 | \$18.00 | \$131.94 | \$-131.94 |

Your SPG Account A41496029710 earned at least 198 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

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

Tell us about your stay. www.sheraton.com/reviews

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| Pe | eriod | | Batcl | i# | • | Ту | ре | Ite | m |
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| (See Reverse Side t | or instructions) | | | | | |
|---|--|--|-----------------------|--|-----------------------|------|
| 1. Employee Name Teresa De | loach Reed | | 2. Date 6/3/13 | | 3. Vendor Number | |
| 3. Department FIRE | | | 5. Position Title FIR | E CHIEF | - | |
| 6. Travel Destination | 7. Number of W | /ork Days | 8. Departure Date | ····· | 9. Return Date | |
| Sacramento, CA | Two | | July 10, 2013 | | July 11, 2013 | |
| 10. Purpose of Travel Attend Califo | ornia Metropolitan Cl | hiefs Associatio | | | | |
| 11. Funding Source | 12. Total Cost E | stimate | 13. Name of Employee | in Charge if Requesto | or is Department Head | |
| Budgeted Other | \$ 261.00 | | Rebecca Kozak | | · | |
| Funds Available | Ψ 201.00 | | Nobooda Nozak | X. 4000 | | |
| 14. Transportation | | | | | | |
| Use of City vehicle requested: | Advance Pa | | Reimbursement | | | |
| Estimated round-trip miles | | ut-of-pocket costs -0 | | | | |
| Use of private vehicle requested: Estimated round-trip miles | Advance Pa | | Reimbursement | orization Number | | |
| Use of rental vehicle requested | Equivalent co | ommon carrier rate \$ | Autho | mzation Number | , | |
| Upon invoice from travel agent or | common carrior, roimburgo | for \$ n/a Fo | ar. | | | |
| 15. Registration or Special Fees | common carrier, reimburse | 101 \$ 11/A PC | Fees incl | ude: Dates: | | |
| | | , | rees inci | ude: Dales: | | |
| Fees for above event \$ 131.00 | | 1 | Breakfast | 7/11 | | |
| Fee will be paid by employee for | later reimbursement | et e e e e e e e e e e e e e e e e e e | Lunch | 7/11 | | |
| City will be billed Fee to be paid in advance | | | Dinner | 7/10 | | |
| Make check payable to and | Mail check to | | Lodging | | | |
| 16. Subsistence | Wall Cleck to | • | | ************************************** | | |
| Subsistence will be paid by Advance requested for itemi Advance per diem requested Full per diem rate for days Travel per diem rates days @ Less: Expenses included in registration | zed expenditures. Estimate d-provided check to employed //day = \$ | ed cost \$ ee in amount of \$ | | · · · · · · · · · · · · · · · · · · · | | |
| 17. Department Head Review Approved Not Approved Signature | Date Date | 18. Departme | nt Remarks | | FOR ACCOUNTING US | |
| 19. City Manager Review (if overnight ac Approved Not Approved Signature Date | commodations required) | 20. City Mana | ger Review | | + | |
| ub Amounts Fund/SF © | rganization - Account | Project/Grant/ //Cost/Center/ Work/Order | Y/r d Tlock : Tresk | Dept Specific Ente | red By | Date |
| 15. 131.00 1010 20 | 0110 55212 | 0000000 | 14 PS 15 | | | |
| · | 0110 55114 | | 14 PS 15 | Acco | unts Payable | Date |
| | | | | | | |



OFFICE OF CITY MANAGER

INTER OFFICE MEMORANDUM

TO:

Deanna Santana

City Administrator

FROM: Teresa Deloach Reed

Fire Chief

SUBJECT: Approval of Business Travel -

DATE: June 3, 2013

California Metro Fire Chiefs Association

Meeting –July 10-11, 2013

| Approval | Date |
|----------|------|
| | |
| | |
| | |

Attached for your review are my travel authorization and the registration form for the California Metropolitan Fire Chiefs Association meeting. The estimated cost is \$261.00.

This conference is an opportunity to discuss issues of mutual importance with my California metropolitan fire chief colleagues, including by laws, dues and chiefs' reports.

A deputy chief will serve as acting chief while I am out of the city.

It is requested that the City Administrator approve my travel authorization and the requisite funding to attend this conference.

Teresa Deloach Reed Fire Chief

.

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:
Travel authorization

Flyer



| FOF | RACCOUNT | ing use (| DNLY |
|--------|----------|-----------|------|
| Period | Batch # | Type | Item |
| 11000 | | | |
| | | | |

| 16. Private Car Expense | | City of Oa TRAVEL E | kland XPENSE V | OUCHER | | · | Period | ાર√.∖(હાં⊙ા⊍ા∖ Batch # | lirlixi⊚uus≡ Type | ⊚NLY Item |
|---|----------------------------|--|-------------------|---|--|------------------|---------------|--|--|--|
| Teresa Deloach Reed | · III/AAF | | | OFFIC | ITY OF OAM IE OF CITY | ILANU MANAGER | | | | |
| Teres | 1. Employee Name | · | | 2. Position T | itle o o o | W 0. 22 | | 3. Vendor Nu | mber | |
| Cakland Fire Department | Teresa Deloach Reed | Ė | | Fire Chief | AUG ZU A | n 9:33 | | 108550 | | |
| Cakland Fire Department | 4. Department | | | 5. Travel De | stination | | <u></u> . | 6. No. of Wor | k Days | |
| X Funds Available | Oakland Fire Departn | nent | | Chicago, I | L | | | | | |
| 10. Purpose of Travel Attend annual conference of the International Association of Fire Chiefs 12. If Private Vehicle Used: | 7. Funding Source: | □ Budgeted | | 8. Departure | Date | | | 9. Return Dat | e | |
| Attend annual conference of the International Association of Fire Chiefs 11. If City Vehicle Used: Vehicle Number | X Funds Available | □ Other | | August 12 | , 2013 | | | August 18, | 2013 | |
| 11. If City Vehicle Used: | 10. Purpose of Travel | <u> </u> | | | | | | <u> </u> | | |
| Vehicle Number | Attend annual confere | ence of the In | ternational | Association | of Fire Chi | efs | | | | |
| Start | 11. If City Vehicle Used: | | | · | | 12. If Private | Vehicle Used: | | | |
| No No No No No No No No | Vehicle Number | r • | Model | | | | License No. | | | |
| TRAVEL EXPENSE CLAIM | Odometer Reading | Start | • | End | i | | Mode | | ······································ | |
| 13. Day of Week/Date | Miles | | - | : | | Veh | icle Approved | for City | Yes □ | No □ |
| TRANSPORTATION EXPENSE \$495.80 | | | | TRAV | EL EXPENSE | CLAIM | | | | |
| 14. Airplane | 13. Day of Week/Date | Mon 8/12 | Tue 8/13 | | | | Sat 8/17 | Sun 8/18 | | TOTALS |
| 15. City Car Expense | | | | TRANS | PORTATION E | XPENSE | T | <u> </u> | · . | |
| 16. Private Car Expense | | \$495.80 | | | | | | | | \$495.80 |
| 17. Local Transportation 18. Parking 19. Tolis | | | | | | | | | ļ | |
| 18. Parking | <u> </u> | | | | <u></u> | | | | | |
| 19. Tolls | | | | | | | | | | - |
| Subsistration \$645.00 | | | | | | | | | | |
| Subsistration \$645.00 | | <u> </u> | | | REGISTRATIO | N | · | L | | <u> </u> |
| Substitute Sub | 20. Registration | \$645.00 | | | | | | | | 645 |
| MEALS (Per Diem | 21. Special Fees | | | | | | | | | |
| MEALS (Per Diem) | | | | SUBSISTE | NCE EXPENS | E (Per Diem) | | | | |
| MEALS (Per Diem) | | | ., | | | | | | | |
| 24. Breakfast | 23. Adj. to Per Diem | | | # A | FALO (D D): | | | | | |
| 25. Lunch 16 16 16 16 16 16 16 16 96 26. Dinner 29 29 29 9 87 27. Lodging \$249.10 \$249.10 249.1 249.1 249.1 249.1 \$1,494.60 28. Telephone/Telegram 29. Baggage Handling 30. Other 170 TALS \$1,434.90 \$305.10 \$305.10 \$249.10 \$276.10 \$276.10 \$27.00 \$2,873.40 31. Remarks 32. Total Advances & Prepayments \$0.00 33. Balance Due to Claimant \$2,873.40 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 \$2,873.40 Signature Date \$27.13 Signature Date Date \$27.13 Signature Dept. Specific Amount ACCOUNTING USE ONLY 1010 20110 55114 0 14 PS15 \$1,732.60 Sneck No. | 24 Breakfast | · · · · · · · · · · · · · · · · · · · | 11 | | , | - | 44 | 44 | 1 | - FE |
| 26. Dinner 29 29 29 29 87 27. Lodging \$249.10 \$249.10 249.1 249.1 249.1 249.1 \$1,494.60 28. Telephone/Telegram 29. Baggage Handling 30. Other TOTALS \$1,434.90 \$305.10 \$305.10 \$249.10 \$276.10 \$276.10 \$27.00 \$2,873.40 31. Remarks 32. Total Advances & Prepayments \$0.00 \$2,873.40 33. Balance Due to Claimant \$2,873.40 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 \$1.00 \$2. | | 16 | | | | | | | | |
| 27. Lodging \$249.10 \$249.10 249.1 249.1 249.1 249.1 \$1,494.60 28. Telephone/Telegram 29. Baggage Handling 30. Other 30. Other 31. Remarks 32. Total Advances & Prepayments \$0.00 \$2,873.40 \$31. Remarks 32. Total Advances & Prepayments \$0.00 \$2,873.40 \$35. Claim Approved by Department Head 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 \$1.9/13 \$1.00 | | | | | | 10 | 10 | 10 | | |
| 28. Telephone/Telegram 29. Baggage Handling 30. Other TOTALS \$1,434.90 \$305.10 \$305.10 \$249.10 \$276.10 \$276.10 \$27.00 \$2,873.40 31. Remarks 32. Total Advances & Prepayments \$0.00 33. Balance Due to Claimant \$2,873.40 35. Claim Approved by Department Head 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 Signature Date Date 8-21-13 Signature Date | 27. Lodging | | | | 249.1 | 249.1 | 249.1 | | | |
| 30. Other ToTALS \$1,434.90 \$305.10 \$305.10 \$249.10 \$276.10 \$276.10 \$27.00 \$2,873.40 | 28. Telephone/Telegram | | | | | | | | | |
| Signature Sign | | | | | | | | | | |
| 32. Total Advances & Prepayments \$0.00 33. Balance Due to Claimant \$2,873.40 35. Claim Approved by Department Head 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 Signature Date \$-2/-/3 Signature Date Date Date Date Dept Specific Amount ACCOUNTING USE ONLY 1010 20110 55114 0 14 PS15 \$1,732.60 Check No. | | | | | ι | | | | | |
| 33. Balance Due to Claimant \$2,873.40 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 Signature Date 8-2/-/3 Signature Date Dat | TOTALS | \$1,434.90 | \$305.10 | \$305.10 | \$249.10 | \$276.10 | \$276.10 | \$27.00 | | \$2,873.40 |
| Signature Date 8-2/-/3 Signature Date 8-2/-/3 Signature Date 8-2/-/3 Signature Date 8-2/-/3 Dept Specific Amount ACCOUNTING USE ONLY 1010 20110 55114 0 14 PS15 \$1,732.60 Check No. | 31. Remarks | | | i | 32. Total Adva | inces & Prepa | yments | | | \$0.00 |
| Signature Date 8-2/-/) Date 8-2/-/) Signature Date 8-2/-/) Signature Date 8-2/-/) Date 8-2/-/) Signature Date 8-2/-/) Date 8-2/-/) Signature Date Dept Specific Amount ACCOUNTING USE ONLY 1010 20110 55114 0 14 PS15 \$1,732.60 Check No. | | | | ; | 33. Balance D | ue to Claiman | t \ | | | \$2,873.40 |
| Signature Date 8-21-13 Lusa pulouch Seed 8/19/13 Signature Date Fund/SF Organization Account Pro/Grant Yr Loc Task Dept Specific Amount ACCOUNTING USE ONLY 1010 20110 55114 0 14 PS15 \$1,732.60 Check No. | 35. Claim Approved by Depa | artment Head | | | | | | | | |
| Signature Date | Signature | | Date J | 9-21-15 | lres | a lel | our h | Run | L 8/1 | 9/13 |
| 1010 20110 55114 0 14 PS15 \$1,732.60 Check No | 1 | \mathcal{I} | Date | | Signature | | | | Date | |
| 1010 20110 55114 0 14 PS15 \$1,732.60 Check No | | A CARLON AND AND AND AND AND AND AND AND AND AN | a | | ja vente en | Teap. | Bearing and | ALL SEASONS OF | Account | A HAT AND V |
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| | | | | | | | | | Constitution of the Consti | |

| Fund/SF | Organization | Account/: | Pro/Grant, ** | Yr : | Loc | Task | Dept Specific Amount | ACCOUNTING USE ONLY |
|---------|--------------|-----------|---------------|------|------|------|----------------------|---------------------|
| 1010 | 20110 | 55114 | 0 | 14 | PS15 | | \$1,732.60 | Check No. |
| 1010 | 20110 | 55212 | 0 | 14 | PS15 | | \$645.00 | Date |
| 1010 | 20110 | 55112 | 0 | 14 | PS15 | | 495 | 8 |
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| itered by | Date | Accounts Payable | Date |
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| A DE | City of Oakland |
|------|----------------------|
| 典為 | TRAVEL AUTHORIZATION |

| Рє | riod | | Bato | ch# | | Ту | ре | lte | m |
|----|------|--|------|-----|--|----|----|-----|---|
| 1 | | | | | | | | | |

| (See Reverse Side for Instruc | tions) | | | | | · [] | | | l | J |
|---|--------------------|--------------------|------------|------------------------------|------------|--|-----------------------|-------------|--|---|
| 1. Employee Name Teresa Deloach | Reed | | 2. [| Date 5 | /8/13 | | 3. Vendor Nu | mber | | 1 |
| 3. Department FIRE | | | | 5. Position Title FIRE CHIEF | | | | | | |
| 6. Travel Destination | 7. Number of W | ork Days | 8. De | parture Dat | te | ······································ | 9. Return Dat | 9 | | |
| Chicago, IL | Seven | | Au | gust 12, | 2013 | | August 1 | 8, 2013 | | |
| 10. Purpose of Travel Attend Fire Rescue | International | (annual confe | rence | of Interr | nationa | al Associa | tion of Fire Chiefs | 3) | ······································ | |
| 11. Funding Source | 12. Total Cost E | stimate | 13. N | ame of Em | ployee in | Charge if Re | questor is Department | Head | | |
| Budgeted Other Funds Available | \$ 2803.00 | | Ret | ecca Ko | zak x | c. 4080 | | | | |
| 14. Transportation | I | | 1 | | | | | | | |
| Use of City vehicle requested: | Advance Pa | yment | Re | mbursemer | nt | | | | | |
| Estimated round-trip miles | | ut-of-pocket costs | | | • | | | | | |
| Use of private vehicle requested: | Advance Pa | • | | eimburseme | | | | | | |
| Estimated round-trip miles | Equivalent co | ommon carrier rate | \$ | | _ Authori | zation Numbe | er | | | |
| Use of rental vehicle requested | | , | · • • . | | | : | 00 | | | |
| Upon invoice from travel agent or common | | for \$550.00, and | reimb | urse for sr | iutties, a | approx. \$30 | .00 | | | |
| | el – roundtrip | | | Ea | es includ | le: Dates: | | | | |
| 15. Registration or Special Fees Fees for above event \$ 645.00 | • | | | re | es includ | ie. Dales. | | | | |
| Fee will be paid by employee for later rein | nbursement | | | Br | eakfast | 8/15 | | | | |
| City will be billed | | | | | nch | 8/15 | • | | | |
| Fee to be paid in advance | | | | Dir | nner | 8/15, 8/16 | , 8/17 | | | |
| Make check payable to | | | | Lo | dging | n/a | | | | |
| And Mail check to: | | | | | | · | | | | |
| 16. Subsistence Subsistence will be paid by employee Advance requested for itemized expe Advance per diem requested-provided | nditures. Estimate | d cost \$ | * | Hotel and | Meals- 2 | 278.00 | | | | |
| Full per diem rate for days —— | | | | | | | | | | |
| | lay = \$ | | | | | | | | | |
| Less: Expenses included in registration fee = | \$ | | | | | | | | | |
| 17. Department Head Review | | 18. Departn | ent Re | marks | | | | ING USE ON | (Ý. | |
| Approved | | To: Doparat | ,0,11,7,10 | a.ko | | | | | | |
| Not Approved | , | | | | | Oh | okiNo . | | | |
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| | 57/0 | - 1/12 | | | , | Am | ounu\$ <u>.</u> | | | |
| Signature | Date 5/8 | 77 | | | | | | | | |
| | | | | | | | | | | |
| 19. City Manager Review (if overnight accommoda | tions required) | 20. City Mar | nager R | eview | | | | | | |
| Approved | _ | | | | | | | | | |
| THE WINDSTITUTE AND A NOTICE | Mary Mary | | | | | | | | | |
| Date | | - | | | | | | | | |
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| ub) | | Project/Grant/ | | | | Dept | | | | - |
| em: Amount Fund/SF: Organizatio | n Account | (Cost Center/ | Yr : | Lock | Task | Specific | Entered By | | Date | |
| | | Work@iden | | | | | | | | |
| 14. 580.00 1010 20110 | 55112 | 0000000 | 14 | PS 15 | | | | | | |
| 15. 645.00 1010 20110 | 55212 | 0000000 | 14 | PS 15 | | | | | | |
| 16. 1578.00 1010 20110 | 55114 | 0000000 | 14 | PS 15 | | | | | | - |
| | | | | | | | Accounts Payable | ī | Date | |
| | | | | | | | | | | |



Kozak, Rebecca

From:

Event Customer Service <email_confirm@confmail.experient-inc.com>

Sent: To: Thursday, May 09, 2013 11:42 AM Deloach Reed, Teresa

Subject:

Fire-Rescue International 2013 Confirmation {FRI131:2886}



Confirmation ID: 2886 Teresa L. Deloach Reed Oakland Fire Department 150 Frank H Ogawa Plz Ste 3354 Oakland, CA 94612-2021

Dear Teresa Deloach Reed:

Thank you for registering for Fire-Rescue International (FRI) to be held Tuesday, August 13 – Saturday, August 17, 2013 in Chicago, Illinois.

Your badge, as well as other pertinent information, will be available at the FRI registration desk in McCormick Place - West Transportation Lobby, beginning Tuesday, August 13, 2013.

Hotel Accommodations:

Book through on Peak to ensure you pay the lowest price and get the best service with reservation protection, flexibility and assistance—before, during and after your stay.

Please note: onPeak is the only official housing company associated with FRI 2013. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with the conference and entering into financial agreements with such companies can have costly consequences.

Stay Connected:

We encourage you to download the <u>FRI App</u> and follow us on Twitter @FireRescueIntl, for all the latest pre-conference information.

Registrant

Badge Information: Teresa Deloach Reed Oakland Fire Department Oakland, CA



Registration Detail

Purchases for Teresa Deloach Reed

Registration Type: FRIALL - All Access Package, Advanced

| registration Typ | ie. MiALL - Ali Access Fackage, Advanced | | | | |
|------------------|--|-----------|------|------------|------------|
| Item Code | Description | Date/Time | Qty. | Item Price | Item Total |
| PRESIDENTIAL | Presidential Celebration | | 1 | \$0.00 | \$0.00 |
| UNPLUGGED | FRI Unplugged | | 1 | \$0.00 | \$0.00 |
| WELCOME | Welcome Reception | | 1 | \$0.00 | \$0.00 |
| REG | Registration | | 4 | \$615.00 | \$615.00 |
| DIVERSITY | Diversity Breakfast | | 1 | \$30.00 | \$30.00 |

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Total Registration Fees: \$645.00
Total Registration Paid: (\$645.00)

Current Balance: \$0.00

Total of All Fees: \$645.00

Total Amount Applied to All Fees: (\$645.00)

Total Balance Due: \$0.00

Payment History

| Payment #1 05/09/2013 | Payment 05/09/2013 | Visa Ter Applied to | resa Deloach Reed Teresa Deloach Reed's Registration | \$645.00 | \$645.00 |
|--------------------------|--------------------|-------------------------------|---|--------------------|--------------------------------|
| | | | Total Amount Applied: Total Amount Not Used: | \$645.00 \$0.00 | - |
| | | | Total Payments: Total Refunds: Total Net Paid: | | \$645.00 \$0.00 \$645.00 |

Cancellation Policy

All cancellations will be subject to a \$75 administrative fee. Cancellations must be sent in writing to the FRI Registration Center via fax or email. Telephone cancellations will not be accepted.

All cancellations must be received in writing by July 12, 2013. No refunds will be issued after this date.

After July 12, 2013, substitutions will be allowed in the event the registrant is unable to attend, but no refunds will be issued. Telephone substitutions will be permitted.

Should you need to make any changes to your registration, including changing your mailing information or adding/deleting tickets, click on the link below:

FRI Registration

You may also make changes via e-mail to <u>customer service</u> or by calling (866) 229-2386 or (301) 694-5243.

For more conference Information, please visit www.iafc.org/fri

2

You received this transactional email based on a recent booking with onPeak, the official housing partner of FRI 2013 - Fire Rescue International 2013. We respect your privacy and do not share your information with others. View our privacy policy »

onPeak | 350 N Clark St. Ste 200 | Chicago, IL 60654 | UNITED STATES



3

Sheraton Chicago Hotel & Towers 301 E. North Water Street Chicago, IL 60611 312-464-1000 http://www.starwood.com/



Reed, Teresa

Page Number 1 Invoice Nbr 1000108167 Guest Number 4735372 Arrive Date 08-12-2013 Folio ID A Depart Date 08-18-2013 No. Of Guest 1 Room Number 1252

AR Account 123406 - Internet &

Phone -Comp

Time

08-18-2013 13:10

| Date | | Invoice | |
|------------|--------------------|---------------------------------------|------------------------|
| 08-12-2013 | Referenc RT1252 | | Charges Cheditte |
| 08-12-2013 | | Room Chrg Grp Association | \$214.00 |
| 08-12-2013 | RT1252 | Occupancy/Tourism Tax | \$25.47 |
| 08-13-2013 | RT1252 | Tax Other | \$9.63 |
| 08-13-2013 | | Room Chrg Grp Association | \$214.00 |
| 08-13-2013 | RT1252 | Occupancy/Tourism Tax | \$25.47 |
| 08-14-2013 | RT1252 | Tax Other | \$9.63 |
| | RT1252 | Room Chrg Grp Association | \$214.00 |
| 08-14-2013 | RT1252 | Occupancy/Tourism Tax | \$25.47 |
| 08-14-2013 | RT1252 | Tax Other | \$9.63 |
| 08-15-2013 | RT1252 | Room Chrg Grp Association | \$214.00 |
| 08-15-2013 | RT1252 | Occupancy/Tourism Tax | \$25.47 |
| 08-15-2013 | RT1252 | Tax Other | |
| 08-16-2013 | RT1252 | Room Chrg Grp Association | \$9.63 |
| 08-16-2013 | RT1252 | Occupancy/Tourism Tax | \$214.00 |
| 08-16-2013 | RT1252 | Tax Other | \$25.47 |
| 08-17-2013 | RT1252 | Room Chrg Grp Association | \$9.63 |
| 08-17-2013 | RT1252 | Occupancy/Tourism Tax | \$214.00 |
| 08-17-2013 | RT1252 | Tax Other | \$25.47 |
| 08-18-2013 | VM | Visa/Mastercard | \$9.63 |
| | | ** Total | \$-1,494.60 |
| • | | ** Balance | \$1,494.60 \$-1,494.60 |
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For Authorization Purpose Only
TERESA REED

Date 08-12-2013

Credit Card

Code 03333C

Authorized 1,926.00

Continued on the next page



INTER OFFICE MEMORANDUM

TO:

Deanna Santana

City Administrator

FROM: Teresa Deloach Reed

Fire Chief

SUBJECT: Approval of Business Travel -

Fire-Rescue International **Annual IAFC Conference** August 12-18, 2013

DATE: May 8, 2013

Date

Attached for your review are my travel authorization and the brochure for the annual International Association of Fire Chiefs (IAFC) conference, "Fire-Rescue International." It will be held August 13-17 in Chicago, IL and the estimated cost is \$2,803.

This Conference and Expo is the premier event where fire chief officers from all over the world gather for state of the art professional development and networking. This event offers educational and other opportunities to learn about cutting edge practices in emergency management and leadership, and to meet with vendors and subject matter experts.

A deputy chief will serve as acting chief while I am out of the city.

Please approve my travel authorization and the funding to attend this conference.

Teresa Deloach Reed

Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments: Travel authorization Brochure



Internationa escue FIREFIGHTER TRAINING Fire-Re

"FRI IS NOT A

CONFERENCE - it is

an exclusively unique

opportunity for company officers and chief officers-

and there is a measurable

learn how to stretch a line

various diverse dimensions,

is how to successfully LEAD

difference. You will not

or vent a roof at FRI-but

what you WILL learn in

and COMMAND those

who do."

Billy Goldfeder, EFO

Loveland-Symmes (OH)

Deputy Fire Chief

Fire Department

TUESDAY, AUGUST 13

Chief's Edge

8:30 am - 4:30 pm

WEDNESDAY, AUGUST 14

Officer Development Program Chief's Edge **Educational Sessions**

8:15 am – 4:30 pm 8:30 am - 4:30 pm 1:00 pm - 4:30 pm

THURSDAY, AUGUST 15

Diversity Breakfast

Officer Development Program **Educational Sessions**

Division Lunches Welcome Reception 7:00 am - 8:30 am

8:15 am - 4:30 pm 8:30 am – 4:30 pm

11:30 am - 1:30 pm 5:30 pm - 7:00 pm

FRIDAY, AUGUST 16

General Session Metro Chiefs Officer Development Program **Educational Sessions Exhibits Open**

8:30 am - 10:30 am 8:30 am - 5:00 pm 8:15 am – 4:30 pm 10:30 am - 4:30 pm

10:30 am - 6:30 pm 4:30 pm - 6:30 pm

SATURDAY, AUGUST 17

General Session Metro Chiefs Exhibits Open Educational Sessions Presidential Celebration

8:00 am - 9:30 am 8:00 am - 9:30 am 9:30 am - 1:00 pm

1:00 pm - 2:30 pm

6:30 pm

* Subject to change

FRI Unplugged

| Rebecc |
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fri@onpeak.co

Wednesday, May 08, 2013 2:17 PM

Deloach Reed, Teresa

Subject:

FRI 2013 - Fire Rescue International 2013 Hotel Confirmation

×

Your reservation for FRI 2013 - Fire Rescue International 2013 | Access your reservation online »

×

FRI 2013 - Fire Rescue International 2013

Aug 13 - Aug 17, 2013

McCormick Place Convention Center • Chicago IL



May 08, 2013

Teresa Reed,

Thank you for booking in the hotel block with onPeak. As the official housing partner of FRI 2013 - Fire Rescue International 2013, we're here to make sure you have the best possible stay.

Reservation Details

X

Sheraton Chicago Hotel & Towers - HQ

301 E North Water St, Chicago, IL 60611

Chicago, IL 60611 3.00 miles to Event Location Single Occupancy Standard Room Check-in

Mon Aug 12, 2013

Check-out

Sun Aug 18, 2013 Add to your calendar »

Hotel Confirmation Number: Available approximately 2 weeks prior to the event for participating hotels. **Shuttle Service:** Shuttle service between the hotel and the event is provided.

Rate & Payment Guarantee Details

NOTE: Your credit card is being used as a guarantee only at this time. Your card will be charged by Sheraton Chicago Hotel & Towers - HQ directly. Please review all hotel policies related to this reservation.

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| onPea 11827 | ak ID AM H |
| <u>View/E</u> | Edit your reservation > |
| | |
| ancy - m | Occupant Name Teresa Reed |
| 013 | tdeloachreed@oaklandnet.com |
|)13 endar » | |
| the event | for participating hotels |

Payment: Teresa Reed's VISA

Sheraton Chicago Hotel & Towers - HQ

Single Occupancy - Standard Room \$214.00 | Avg nightly event rate

1 Reservation (6 Room Nights) \$1,284.00
Taxes & Fees¹ \$210.60
Estimated Total \$1,494.60

Amount charged to credit today \$0.00

Guarantee² \$249.10

Hotel Policies

Guarantee Policy

Please provide a valid credit card to hold your reservation. Credit card MUST expire after the date of the event. Approximately 30 days prior to start of event, the HOTEL, NOT ONPEAK will charge your credit card a deposit equal to one night's room charge plus tax. First night's room and tax is also payable by check. Please make checks payable to onPeak. Reservation(s) not guaranteed are subject to cancellation.

Cancellation Policy

Guests must cancel reservations 72 hours prior to arrival to avoid loss of deposit.

Changes Policy

If you need to make any changes or cancellations to your reservation on or before 08/01/2013, make your changes online or call (800) 688-3472. Changes or cancellations to your reservation after this date must be made directly with Sheraton Chicago Hotel & Towers - HQ at 312-464-1000. All changes are based on availability.

Special Policy

An early departure fee may apply if hotel is not notified of an early departure prior to or at check in. Failure to check-in on your scheduled arrival date will result in a no-show charge of one night's room and tax.

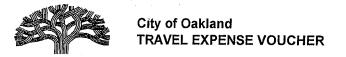
Questions about your reservation?

(800) 688-3472 Toll-free | (312) 527-7300 Local | fri@onpeak.co

2

¹ This amount includes the city's hotel tax rate and any additional fees associated with your hotel (service fees, resort fees, etc).

² By providing a credit card, you guarantee you'll meet the hotel policies of your reservation. If for some reason you don't meet the policies, you may be charged a financial penalty in the amount of the payment guarantee. For more info, please refer to your hotel's specific policies.



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| 4. Department | | | 5. Travel D | estination | | 5/ | 6. No. of V | Vork Days | | |
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(See Reverse Side for Instructions) 3. Vendor Number 2. Date 1. Émployee Name 2/13/13 Teresa Deloach Reed 5. Position Title Fire Chief 3. Department FIRE 6. Travel Destination 8. Departure Date 9. Return Date 7. Number of Work Days Phoenix, AZ Five April 6, 2013 April 10, 2013 10. Purpose of Travel: Attend and present at Annual Metropolitan Fire Chiefs Conference of the I.A.F.C. 11. Funding Source 12. Total Cost Estimate 13. Name of Employee in Charge if Requestor is Department Head Budgeted Other \$ 1,480.70 Rebecca Kozak, ext. 4080 Funds Available 14. Transportation Use of City vehicle requested: Advance Payment Reimbursement Estimated round-trip miles Estimated out-of-pocket costs \$ Reimbursement Use of private vehicle requested: Advance Payment Equivalent common carrier rate \$. Estimated round-trip miles _ Authorization Number Use of rental vehicle requested – estimated cost: Upon invoice from travel agent or common carrier, prepare check in amount of Airfare paid by employee for later reimbursement \$181.70 Payable to: 15. Registration or Special Fees Fees for above event \$ 350.00 Fee will be paid by employee for later reimbursement City will be billed 4/6 & 4/9 Fee to be paid in advance \$ Make check payable to And Mail check to: 16. Subsistence Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel Advance requested for itemized expenditures. Estimated cost Advance per diem requested-provided check to employee in amount of \$ Full per diem rate for _____ days @ ____ /day = \$_ Less: Expenses included in registration fee = \$_ Travel per diem rate _____ days @ ____ /day = \$ _ 17. Department Head Review 18. Department Remarks FOR ACCOUNTING USE ONLY Approved No Advance Check Is Needed. Signature Date 19. City Manager Review (if overnight accommodations required) 20. City Manager Review

| Project/Grant/ Dept. Dep | Pate 2/ | 15/13 | | | | | | | | | |
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Contact Us | Log In →

Home

Conference Info -

Registration - Travel Information - Education

Sponsors

HOTEL

Sheraton Phoenix Downtown Hotel

340 N. 3rd St. Phoenix, AZ 85004 (602) 262-2500 (phone) (602) 262-2501 (fax)

Website: www.sheraton.com/phoenixdowntown

Please be sure to mention you are with the Metro Fire Chiefs Conference 2013 to receive your special rate!

This newly designed, contemporary hotel includes a sleek deck pool and hot tub, several restaurants and state-of-the-art fitness center. Complimentary Wi-Fi access is available in the Link Cafe and the hotel lobby. Guest Rooms are appointed with a 32" flatscreen TV, rich mahogany wood furnishings, and the ultracomfortable, new Sheraton Sweet Sleeper™.



Besides the the convention center, other sites within walking distance include:

US Airways Arena - Home of the Phoenix Suns

Chase Field

Herberger Theater

Phoenix Symphony Hall

The Heart of Phoenix (Formerly known as Copper Square/Heritage Square)

Arizona State University Downtown Campus

Metro Lightrail Station (Central & Van Buren)

Copyright © 2013 Metro Fire Chiefs Conference

http://metrofirechiefs.com/hotel.php

2/8/2013

Kozak, Rebecca From: Sheraton Phoenix Downtown Hotel <GCCUSTSERVICE@CONFIRM.STARWOODHOTELS.COM> Sent: Friday, February 08, 2013 2:34 PM To: Deloach Reed, Teresa Subject: Sheraton Reservation #645510989. We look forward to seeing you. Español,, Deutsch, 中文/简体/、日本語 Italiano, Português, Русский Sheraton Phoenix Downtown Hotel 340 North 3rd Street, Phoenix Arizona 85004, United States Phone (602) 262-2500 Fax: (602) 262-2501 Contact Us **Guest Services Dining Options** In The Neighborhood Finding Your Way Meetings & Events For Your Stay Hello Teresa, We're pleased to confirm your upcoming stay at the Sheraton Phoenix Downtown Hotel and look forward to your arrival. Upgrade your room for You're invited to Upgrade your room for \$20 per night. You can also make only \$20 and earn rewards a Green Choice. Decline housekeeping for the day and earn SPG for Being Green. Starpoints® or a dining credit from us. Request Upgrade and Rewards. If there's anything special we can do in preparation for your stay please From Starwood Preferred don't hesitate to contact us. In the meantime, safe travels. Guest Mike Ehmann Earn up to 18,000 bonus **GENERAL MANAGER** Starpoints®>> Your Starwood Preferred You Are Invited.... **Guest Details**

...to participate in a short survey to Member Name: evaluate your experience with the Teresa Deloach Reed associate who handled your SPG Number: call. Thank you for sharing your opinions with Sheraton Hotels & Resorts. Starpoint Balance:

Kozak, Rebecca

From:

Southwest Airlines <SouthwestAirlines@luv.southwest.com>

Sent: To:

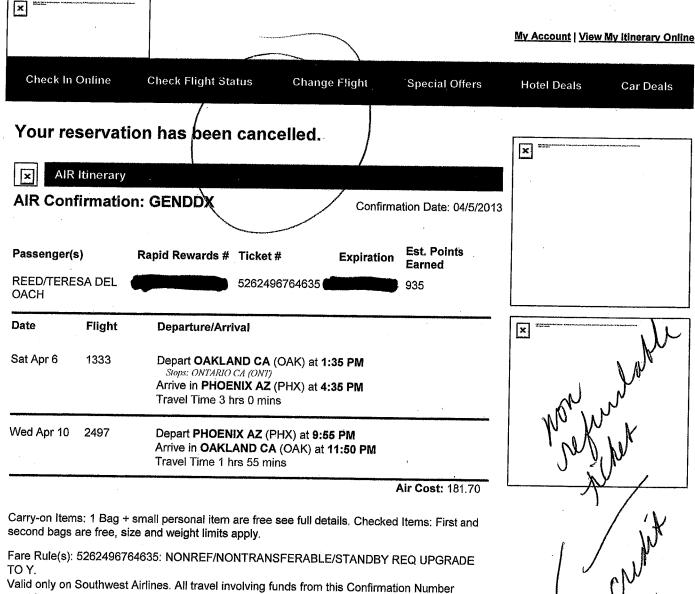
Friday, April 05, 2013 4:59 PM Deloach Reed, Teresa

Subject:

Southwest Airlines Cancellation Confirmation-REED/TERESA DELOACH-Confirmation:

GENDDX

You're all set for your trip!



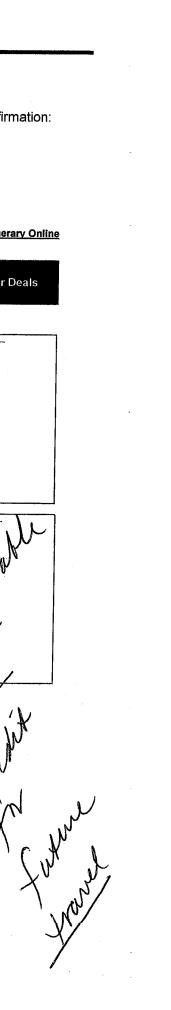
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must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this

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itinerary may result in a fare increase.

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| 4. Departme | ent | | | 5. Travel De | estination | | | | 6. No. of Work Days | | | |
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| Attend me | eting of the | California N | /letro Fire C | hiefs Assco | iation | | | | | | | |
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| 25. Lunch | | | | | | | | | | | | |
| 26. Dinner | | | | | 1 | | 1 | | | | | |
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| TOTALS | | | | | | | | | | \$225.00 | | |
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| | | | , | | 33. Balance D | ue to Claimar | nt | | | \$225.00 | | |
| 35. Claim App | proved by Dep | artment Head | | | | | | | true statement | of costs | | |
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| 1 0 | | | () | | Signature | / | | | Date | | | |
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| Claim App | proved by Dep | artment Head | (A) Date | 9/27/13 | 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 Lusa Lelouch Seed 9/23/13 | | | | | | | |
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Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

RECEIPT FOR PAYMENT

| Payment Submitted By: | Teresa Deloach Reed, Fire Chief | | | | | |
|---------------------------------|--|--|--|--|--|--|
| , | Oakland Fire Department | | | | | |
| Payment For: | CA Metro Fire Chiefs Association ~ Meeting | | | | | |
| | Sept 22 - 23, 2013 ~ Sacramento | | | | | |
| | | | | | | |
| Made Payable To: | Sacramento Metropolitan Fire District | | | | | |
| | 10545 Armstrong Avenue, Suite 200 | | | | | |
| | Mather, CA 95655 | | | | | |
| Telephone Number: | (916) 859-4508 | | | | | |
| Federal Tax ID #: | 68-0358779 | | | | | |
| Received Payment: | September 13, 2013 | | | | | |
| Payment Received By: | Jill Guzman, Office of the Fire Chief | | | | | |
| Signature: | flu High | | | | | |
| Amount of Payment: | \$ 225.00 | | | | | |
| Form of Payment: | Check #: | | | | | |
| | Card Type: ⊠ Visa ☐ MasterCard | | | | | |
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(See Reverse Side for Instruction

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|---|--------------------|--|---------------|---------------|-----------|------------------|--|---------------------------------------|
| 1. Employee Name Teresa Deloach | Reed | | 2. 1 | Date 8/2 | 21/13 | | 3. Vendor Number | |
| 3. Department FIRE | | | 5. P | osition Title | FIRE | CHIEF | | |
| 6. Travel Destination | 7. Number of W | ork Days | 8. D | eparture Date | | | 9. Return Date | |
| Sacramento, CA | Two | | Sei | otember 22 | 2, 201 | 3 | September 23 | 2013 |
| 10. Purpose of Travel Attend California M | etropolitan Cl | niefs Associat | | | | | | |
| 11. Funding Source | 12. Total Cost E | | | | ovee in (| Charne if Re | questor is Department Head | · · · · · · · · · · · · · · · · · · · |
| Budgeted Other | | · | | becca Koz | - | _ | questor la Department ricad | |
| Funds Available | \$ 375.00 | | I Kei | Decca Noz | zak x. | 4000 | | |
| 14. Transportation | | | | ····· | | • | | |
| Use of City vehicle requested: | Advance Pa | yment | Re | imbursement | | | | |
| Estimated round-trip miles 160 mile | s Estimated or | ut-of-pocket costs | -0- | | | | | |
| Use of private vehicle requested: | Advance Pa | yment | R | eimbursement | t | | | |
| Estimated round-trip miles | Equivalent co | ommon carrier rate | \$ | | Authoriz | ation Numbe | er | |
| Use of rental vehicle requested | | | | | | | | |
| Upon invoice from travel agent or common | carrier, reimburse | for \$ n/a | For: | | | | | |
| 15. Registration or Special Fees | | | | Fee | s include | : Dates: | | |
| Fees for above event \$ 225.00 | | | | | | • | | |
| Fee will be paid by employee for later rein | nbursement | | | Brea | akfast | 9/23 | | |
| | | | | Lunc | ch | 9/23 | | |
| Fee to be paid in advance | | | | Dinn | er | 9/22 | · | |
| Make check payable to and | Mail check to | : | | Lodg | ging | | | |
| 16. Subsistence | | | | | | | ************************************** | |
| Subsistence will be paid by employee Advance requested for itemized experiments of the control | nditures. Estimate | ed cost \$ ee in amount of \$. | | | | | <u> </u> | |
| 17. Department Head Review Approved Wot Approved Signature | eest 8/2 | 18. Depart | ment Re | emarks | | Gh Dat Am | EOR/AGGOUNTING | |
| 19. City Manager Review (if overnight accommodal Approved Not Approved Signature Date | tions required) | 20. City Ma | anager F | Review | | | | |
| ub em JAmouht Efund/SF & Organizatio | rh e PAccount | Project/Grant/ (Gbal/Center/ Work Order) | 建一种作品的 | Log. | 100 | Dept Specific | Entered By | Date |
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INTER OFFICE MEMORANDUM 1.35

TO:

Deanna Santana

City Administrator

FROM: Teresa Deloach Reed

Fire Chief

SUBJECT: Approval of Business Travel -

DATE: August 22, 2013

California Metropolitan Chiefs Association

September 22-23, 2013

| | | | - | |
|----------|--|------|---|------|
| Approval | | Date | | |
| | | | | |
| | | 100 | | |

Attached for your review are my travel authorization and the registration form for the California Metro Chiefs upcoming meeting in September. The estimated cost is \$375.00.

This meeting is an opportunity to continue discussions of mutual concern to metro fire chiefs in California. A deputy chief will serve as acting chief while I am out of the city.

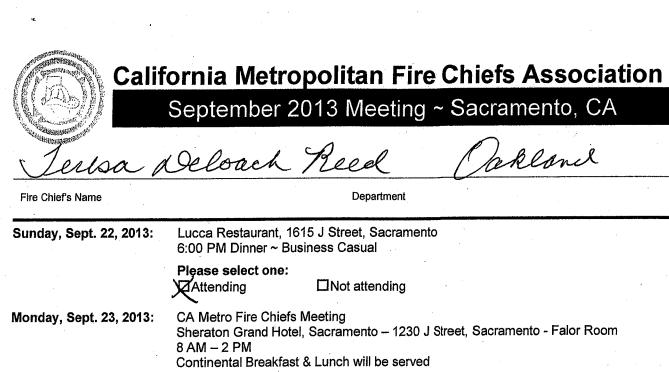
Please approve my travel authorization and the funding to attend this conference.

Teresa Deloach Reed

Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments: Travel authorization Agenda



LODGING Sheraton Grand Sacramento - 1230 J Street, Sacramento, CA 95814

California Fire Chiefs Association Rate: \$132 plus taxes - To ensure that you receive the CFCA rate, please use the below link to

https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1305025621&key=2561E

| | DRTATION Metro Fire will provide transe select one: | nsportation to/from airport, if nee | eded |
|-------------|--|-------------------------------------|-------------|
| D(Vo | transportation needed ansportation needed ARRIVAL Airline: DEPARTURE Airline: | | |
| COST | \$225 ~ Includes the cost of dinner on Sur on Monday, September 23 rd . | | |
| PAYMENT | METHOD | | |
| □Check (| payable to Metro Fire) Check No.: | <u>.</u> | |
| Credit Card | d: VISA MasterCarit | MasterCard | can Express |
| | | | |
| Card Num | | Expiration Date | • |
| Card Heto | ter Name Lelound Ke | Card Holder Phone Number | |
| Card Holo | der Signature | | |

All forms and checks should be mailed to:

Jill Guzman c/o Sacramento Metropolitan Fire District 10545 Armstrong Avenue, Suite 200, Mather, CA 95655

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Step 3 - Reservation Confirmed

Page 1 of 2

event page | book a room | check reservations

[1] Find Rooms and Rates [2] Available Rooms [3] Guest Information [4] Reservation Review [6] Reservation Confirmed

California Fire Chiefs Association

September 20 - 27, 2013 Event Venue : Sheraton Grand Sacramento

Group rate available until August 30, 2013. Subject to Availability.

Event Contact >

Planner Log In >

Step 5 - Reservation Confirmed

Thank you for your reservation! We look forward to seeing you. Your confirmation number is 815659580.

Hotel & Room Information

Sheraton Grand Sacramento Hotel 1230 J Street

Check-in Sep 22, 2013

Check-out Sep 23, 2013

Terms & Conditions

iton policy: If you cancel between 23-Aug-2013 and 6:00 PM hotel time on 21-Sep-2013, there will be no forfeiture amount. If you cancel after 6:00 PM hotel time on 21-Sep-2013, the forfeiture amount will be a 1 night stay.

Rate plan Description: Ca Fire Chiefs Assn

GTD/Deposit policy: Please note that any change in your reservation may change the rate and/or require payment of cancellation fees. For reservations guaranteed with a form or payment at time of booking, rooms are held until hotel check-out time the day following prival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time par the rules of the reservation. In the event more guests arrive than can be accommodated due to hold overbooking or an unforeseen continuous and hotel is unable to hold come consistent with this come hold college.

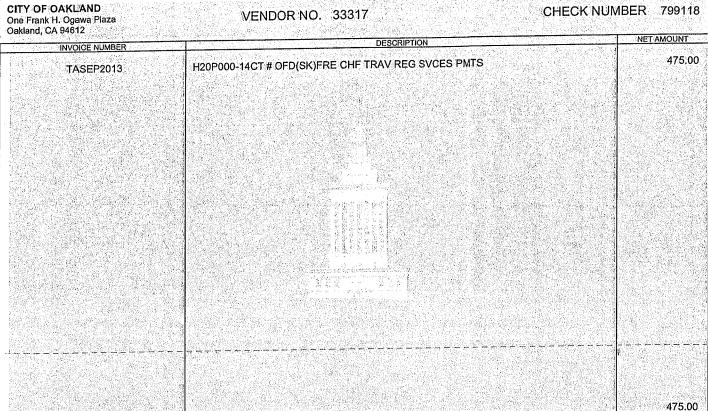
https://www.starwoodmeeting.com/StarGroupsWeh/hooking/malan

Sacramento, CA, 95814 United States (916) 447-1700 01 room(s), 01 adult(s) Wheelchair access required: No Room Features: TRADITIONAL NON-SMOKING, SWEET SLEEPER BED, 24HR ACCESS TO HEALTH CLUB, 32 INCH FLAT SCREEN LCD TV, HIGH-SPEED INTERNET FOR A FEE Rate Description: Ca Fire Chiefs Assn Average est, room total per night*** Estimated total for your stay** Room rate USD 132.00 01 room(s) for 1 night(s) USD 151,92 <u>l'axes</u>**: USD 19,92 Estimated total**: USD 151.92 *The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging Get complete details about this rate, taxes and other charges Personal & Credit Card Information Name Ms Teresa L Deloach Reed Phone 510 238-4080 Email tdeloachreed@oaklandnet.com Card Number Privacy Policy Starwood Preferred Guest Information Arrival Time: 0300 PM Special Requests:



| Period | Batch # | | Туре | Item | | |
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| 1. Employee Name | Teresa [| Deloach Re | ed | | 2. [| ate 5/2 | 2/13 | | 3. Vendor I | Number | 点 |
| 3. Department | FIRE | | | | 5. Po | sition Title F | FIRE | CHIEF | | K | RH. |
| 6. Travel Destination | | 7.1 | Number of Wo | ork Days | 8. De | parture Date | | | 9. Return D | ate | Tig |
| Sacramento, C | A | Fc | our | | Se | otember 1 | 7, 201 | 13 | Septen | nber 2007 | 2013,⊖ |
| 10. Purpose of Travel | Attend Ar | nual Confere | nce & Exp | o of the Leagu | ue of | California | Cities | & particip | ate in Fire Ch | iefs Secti | on activities |
| 11. Funding Source | | | Total Cost Es | | r | | | | uestor is Departme | | 327 527 |
| Budgeted | Other | \$ | 1,191.0 | | | ecca Koz | • | • | · | ان | \supset |
| Funds Available | | Ψ. | 1,101.0 | | | | -un x | | , | £ | GER |
| 14. Transportation | | | | | | | | | | | |
| Use of City vehi | • | | Advance Pay | _ | | mbursement | | | | | 1 |
| Use of private v | round-trip mil abicle request | _ | Advance Pay | t-of-pocket costs \$ ment | | eimbursement | f | • | | | $I \cap I$ |
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| Use of rental ve | nicle requeste | :d | | | | | | | | , l | |
| Upon invoice fro | m travel agen | t or common carrie | r, reimburse t | for\$ n/a F | or: | | | | | ver! | |
| 15. Registration or Sp | ecial Fees | | | | •• | Fee | s includ | e: Dates: | 1) al | N | 11' |
| Fees for above ev | ent \$ 475. | 00 | ٠ | | | _ | | | - [] [N | 1 | 20/1 |
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| Make check payable to And M | D League of ail check to: | t California Cities "ATH" | s, Vendor# | 33317 | | | | | | | |
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| 17. Depártment Head I | | | | 18. Departn | ent Re | marke | | | FORACCO | INTINGILIS | -ONLY |
| Approved | Teview | | | | | ague of Califo | rnia Citi | es: | | | |
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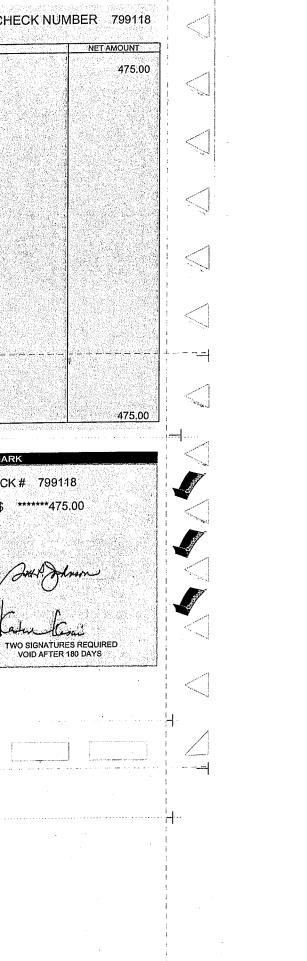
LEAGUE OF CALIFORNIA CITIES TO THE ORDER 1400 "K" STREET SACRAMENTO, CA 95814

79911B# #12100024B# 4121955231#

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

City of Oakland One Frank H. Ogawa Plaza Oakland, CA 94612

LEAGUE OF CALIFORNIA CITIES 1400 "K" STREET SACRAMENTO, CA 95814



CITY OF OAKLAND One Frank H. Ogawa Plaza Oakland, CA 94612

VENDOR NO. 33317

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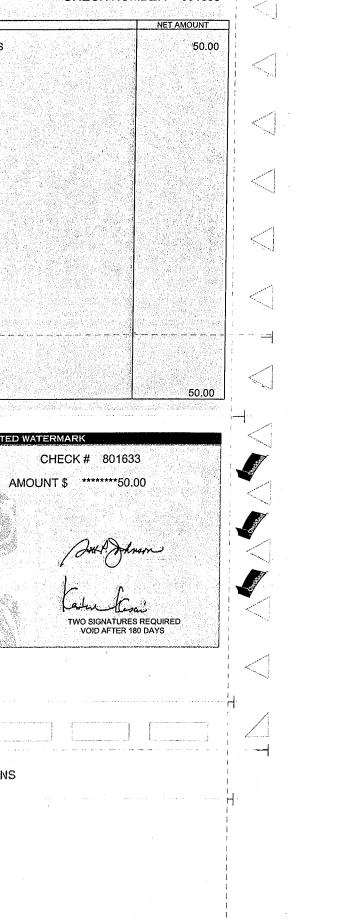
TO THE LEAGUE OF CALIFORNIA CITIES OF SACRAMENTO, CA 95814

#801633# #121000248# 4121955231#

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

City of Oakland One Frank H. Ogawa Plaza Oakland, CA 94612

> LEAGUE OF CALIFORNIA CITIES 1400 "K" STREET SACRAMENTO, CA 95814





INTER OFFICE MEMORANDUM

TO: Accounts Payable

FROM: Teresa Deloach Reed

Fire Chief

SUBJECT: Registration Fee

DATE: July 9, 2013

League of California Cities conference

N/A Approval

We submitted a travel authorization on June 20 and requested a check for \$475. You have usually been able to get us a check quickly.

Unfortunately you cut the check on July 3 and we missed the early bird deadline. We need another check for \$50, to the League of California Cities, Vendor #33317.

Thank you,

Fire Chief

Please call me at ext. 4050 if you have questions.

2013 Annual Conference & Expo

Wednesday, September 18 – Friday, September 20 Sacramento Convention Center



Advance Registration Form

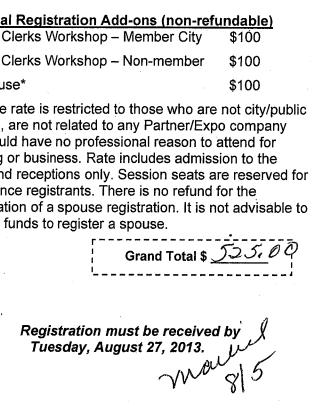
To register by check, please fill out this form – must be received before Tuesday, August 27

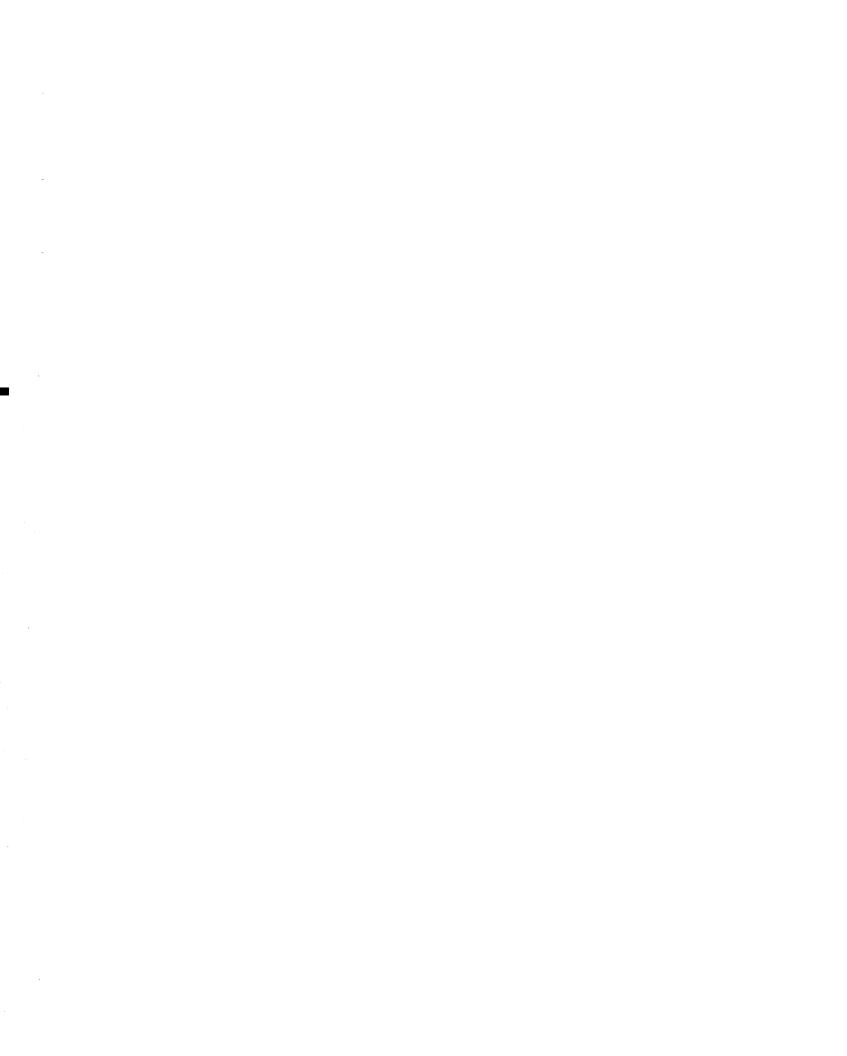
Checks should be payable to:

League of California Cities 1400 K Street, Suite 400 Sacramento, CA 95814

- Email confirmation, along with the link for hotel reservations, will be sent to those registrations received with complete payment before August 27, 2013. After this date please register onsite.
- All cancellations must be submitted in writing by mail or emailed to mdunn@cacities.org and are subject to a \$75 processing fee. No refunds will be given for cancellations received after Tuesday, August 27. Sending an alternate/substitute onsite will avoid financial penalty.
- Questions? Call the Conference Registrar at 916-658-8291. Sorry, phone registrations are not accepted.

| Please enter your name and title, as they should appear on your name badge and registration. Please complete one form per registrant. Oakland Pire City/Company Department | Full Conference Early Bird (Before June 29) City Official/Staff \$475 □ Public Official \$550 □ Partner/Exhibitor/All Others \$650 □ Non-Member City \$1475 | After June 29 (And Onsite) \$525 \$600 \$700 \$1525 |
|--|---|--|
| Name Teresa Deloach Bet Gity Attorney State Bar Number Title Title | One-Day Only – Select One (WED / THUI) City Official/Staff \$250 Public Official \$300 Partner/Exhibitor/All Others \$350 Non-Member City \$1250 | <u>R / FRI)</u> |
| 150 Jank Ogawa Slaza Address # 3354 Dakland 94612 City Zip Code | Optional Registration Add-ons (non-refu ☐ City Clerks Workshop – Member City ☐ City Clerks Workshop – Non-member | undable) \$100 \$100 |
| E-Mail (confirmation will be sent here) | □ Spouse* *Spouse rate is restricted to those who are officials, are not related to any Partner/Exporand would have no professional reason to a learning or business. Rate includes admiss Expo and receptions only. Session seats are conference registrants. There is no refund for the second seats and the second seats are conference to the second seats are conference registrants. | o company attend for ion to the re reserved for |
| Spouse Name (fee applies) ☐ First Time Attendees only, check here For special assistance related to facility access, hearing or visual contact our | cancellation of a spouse registration. It is no use city funds to register a spouse. Grand Total \$ | ot advisable to |
| Conference Registrar at 916-658-8291. | Registration must be received | lhi (|





SACRAMENTO — SEPTEMBER 18-20, 2013

TENTATIVE SCHEDULE OF EVENTS

As of April 15, 2013 (subject to change)

WEDNESDAY, SEPTEMBER 18

| 9:00 - 10:30 a.m | Policy Committees (at hotel) |
|-------------------|---|
| 10:30 a.m Noon | Policy Committees (at hotel) |
| 9:00 a.m 6:30 p.m | Registration Open, Sacramento Convention Center |
| Noon - 1:30 p.m | Regional Division Lunches (optional) |
| 1:00 - 1:30 p.m | First Time Attendee Orientation |
| 1:30 - 2:30 p.m | Department Business Meetings, Programs & Welcome |
| 3:00 - 5:00 p.m | Opening General Session – Annual Report and Keynote Address |
| 5:00 - 7:00 p.m | Grand Opening Expo Hall & Host City Reception |
| | (No competing events/receptions are permitted at this time) |
| 7:00 - Evening | Networking Events and Exhibitor Dinners |

THURSDAY, SEPTEMBER 19

| 7:00 a.m 4:00 p.mRegistration Open |
|---|
| 8:00 - 9:30 a.mGeneral Session - Keynote Address |
| 9:45 - 11:00 a.m Education – Breakouts, CityTalks, etc. |
| 10:00 a.m 3:00 p.m Expo with Lunch Exhibitor Exclusive |
| (No competing events 11:30 a.m. – 1:00 p.m.) |
| 1:00 - 2:15 p.mGeneral Resolutions committee |
| 1:00 - 2:15 p.m Education |
| 2:45 - 4:00 p.m Education |
| 4:15 - 5:30 p.m Education |
| 4:15 - 5:30 p.mBoard of Directors Meeting |
| 5:30 - Evening Networking Receptions – Caucus, League Partners, Divisions |

FRIDAY, SEPTEMBER 20

| 7:30 - 10:00 a.m | Registration Open |
|-------------------|--|
| 7:30 - 8:45 a.m | Regional Division Breakfasts (optional) |
| 9:00 - 10:15 a.m | Education |
| 10:30 - 11:45 a.m | Education |
| Noon - 2:00 p.m | Closing Luncheon with Voting Delegates & General Assembly Install New Board of Directors |
| 2:00 p m | Adjourn |

NOTE: Conference registration is required to attend Policy Committees, Department, Division, Annual Conference business meeting and/or to be a Voting Delegate.



Cancenation Complete



League of California Cities 2013 Annual Conference & Expo Sacramento, California September 18 - 20, 2013

, Modify or Cancel Existing Reservation

Thank you. Cancellation complete. Please print this page/for your records.

Make another Reservation

Forward this admowledgement (separate each email address with a comma/semicolon):

Reservation Summary

Room Type

Acknowledgment #

Guests

Email

Studio Suite

327845M30 -62571

Teresa Deloach Reed

tdeloachreed@oaklandnet.com

Event:

League of California Cities 2013 Annual Conference & Expo Sep 18, 2013 - Sep 20, 2013 1400 J Street

Sacramento, CA US 95814 Fax: 916-808-8414

Hotel:

Residence Inn Sacramento at Capitol Park

Options

Accessible Room: None

Hotel rewards program: None Special requests for this room: None

Wed Sep 18, 2013 - USD 129.00 Thu Sep 19, 2013 - USD 129.00

1121 15th Street, Sacramento, CA 95814 UNITED STATES

Room 1 - Studio Suite

Guests Teresa Deloach Reed

Fire Chief

150 Frank Ogawa Plaza

Oakland, CA 94612 UNITED STATES

Telephone: 510-238-4080

Fax: 510-238-2284

Email: tdeloachreed@oaklandnet.com

Payment Details & Rates

Teresa Deloach Reed Payment Type: Credit Card

Teresa L. Deloach Reed

Tax is not included.

Fees for extra guests: 2nd guest=0.00

Current tax rate is 12% Occupancy, 0.09% CA Business Improvement & 3% City Marketing for a total of

Cancellation Policy

https://resweb.passkey.com/confirm_reservation.do?Mode=cancelRes&hotelid=49153&Ar... 8/20/2013

Please contact the hotel directly for the most up-to-date hotel cancel policy.

Room Total: USD 258.00

Grand total for all guests: USD 258.00

Terms of Use & Privacy Policy| Help | Copyright © 1997-2013 Passkey International, Inc.All Rights Reserved. | 9.13p-160-062513-PRB21B

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| 1. Employee Name | *************************************** | | 2. Position | Title | | ······································ | 3. Vendor | Number | ······································ |
|---|--|---------------|--|---------------|--|--|----------------|--|--|
| Teresa Deloach Re | ed | | Fire Chie | f | | • | 108550 | כ | |
| 4. Department | | | 5. Travel De | estination | | | 6. No. of V | _ | |
| Oakland Fire Depar | tment | | Bethesda | | | | Three | ,- | |
| 7. Funding Source: | □ Budgeted | | 8. Departure | e Date | | | 9. Return Date | | |
| X Funds Available | □ Other | | Decembe | | | | | | |
| | U Other | · | Decembe | 1 2, 2013 | | | Decemb | er 4, 2013 | |
| 10. Purpose of Travel | Took Force | 1 at Chanas | rina Agono | . Chiafa ma | ation of FF | "NAA LIMbam | O | D D | |
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| Miles | | | TDAY | EL EXPENSE | | hicle Approved | for City | Yes 🗆 | No □ |
| 13. Day of Week/Date | Mon 12/2 | Tue 12/3 | Wed 12/4 | | CLAIM | <u> </u> | 1 | | 707410 |
| | 111011 1212 | 1145 12/0 | | PORTATION | EXPENSE | 1 | <u> </u> | | TOTALS |
| 14. Airplane | 754.2 | | | | | | T | 1 | 754.2 |
| 15. City Car Expense | 70-7.2 | | | | 1 | + | | - | 104. |
| 16. Private Car Expense | | 1 | | 1 | | | | | |
| 17. Local Transportation | | | | | 1 | | | | + |
| 18. Parking | | | | | | | | 1 | |
| 19. Tolls | | | | | | | | | |
| | | | | REGISTRATIO | N | | | | |
| 20. Registration | | | | | | | | | |
| 21. Special Fees | | | | | | | | | |
| | | | SUBSISTE | ICE EXPENS | E (Per Diem) | | P. 644 | *** | |
| 22. Full Per Diem | | | ' | | | | | | |
| 3. Adj. to Per Diem | <u> </u> | | | <u> </u> | <u> </u> | | | | |
| 4. Breakfast | | | MI | EALS (Per Die | em) | | | | |
| 5. Lunch | - | | | | | - | | <u> </u> | |
| 6. Dinner | | , | | | | | | | |
| 7. Lodging | \$207.92 | \$207.92 | | | | | | | 0445.04 |
| 8. Telephone/Telegram | Ψ201.82 | ΨΔ01.3Δ | | | ļ | | | | \$415.84 |
| 9. Baggage Handling | | | · | | | | | | |
| 0. Other | 1 | | | | | | | - " | |
| OTALS | \$962.12 | \$207.92 | | | | | | | \$1,170.04 |
| 1. Remarks | | - 1 | | 32. Total Adv | ances & Prepa | ayments | | | 0 |
| | | | | 33. Balance D | ue to (From) | Claimant | | | <u> </u> |
| 5. Claim Approved by Der | partment Hand | | | | | f perjury that the | ahove is s t | ruo ototomos-t | \$1,170.04 |
| John Hall | A CONTRACTOR OF THE PROPERTY O | _ Date | 12/5/2013 | incurred by-m | | siness for the C | | d / /R. (| of costs Rec 13/2 1e · 13 |
| ι <u> </u> | () | | / / L | Signature | | | | Date | |
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Kozak, Rebecca

From:

United Airlines, Inc. <unitedairlines@united.com>

Sent:

Friday, October 25, 2013 10:18 AM

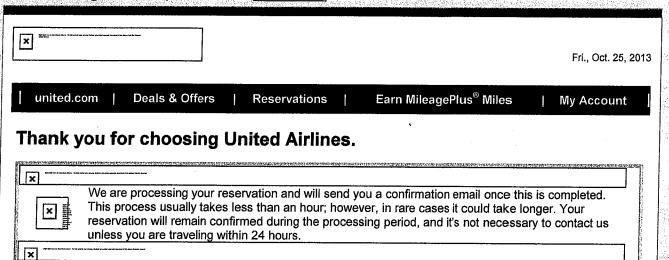
To:

Deloach Reed, Teresa

Subject:

united.com reservation for Washington, DC (DCA - National)

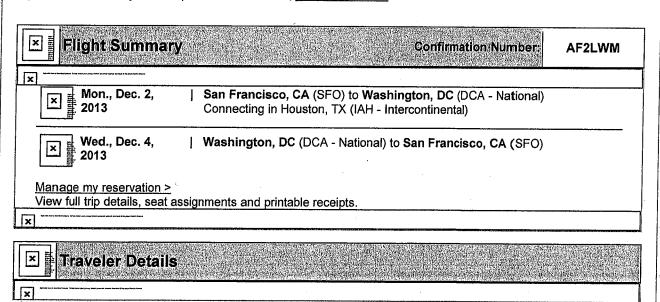
Add unitedairlines@united.com to your address book. See instructions.

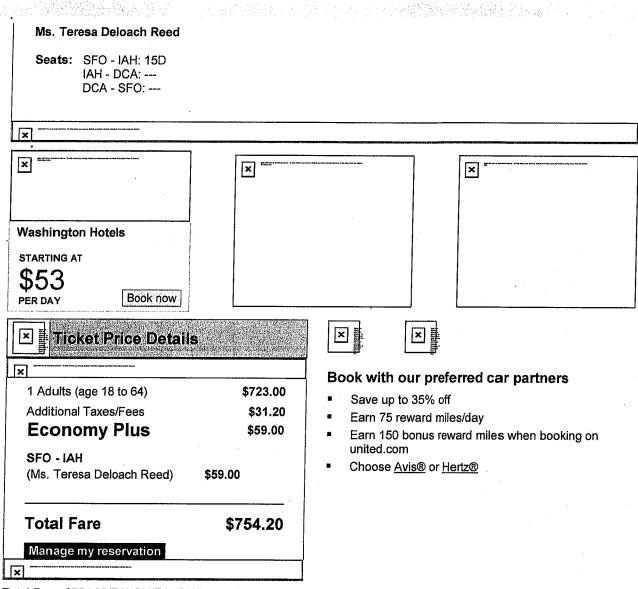


As a reminder, you can manage your reservation at united.com, including:

- Purchasing additional products and services to improve your travel experience
- Viewing or changing seat assignments
- Changing your flight
- Checking-in (within 24 hours)
- Booking a car or hotel
- Printing additional receipts, and more

If you do not receive your receipt within three hours, please contact us.





Total Fare: \$754.20/EA7GN/EA7GN/LAK21GN

Additional Trip Planning Tools

- <u>Baggage Policies:</u> View current baggage acceptance allowances.
- Washington, D.C. Destination Guide: Download a complete travel guide.

Important Baggage Information

Carry-on baggage allowed

United accepts the following items, per customer to be carried on the aircraft at no charge:

• One carry-on bag no more than 45 linear inches or 114 linear centimeters (L + W + H) or 14 inches x 9 inches x 22 inches (23 x 35 x 56 cm)

A Mark Mandala

One personal item (such as a shoulder or laptop bag).

Learn more about carry-on baggage policy

Checking bags for this itinerary

Checked baggage service charges are collected at any point in the itinerary where bags are checked. The bag service charges below reflect a maximum outside linear dimension of 62 linear inches (157 cm)

| First and second baggage service charges per traveler as listed below: | 1st bag | 2nd bag | Weight per bag | |
|--|---------|---------|----------------|---|
| | | | į į | i |

| Mon., Dec. 2, 2013 San Francisco, CA (SFO) to Washington, DC (DCA - National) | \$25 | \$35 | 50.0 lbs (23 kgs) |
|--|------|------|-------------------|
| Wed., Dec. 4, 2013 Washington, DC (DCA - National) to San Francisco, CA (SFO) | \$25 | \$35 | 50.0 lbs (23 kgs) |

X

Save up to \$100 per roundtrip. Primary Cardmembers and a companion on the same reservation can check their first bag free on United-operated flights when purchasing tickets with their Explorer Card.

Learnmore

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges, allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit united.com/baggage

| Find United on: | THI | H |
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| | العطال | |

View our Privacy Policy.

E-mail Information

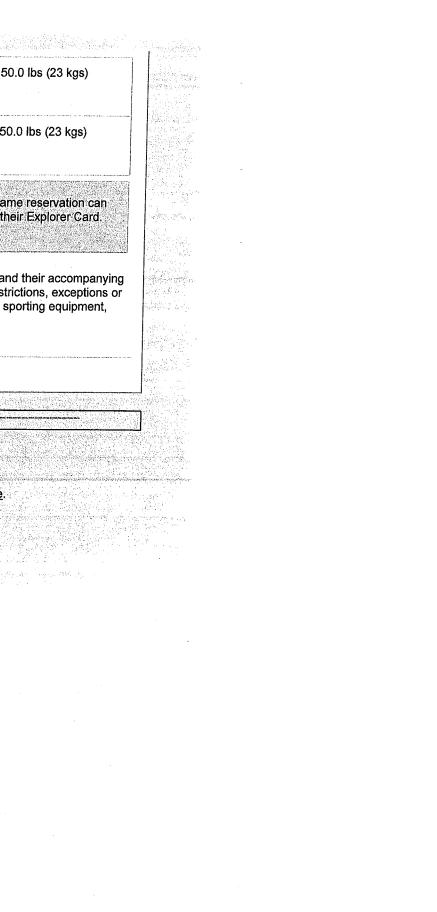
Please do not reply to this message using the "reply" address.

The information contained in this e-mail is intended for the original recipient only.

If you are experiencing technical issues, please contact united com Support via e-mail or telephone.

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3





Hyatt Regency Bethesda One Bethesda Metro Center (7400 Wisconsin Avenue) Bethesda, MD, USA 20814 Tel: 301-657-1234 Fax: 301-657-6453 bethesda.hyatt.com

INFORMATION INVOICE

Payee Teresa Deloachreed

Oakland Fire Dept 150 Frank Ogawa Plaza Ste 3354 Oakland CA 94612

Membership **Bonus Code**

Confirmation No. 31231647-1

Group Name

FUSR

Room No.

0514

Arrival. Departure 12/02 12/04

Page No.

1 of 1

Folio Window

Folio

Invoice

| Date | Description | Charges | Credits |
|-------|---------------|---------|---------|
| 12/02 | Group Room | 184.00 | |
| 12/02 | MD Sales Tax | 11.04 | |
| 12/02 | Occupancy Tax | 12.88 | |
| 12/03 | Group Room | 184.00 | |
| 12/03 | MD Sales Tax | 11.04 | |
| 12/03 | Occupancy Tax | 12.88 | |
| 12/04 | Visa | | -415.84 |

| Total | 415.84 | -415.84 |
|---------|--------|---------|
| Balance | 0.00 | |

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. If I do not check out in the Lounge with a host, I authorize the hotel to process all charges incurred during the stay to the credit card I presented at the time of check-in.

Please direct any billing inquiries/concerns to: Email: na.customerservice@hyatt.com Phone: 1-888-472-2870

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City of Oakland TRAVEL AUTHORIZATION (See Reverse Side for Instructions)

| Period | Batch # | Туре | Item |
|--------|---------|------|------|
| | | | |

| Employee Name | | | | | 2. Date | | 3. Vendor | |
|---|--|---|--|---|--|---------------------------------------|---|---------------------|
| Teresa Deloa | ch Reed | | | | 10/21/13 | | 1085 5 | 0 |
| 3. Department | FIRE | | | | 5. Position Title | Fire Chief | | |
| 6. Travel Destination | | 7.1 | Number of Wor | rk Days | 8. Departure Da | ite | 9. Return [| Date |
| Bethesda, M | larvland | l | nree | , | | er 2, 2013 | · | ember 4, 2013 |
| · · · · · · · · · · · · · · · · · · · | | | | | <u></u> | | | |
| 10. Purpose of Travel | : To attend | d Sponsori | ng Agenc | y Chiefs' M | eeting of the | e Urban Sea | rch & Rescue | (USAR -FEMA) |
| program and | discuss mu | itual conce | erns of US | SAR task fo | rces. | · · · · · · · · · · · · · · · · · · · | | |
| 11. Funding Source | | 12. | Total Cost Esti | imate | 13. Name of Em | ployee in Charge if | Requestor is Departme | ent Head |
| Budgeted Funds Available | | \$ | 1,338.00 |) | Rebecc | a Kozak, ext. | 4080 | |
| 14. Transportation | | | | | | | | |
| Use of City vehic | de requested: | | Advance Paym | nent | Reimburseme | nt | | |
| | round-trip miles | _ | | of-pocket costs \$ | | - | | |
| Use of private ve | enicie requestea: round-trip miles . | | Advance Paym | L | Reimburseme | • | mber | |
| Upon invoice from | | | | | \$ 760.00 (e | | nibel | • |
| For reimbursement | ir traver agent or | | • | akland to Washing | • | sumate ₎ | | |
| 15. Registration or Spe | cial Fees | TOI. TOUR | atrip airiare, oc | andra to Tradini | | ees include: | De | ites: |
| Fees for above ev | | | | | , | | 20 | |
| Fee will be paid | by employee fo | or later reimburse | ement | | Br | reakfast | | |
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| And Ma | all check to: | | | | LO | oaging | | |
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| And Ma 16. Subsistence Subsistence | ail check to: | | | | Hotel \$450.00 Me | | | |
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INTER OFFICE MEMORANDUM

TO:

Deanna Santana

City Administrator

FROM: Teresa Deloach Reed

Fire Chief

DATE: October 21, 2013

SUBJECT: Approval of Business Travel -

FEMA – Urban Search & Rescue Sponsoring Agency Chiefs Meeting

December 2-4, 2013

Approval

Date

1/14/13

Attached for your review are my travel authorization and information for the upcoming FEMA Urban Search & Rescue meetings. I will attend only the sponsoring agency chiefs' meeting on December 3, 2013 in Bethesda, Maryland. The costs will be covered by the Readiness Cooperative Agreement.

The purpose is to discuss issues of concern to the federally funded Urban Search & Rescue task force sponsoring chiefs. Oakland is the sponsoring agency for California Task Force 4.

A deputy chief will serve as acting chief while I am out of the city.

Your approval of my travel authorization is requested.

Teresa Deloach Reed

Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments: Travel authorization Announcement U.S. Department of Homeland Security Washington, D.C. 20472



US&R GENERAL MEMORANDUM - 2013-095

October 23, 2013

FOR:

National Urban Search and Rescue Response System

Sponsoring Agency Chiefs
Task Force Representatives

FROM:

Fred Endrikat, Chief

Urban Search and Rescue Branch

The Gridinat, o=DHS/
cn=Fred Endrikat, o=DHS/
FEMA, ou=ORR-RS-OP-UB,
enall=fred endrikat@fema.
s.gov, c=US

SUBJECT:

US&R GM 2013-095 - Announcement of the Sponsoring Agency Chiefs'

Meeting – December 3, 2013

Maryland Task Force One (MD-TF1) will host the National US&R Response System Annual Sponsoring Agency Chiefs' Meeting at the Hyatt Regency Bethesda, located at One Bethesda Metro Center (7400 Wisconsin Ave), Bethesda, Maryland, 20814 on Tuesday, December 3, 2013.

The 28 Task Force Sponsoring Agency Chiefs/Heads and their Task Force Representatives, the National and Divisional Task Force Representatives, and the Operations Group Chair are invited to attend this meeting.

Rooms have been reserved at the Federal Government Rate of \$184.00 per night (plus applicable taxes) for single occupancy. To make your reservation, contact Hyatt Group Reservations at 1-888-421-1442. The rooms are reserved under "Montgomery County Firefighters"; the group code is "FUSR". Room reservations must be made by November 1, 2013. If personnel are told that the room reservation block is full, please ask for the state or federal rate when booking. Washington DC is approximately 30 minutes away by subway. The Hyatt is conveniently located at the Bethesda Metro Station (www.wmata.com).

There are three major airports serving the Washington DC area, all approximately 45 minutes from Rockville. The three airports are Ronald Reagan National Airport (DCA), Washington Dulles Airport (IAD) or Baltimore Washington International Airport (BWI). DCA has the added advantage of having a Metro station at the airport (the Hyatt is also at a METRO station). Each attendee is responsible for arranging ground transportation.

The use of FY2013 Readiness Cooperative Agreement funding to support travel and related expenses to send members is allowable, provided that the Task Force has budgeted for this expense within their budget plan.

US&R General Memorandum 2013-095 – Announcement of the Sponsoring Agency Chiefs' Meeting – December 3, 2013

Page 2

Questions regarding this meeting may be directed to Chief Scott Graham, MD-TF1 (240-876-1260/scott.graham@montgomerycountymd.gov), Buddy Ey, MD-TF1 (301-252-4197/buddy.ey@montgomerycountymd.gov), or Catherine Deel in the US&R Branch office (202-212-3796/catherine.deel@fema.dhs.gov).

cc:

US&R Strategic Group Members US&R Branch Staff



Kozak, Rebecca

From:

Hyatt Regency Bethesda <groupcampaigns@pkghlrss.com>

Sent:

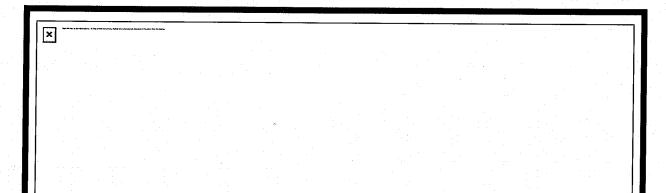
Friday, October 25, 2013 10:31 AM

To:

Deloach Reed, Teresa

Subject:

Hyatt Regency Bethesda Reservation Confirmation



FEMA URBAN SEARCH& RESCUE ~ 30-Nov-2013 - 10-Dec-2013 ~ Hyatt Regency Bethesda

Dear TERESA DELOACHREED,

We are pleased to confirm your reservations at the Hyatt Regency Bethesda. The staff of the Hyatt Regency Bethesda is looking forward to your arrival as part of the FEMA URBAN SEARCH& RESCUE. Should your travel plans change and you need to make changes to your reservations, please <u>click here</u> or call 888-421-1442.

We look forward to welcoming you to the Hyatt Regency Bethesda.

- The Staff of Hyatt Regency Bethesda

Reservation Details

| Online Confirmation: | 327F3NBH |
|-------------------------|--------------------|
| Date Booked: | 25-Oct-2013 |
| Reservation Name: | TERESA DELOACHREED |
| Arrival Date: | 02-Dec-2013 |
| Departure Date: | 04-Dec-2013 |

T

| Room Type: | 1 King Bed |
|--|---|
| Number of Rooms: | 1 |
| Number of Guests: | 1 |
| | |
| | Date Guest(s) Status Rate |
| | 02-Dec-2013 1 Confirmed 184.00 |
| | 03-Dec-2013 1 Confirmed 184.00 |
| | |
| Arr Le baskrate Barra | |
| Night by Night Rate | |
| | Second Guest 0.00 |
| | Third Guest 0.00 |
| | Fourth Guest 0.00 |
| | Fifth Guest 0.00 |
| | |
| | |
| Total Charge: | 368.00 |
| <u>, in a community of the second of the secon</u> | |
| | Room rates shown do not include 13% room tax (subject to |
| Tax Disclosure: | change). |
| | |
| en e | |
| | All cancellations received after 3pm hotel time, 1 day prior to the |
| Cancel Policy: | date of arrival will be billed for 1 nights room and tax. |
| <u>airining a raining and an airining a rain</u> | date of arrival will be billed for 1 hights room and tax. |
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