



**City of Oakland**  
**TRAVEL EXPENSE VOUCHER**

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name <b>Teresa Deloach Reed</b>		2. Position Title <b>Fire Chief</b>		3. Vendor Number <b>108550</b>	
4. Department <b>Oakland Fire Department</b>		5. Travel Destination <b>Anaheim, CA</b>		6. No. of Work Days <b>Two</b>	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date <b>December 1, 2014</b>		9. Return Date <b>December 2, 2014</b>	
10. Purpose of Travel: <b>Attend annual meeting of the National Urban Search &amp; Rescue Response System Sponsoring Agency Chiefs (FEMA)</b>					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

**TRAVEL EXPENSE CLAIM**

13. Day of Week/Date	Mon 12/1	Tues 12/2							TOTALS
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**TRANSPORTATION EXPENSE**

14. Airplane	\$166.20								\$166.20
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation	23.6								\$23.60
18. Parking									
19. Tolls									

**REGISTRATION**

20. Registration									
21. Special Fees									

**SUBSISTENCE EXPENSE (Per Diem)**

22. Full Per Diem									
23. Adj. to Per Diem									

**MEALS (Per Diem)**

24. Breakfast		11							11
25. Lunch		16							16
26. Dinner	29								29
27. Lodging	\$151.22								\$151.22
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$370.02	\$27.00							\$397.02

31	32. Total Advances & Prepayments	\$0.00
	33. Balance Due to Claimant	\$397.02

35. Claim Approved by Department Head  <i>[Signature]</i> Signature Date <b>12/5/14</b>		34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland  <i>[Signature]</i> Signature Date <b>12/4/14</b>	
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Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
2124	20815	55112	G364930		15	PS18		\$189.80	Check No
2124	20815	55113	G364930		15	PS18		\$207.22	Date

Entered by

Date

Accounts Payable


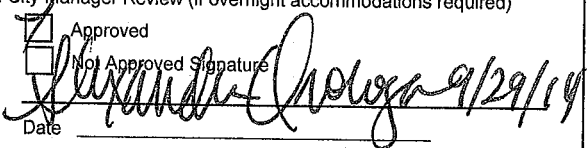
Date



# City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period	Batch #	Type	Item

1. Employee Name <b>Teresa Deloach Reed</b>		2. Date <b>9/25/14</b>		3. Vendor Number 	
3. Department <b>FIRE</b>		5. Position Title <b>Fire Chief</b>			
6. Travel Destination <b>Anaheim, CA</b>		7. Number of Work Days <b>Two</b>		9. Return Date <b>December 2, 2014</b>	
8. Departure Date <b>December 1, 2014</b>					
10. Purpose of Travel: <b>To attend Sponsoring Agency Chiefs' Meeting of the Urban Search &amp; Rescue (USAR -FEMA) program and discuss mutual concerns of USAR task forces.</b>					
11. Funding Source <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate <b>\$ 391.20*</b>		13. Name of Employee in Charge if Requestor is Department Head <b>Rebecca Kozak, ext. 4080</b>	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: _____ Estimated round-trip miles _____ <input type="checkbox"/> Use of private vehicle requested: _____ Estimated round-trip miles _____ <input checked="" type="checkbox"/> Upon invoice from travel agent or common carrier, prepare check in amount of <b>\$ 166.20</b> For reimbursement _____ For: roundtrip airfare, Oakland to Orange County, CA <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated out-of-pocket costs \$ _____ <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Equivalent common carrier rate \$ _____ Authorization Number _____					
15. Registration or Special Fees Fees for above event \$ <b>N/A</b> <input type="checkbox"/> Fee will be paid by employee for later reimbursement <input type="checkbox"/> City will be billed _____ <input type="checkbox"/> Fee to be paid in advance \$ _____ Make check payable to _____ And Mail check to: _____ Fees include: _____ Dates: _____ Breakfast _____ Lunch _____ Dinner _____ Lodging _____					
16. Subsistence <input checked="" type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel \$140.00 Meals \$85.00 <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days @ _____ /day = \$ _____ Travel per diem rate _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>9/25/14</b>		18. Department Remarks <b>*Expenses are covered by USAR Readiness Cooperative Agreement funding.</b>		FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>9/29/14</b>		20. City Manager Review			

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
	166.20	2124	20815	55112	G364930	15	PS18		
	225.00	2124	20815	55113	G364930	15	PS18		

Entered By \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_



## *INTER OFFICE MEMORANDUM*

**TO:** Henry Gardner  
Interim City Administrator

**FROM:** Teresa Deloach Reed  
Fire Chief

**SUBJECT:** Approval of Business Travel  
FEMA – Urban Search & Rescue  
Sponsoring Agency Chiefs Meeting  
December 2, 2014

**DATE:** September 25, 2014

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Approval

Date

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Attached are my travel authorization and supporting documents for the annual meeting of the National Urban Search & Rescue (USAR) sponsoring agency chiefs on December 2, 2014 in Anaheim, California. Costs will be covered by the USAR Readiness Cooperative Agreement.

The purpose of this meeting is to discuss issues of concern to the federally funded USAR 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.



**FEMA**

**US&R GENERAL MEMORANDUM – 2014-071**

September 17, 2014

**FOR:** National Urban Search & Rescue Response System  
Sponsoring Agency Chiefs/Heads  
Task Force Representatives

**FROM:** Fred Endrikat, Section Chief **WANDA L**  
Urban Search and Rescue Branch **CASEY**

Digitally signed by WANDA L CASEY  
DN: cn=US, ou=U.S. Government,  
ou=Department of Homeland Security,  
ou=FEMA, ou=People, cn=WANDA L CASEY,  
0.9.2342.19200300.100.1.1=0183959993.FEM  
A  
Date: 2014.09.18 14:58:48 -0400

**SUBJECT:** US&R General Memorandum 2014-071 – Sponsoring Agency Chiefs' Meeting –  
December 2, 2014

**Please be advised that the dress code for this meeting is "business casual"**

California Task Force 5 (CA-TF5) will host the National US&R Response System Annual Sponsoring Agency Chiefs' Meeting at the Anaheim Marriott, located at 700 West Convention Way, Anaheim, CA 92802 on Tuesday, December 2, 2014.

The 28 Task Force Sponsoring Agency Chiefs/Heads and their Task Force Representatives, the National and Divisional Task Force Representatives, along with the Advisory and Functional Group Leaders are invited to attend this meeting.

Rooms have been reserved at the rate of \$129.33 per night (plus applicable taxes) for single/double occupancy. (This is below the Government rate) To make your reservation, contact Marriot Reservations at **888-622-3056**. The rooms are reserved under "**Orange County Fire Authority**"; the group code is "**OCF**". **All room reservations must be made by November 10, 2014. This hotel is located across from the Disneyland Resort Area.**

John Wayne Airport is approximately 14 miles away. Estimated taxi fare is \$35 one way. Shuttle service can be arranged through the Super Shuttle for \$10 one way. (Advanced reservations may be required.)

There are three major airports serving the Orange County Area: Orange County John Wayne Airport (SNA 20 minutes), Los Angeles International Airport (LAX 1 hour), and Ontario Airport (ONT 1.5 hours). Each attendee is responsible for arranging ground transportation. A rental car is not recommended, since there are many restaurants in the Disney Resort Area.

1/7/14-  
750-  
8000



# US&R California Task Force 5

## FEMA US&R

### Sponsoring Agency Chief's Meeting

### December 2<sup>nd</sup>, 2014



California Task Force 5 (CA-TF-5) and the Orange County Fire Authority are pleased to host the FEMA National Urban Search and Rescue Sponsoring Agency Chief's Meeting, Strategic Group Meeting and Advisory Group Meeting in Anaheim, California on December 2nd through 4th, 2014.

Located in the center of Orange County, the city of Anaheim has exceptional shopping facilities and a vibrant business community. It is home to Disneyland, the Los Angeles Angels of Anaheim and the Anaheim Ducks. Furthermore, plenty of restaurant and entertainment options are within walking distance to the hotel. Anaheim Regional Transportation (ART) offers transportation options in the resort area surrounding the hotel for a small fee. Hotel concierge will be able to assist with any questions.

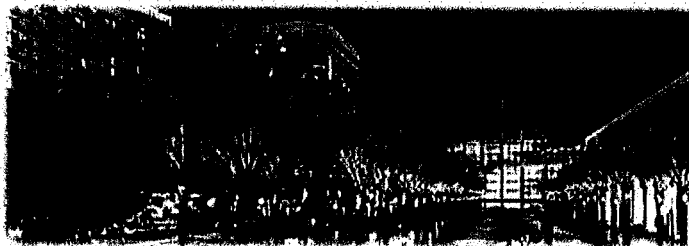
For more information about Anaheim visit: [Anaheim](#)

#### Logistical Information:

- Meeting participants are responsible for their own air and/or ground transportation to/from Anaheim. The nearest airport is Orange County's John Wayne Airport (SNA).
- A complimentary Continental Breakfast will be served each morning.
- Each participant should bring a laptop computer **and** wireless internet access capability via cell phone, MiFi, Jetpack, etc. Meeting rooms will not have internet access.
- A rental car is not necessary as there are numerous restaurants within walking distance of the Anaheim Marriott Hotel.

#### Lodging:

- Room rates are \$129.33 plus tax, single and double occupancy (15% state and local taxes + 0.25 California Tourism Assessment + \$0.04 per room night Occupancy Tax + 2% Anaheim Tourism Improvement District Fee). Group rates will be honored 3 days pre/post workshop dates based upon availability.
- Reservations must be made on or before **Monday, November 10, 2014**.
- On-site parking is \$24.00 daily, \$28 for valet.
- The use of the fitness center is complimentary
- Click on link for further information about the hotel: [Anaheim Marriott](#)



*8am to 5pm*

**Reservations:**

- Marriot Reservations: 888-622-3056, Group Name: Orange County Fire Authority/OCF

**Transportation:**

- The Hotel does not provide a shuttle service. Estimated taxi fare from John Wayne Airport is \$35.00 (one way). The hotel is approximately 14 miles from John Wayne Airport. Alternate transportation can be found through Super Shuttle for \$10 (one way), advance reservation may be required.

**Registration:**

As soon as possible, attendees to the meetings must register at the following link to confirm attendance. Please register no later than Monday, November 16, 2014. The password to register is [REDACTED]

- [FEMA US&R Sponsoring Agency Chiefs Meeting](#)

**Contact Information:**

If you have any questions regarding your stay, meetings, or travel arrangements please contact:

Justin Manntai

[justinmanntai@ocfa.org](mailto:justinmanntai@ocfa.org)

OCFA Station 54: 949-581-4406

Cell: (949)337-2763

Richard Ventura

[richardventura@ocfa.org](mailto:richardventura@ocfa.org)

OCFA Station 54: 949-581-4406

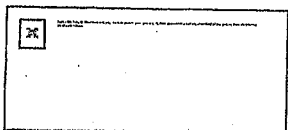
Cell: 714-292-1613

**Kozak, Rebecca**

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Thursday, September 25, 2014 12:07 PM  
**To:** Deloach Reed, Teresa  
**Subject:** Flight reservation (FZM9SJ) | 01DEC14 | OAK-SNA | Reed/Teresa Deloach

**Categories:** Red Category

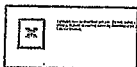
You're all set for your trip!



[My Account](#) | [View My Itinerary Online](#)

<a href="#">Check In Online</a>	<a href="#">Check Flight Status</a>	<a href="#">Change Flight</a>	<a href="#">Special Offers</a>	<a href="#">Hotel Offers</a>	<a href="#">Car Offers</a>
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## Ready for takeoff!



Thanks for choosing Southwest® for your trip! You'll find everything you need to know about your reservation below. Happy travels!

**Upcoming Trip:** 12/01/14 - Orange County



**AIR Itinerary**

**AIR Confirmation: FZM9SJ**

Confirmation Date: 09/25/2014

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
REED/TERESA DEL OACH	[REDACTED]	5262448812879	Sep 25, 2015	771

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Mon Dec 1	3154	Depart <b>OAKLAND, CA (OAK)</b> on Southwest Airlines at <b>6:30 PM</b> Arrive in <b>ORANGE COUNTY/SANTA ANA, CA (SNA)</b> at <b>7:50 PM</b> Travel Time 1 hrs 20 mins <a href="#">Wanna Get Away</a>
Tue Dec 2	743	Depart <b>ORANGE COUNTY/SANTA ANA, CA (SNA)</b> on Southwest Airlines at <b>7:35 PM</b> Arrive in <b>OAKLAND, CA (OAK)</b> at <b>8:55 PM</b> Travel Time 1 hrs 20 mins <a href="#">Wanna Get Away</a>

### What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you

check in, within 24 hours of your flight, the earlier you get to board.

**Remember to be in the gate area on time and ready to board:**

- 30 minutes prior to scheduled departure time: We may begin boarding as early as 30 minutes prior to your flight's scheduled departure time. We encourage all passengers to plan to arrive in the gate area no later than this time.
- 10 minutes prior to scheduled departure time: All passengers must obtain their boarding passes and be in the gate area available for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
- If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

**Air Cost: 166.20**

Carryon Items: 1 Bag + small personal item are free. See full details. Checked Items: First and second bags fly free. Weight and size limits apply.

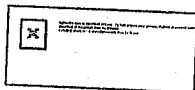
Fare Rule(s): 5262448812879: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

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

OAK WN SNA74.42NLNUWNR WN OAK53.95TLNUHNR 128.37 END ZPOAKSNA  
XFOAK4.5SNA4.5 AY11.20\$OAK5.60 SNA5.60



Learn About Our  
Boarding Process



Get EarlyBird  
Check-In® Details

**Cost and Payment Summary**

☐ AIR - FZM9SJ

Base Fare	\$ 128.37
Excise Taxes	\$ 9.63
Segment Fee	\$ 8.00
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 11.20
<b>Total Air Cost</b>	<b>\$ 166.20</b>

**Payment Information**

Payment Type: Visa  
Date: Sep 25, 2014  
Payment Amount: \$166.20





## Useful Tools

[Check In Online](#)  
[Early Bird Check-In](#)  
[View/Share Itinerary](#)  
[Change Air Reservation](#)  
[Cancel Air Reservation](#)  
[Check Flight Status](#)  
[Flight Status Notification](#)  
[Book a Car](#)  
[Book a Hotel](#)

## Know Before You Go

[In the Airport](#)  
[Baggage Policies](#)  
[Suggested Airport Arrival Times](#)  
[Security Procedures](#)  
[Customers of Size](#)  
[In the Air](#)  
[Purchasing and Refunds](#)

## Special Travel Needs

[Traveling with Children](#)  
[Traveling with Pets](#)  
[Unaccompanied Minors](#)  
[Baby on Board](#)  
[Customers with Disabilities](#)

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## Legal Policies & Helpful Information

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[Notice of Incorporated Terms](#)      [FAQs](#)

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This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us, Please read our [Privacy Policy](#).

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

<sup>2</sup> Security Fee is the government-imposed September 11th Security Fee.

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

See [Southwest Airlines Limit of Liability](#)

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

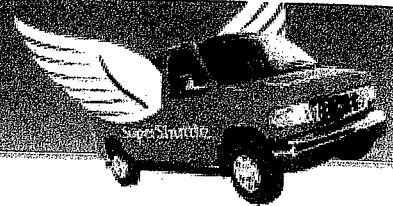
[Contact Us](#)

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**Kozak, Rebecca**

**From:** SuperShuttle <reservations@supershuttle.net>  
**Sent:** Monday, December 01, 2014 2:08 PM  
**To:** Deloach Reed, Teresa  
**Subject:** SuperShuttle Reservation Confirmation 3225223/3225222

**SuperShuttle. Need a lift?**



Click Continue to claim your **\$20 Rebate**  
on today's reservation!

**Continue**

Billing terms and conditions apply. Claim  
your Cash Back with enrollment in Great Fun.

*SuperShuttle  
Special  
Offer*

**FREE Lifetime**  
Premier Membership with  
Using Miles

Sign up for \$29.99 **FREE!**

**r TERESA DELOACH REED,**  
following information summarizes your confirmed service with SuperShuttle.

**Fast Information:**

Address: **ANAHEIM MARRIOTT 700 W CONVENTION WAY ANAHEIM, CA 92802**  
(510) [REDACTED]

**Travel Itinerary (From the airport)**

Confirmation Number: **3225223**

Your reservation from the airport will help SuperShuttle better serve you and expedite your travel. Due to airport security, traffic conditions and other travel variables, your reservation does not mean there will be a van waiting for you at the curb.

Passengers	1
Children	0
Service Type	SHARED RIDE VAN SERVICE (UP TO 9 PASSENGERS IN PARTY)
Port	<u>SNA - ORANGE COUNTY-JOHN WAYNE.</u>
Airline	SOUTHWEST AIRLINES
Flight #	3154 - Domestic
Flight Date/Time	<b>Monday, December 01, 2014 7:50 PM</b>
Base Fare	\$10.00
Tax	\$1.80
Additional surcharge	\$0.00
<b>Total</b>	<b>\$11.80</b>

**Special Instructions**

ON ARRIVAL, FOLLOW THE SIGNS TO THE BAGGAGE CLAIM AND COLLECT YOUR LUGGAGE. PROCEED TO THE TRANSPORTATION AREA ACROSS THE STREET AND LOOK FOR THE ISLAND MARKED "VAN SHUTTLE SERVICE." PRESENT YOUR CONFIRMATION NUMBER TO THE UNIFORMED CUSTOMER SERVICE REPRESENTATIVE FOR FURTHER ASSISTANCE.

**Departure Itinerary (To the Airport)**

Confirmation Number: **3225222**

up Date/Time:

Tuesday, December 02, 2014 4:30 PM - 4:45 PM

Our 15-minute pick-up window means that the van will normally arrive within 15 minutes of your scheduled pickup time. Please make sure that you are completely ready to go at the **beginning of your scheduled pickup time window** so that you will not keep other passengers waiting!



Where's My Van?

Locate your van on a map.

CLICK HERE

Seats	1
Children	0
Service Type	SHARED RIDE VAN SERVICE (UP TO 9 PASSENGERS IN PARTY)
Port	<u>SNA - ORANGE COUNTY-JOHN WAYNE</u>
Airline	SOUTHWEST AIRLINES
Flight #	743 - Domestic
Flight Date/Time	Tuesday, December 02, 2014 7:35 PM
Base Fare	\$10.00
Port Fee	\$1.80
Insurance Surcharge	\$0.00
<b>Total</b>	<b>\$11.80</b>

**Special Instructions**

**Ind trip total fare \$23.60**

ing

Payment Method: PREPAID CREDIT CARD

Card type: VISA

Card number: [REDACTED]

To change or cancel this reservation, please call 1-800-BLUE-VAN (258-3826).

To view our terms and conditions, click here

Thank you for choosing SuperShuttle!

<http://www.supershuttle.com>



We value your safety so please wear your seat belt in your journey with us.

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## GUEST FOLIO

ANAHEIM MARRIOTT

1211 REED/TERESA 129.00 12/02/14 12:00 27453 17632  
ROOM NAME RATE DEPART TIME ACCT# GROUP  
NSDB  
TYPE 12/01/14 21:39  
140 [REDACTED] ARRIVE TIME  
ROOM [REDACTED] CA PASSPORT:  
CLERK [REDACTED] CA  
ADDRESS PAYMENT RWD#:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
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12/01 CCARD-VS  
SETTLED TO:

VISA

151.22

-151.22

SUMMARY OF TAXES			
DESCRIPTION	TAXED AMOUNT	TAX	
A ROOM TAX 15.0%	.00	.00	
B ATID ASSESSMENT	.00	.00	
C COMM/CA RSRT FEE	.00	.00	
D CTA TAX	.00	.00	
G WFB ROOM TAX	.00	.00	
H WFB ATID	.00	.00	
I SUNDRIES SALES TAX	.00	.00	

NET CHARGES  
.00

TAX  
.00

CREDITS  
151.22

FOLIO  
-151.22

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
TDELOACHREED@OAKLANDNET.COM  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM



ANAHEIM MARRIOTT  
700 W CONVENTION WAY  
ANAHEIM:, CA 92802

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X \_\_\_\_\_



**City of Oakland  
TRAVEL EXPENSE VOUCHER**

CITY OF OAKLAND  
OFFICE OF CITY MANAGER

**FOR ACCOUNTING USE ONLY**

Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Long Beach, CA		6. No. of Work Days Two	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date September 29, 2014		9. Return Date September 30, 2014	
10. Purpose of Travel Attend meeting of the California Metropolitan Fire Chiefs					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

**TRAVEL EXPENSE CLAIM**

13. Day of Week/Date	Wed 9/29	Thurs 9/30								TOTALS
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**TRANSPORTATION EXPENSE**

14. Airplane	\$197.98									\$197.98
15. City Car Expense										
16. Private Car Expense										
17. Local Transportation	23.85									\$23.85
18. Parking										
19. Tolls										

**REGISTRATION**

20. Registration	\$166.00									\$166.00
21. Special Fees										

**SUBSISTENCE EXPENSE (Per Diem)**

22. Full Per Diem										
23. Adj. to Per Diem										

**MEALS (Per Diem)**

24. Breakfast	11									11
25. Lunch	16									16
26. Dinner										
27. Lodging	\$309.45									\$309.45
28. Telephone/Telegram										
29. Baggage Handling										
30. Other										
TOTALS	\$724.28									\$724.28

31.		32. Total Advances & Prepayments \$0.00	
33. Claim Approved by Department Head 		33. Balance Due to Claimant \$724.28	
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		35. Claim Approved by Department Head	
Signature _____ Date 10/21/14		Signature _____ Date 10.9.14	

Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55112	0	15	PS15			\$221.83	Check No.
1010	20110	55212	0	15	PS15			\$166.00	Date
1010	20110	55114	0	15	PS15			\$336.45	

Entered by

Date

Accounts Payable


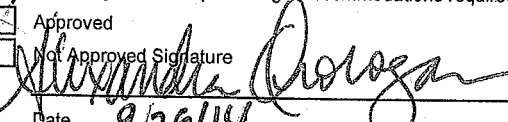
Date

# City of Oakland

## TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period		Batch #			Type	Item

1. Employee Name <b>Teresa Deloach Reed</b>		2. Date <b>9/24/14</b>		3. Vendor Number 	
3. Department <b>FIRE</b>		5. Position Title <b>FIRE CHIEF</b>			
6. Travel Destination <b>Long Beach, CA</b>		7. Number of Work Days <b>Two</b>		8. Departure Date <b>September 29, 2014</b>	
				9. Return Date <b>September 30, 2014</b>	
10. Purpose of Travel <b>Attend California Metropolitan Chiefs Association Meeting</b>					
11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate <b>\$ 723.43</b>		13. Name of Employee in Charge if Requestor is Department Head <b>Rebecca Kozak x. 4080</b>	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles <b>160</b> miles      Estimated out-of-pocket costs <b>-0-</b> <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles _____      Equivalent common carrier rate \$ _____ Authorization Number _____ <input checked="" type="checkbox"/> Use of rental vehicle requested Shuttle \$50. <input checked="" type="checkbox"/> Upon invoice from travel agent or common carrier, reimburse employee for <b>\$197.98</b> For: <b>RT to Long Beach</b>					
15. Registration or Special Fees Fees for above event \$ <b>166.00</b> <input checked="" type="checkbox"/> Fee will be paid by employee for later reimbursement      Breakfast <b>9/30</b> <input type="checkbox"/> City will be billed _____      Lunch <b>9/30</b> <input type="checkbox"/> Fee to be paid in advance _____      Dinner <b>9/29</b> Make check payable to _____ and _____ Mail check to: _____      Lodging _____					
16. Subsistence <input checked="" type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ <b>309.45 - Hotel</b> <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost \$ _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days _____ Travel per diem rates _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = _____ \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>9.24.14</b>		18. Department Remarks		<b>FOR ACCOUNTING USE ONLY</b>  Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>9/26/14</b>		20. City Manager Review			

[illegible]

Entered By

Date \_\_\_\_\_

Accounts Payable

Date \_\_\_\_\_



# California Metropolitan Fire Chiefs, Inc.

September Meeting – Agenda AMENDED  
Tuesday, September 30, 2014, 8:00 AM – 12:00 PM  
Renaissance Hotel, Corsican Room – Long Beach

Alameda County  
Contra Costa County  
Fresno  
Kern County  
Long Beach  
Los Angeles City  
Los Angeles County  
Oakland  
Orange County  
Sacramento City  
Sacramento Metro Fire  
San Bernardino County  
San Diego  
San Francisco  
San Jose  
Ventura County

## 1. OPENING

A. Call to Order

## 2. REPORTS/DISCUSSION

A. CalChiefs Report (Henke)

B. GEMT (Henke/Clough)

C. CalFire Director Ken Pimlott – 9 AM – 10 AM

D. CFAA

E. Chapter 13

## 3. OLD BUSINESS

A. Crude Oil-by-Rail (Bakken) & Rail Safety – Update (Henke)

B. Finance Report

## 4. NEW BUSINESS

A. Chair & Vice Chair Vacancies

- Selection of Chair
- Selection of Vice Chair

B. CalChiefs – Executive Board Vacancy

- Appoint representative

C. Chiefs-Firefighters-CalOSHA Working Group

- Select representative

D. State Threat Assessment System (STAS) Advisory Board (OSFM)

- Select representative

## 5. ANNOUNCEMENTS AND GOOD OF THE ORDER

## 6. ADJOURNMENT

Breakfast 7:30 AM – 8 AM  
Lunch 12 PM

## Your itinerary

You should receive your itinerary by email shortly, but you should print this out just in case.

Email Itinerary

Get flight status updates

Download to calendar

### Confirmation #SFFAJQ

Status: Confirmed

Book Date: Wednesday, September 24 2014



Scan this barcode to check in at any JetBlue check-in kiosk.



### More to love with Even More®

Even More® Space includes:

- Extra legroom
- Early boarding
- Early access to overhead bins
- And currently, Even More® Speed (expedited security)

Buy now

## Travelers

Travelers on this flight: Teresa Deloach Reed

Primary contact: Teresa Deloach Reed, [REDACTED]

## Flights

Date	Departs/ Arrives	Route	Flight/ Aircraft	Travelers	Seats
Mon Sep 29	09:20 a.m. 10:40 a.m.	Oakland, CA (OAK) to Long Beach, CA (LGB)	#147 A320	Teresa Deloach Reed	16E
Tue Sep 30	05:35 p.m. 06:52 p.m.	Long Beach, CA (LGB) to Oakland, CA (OAK)	#448 A320	Teresa Deloach Reed	9B



### Turn your blue into green

Balance out the emissions created by your JetBlue flight. Visit [Carbonfund.org](http://Carbonfund.org) to offset your carbon footprint and contribute to greenhouse gas reduction projects.

### Get 20,000 TrueBlue® Points.

Get 20,000 points after you spend \$1,000 with your Card in your first 3 months of Cardmembership.

Terms and restrictions apply.

## Total price

Fare: (details)

Taxes & Fees: (details)

\$157.94 x 1 = \$157.94 USD

\$40.04 USD

Total:

**\$197.98** USD

## Payment

Form of payment

Visa [REDACTED]

Amount paid

\$197.98 USD

Total amount due:

**\$0.00** USD

### Your Driver Is Here

Guaranteed on-time car service in every US city, with rates starting at \$49<sup>95</sup>. Book with GroundLink

Rent a car in Long Beach, CA





**Kozak, Rebecca**


---


**From:** Renaissance Hotels Reservations <reservations@renaissancehotels-res.com>  
**Sent:** Wednesday, September 24, 2014 9:06 AM  
**To:** Deloach Reed, Teresa  
**Subject:** Reservation Confirmation #80113296 for Renaissance Long Beach Hotel

Please review your reservation details and keep for your records.




**Renaissance Long Beach Hotel**

 111 East Ocean Boulevard . Long Beach, California 90802 USA

 1-562-437-5900 [Plan Your Stay](#)

[Hotel Website](#) [Map & Directions](#)



## Reservation Confirmation: 80113296

**For MS TERESA REED**

**CHECK-IN DATE** Monday, September 29, 2014  
**CHECK-IN TIME** 04:00 PM

**CHECK-OUT DATE**  
Tuesday, September 30, 2014  
**CHECK-OUT TIME** 11:00 AM

[Modify your reservation](#)

[Cancel your reservation](#)

**Hello MS TERESA REED**

Your reservation is all set and we're getting everything ready for your stay. Whether you're traveling on business or pleasure, count on us to make sure your trip is filled with exciting new discoveries. Thanks for picking Renaissance as your home away from home. We can't wait to welcome you.

Best,  
Renaissance Long Beach Hotel

**Plan Your Stay**



**Navigator by Renaissance**

Discover hidden gems only a local would know with

Monday, September 29, 2014-Tuesday, September 30, 2014

1 night

269.00 USD

Best Available rate

ESTIMATED GOVERNMENT TAXES & FEES

40.45 USD

Total for stay (for all rooms)

309.45 USD

#### Parking Information

- On-site parking, fee: 4 USD hourly, 18 USD daily
- Valet parking, fee: 23 USD daily

[Modify or cancel your reservation](#)

[Book Another Reservation](#)

### Rate and Cancellation Details

- Please note that a change in the length or dates of your reservation may result in a rate change.
- You may cancel your reservation for no charge until 06:00 PM hotel time on Monday, September 29, 2014.
- Please note that we will assess a fee of 309.45 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

#### RATE GUARANTEE LIMITATION(S)

- Changes in taxes or fees implemented after booking will affect the total room price.
- Please note that a change in the length or dates of your reservation may result in a rate change.

#### ADDITIONAL INFORMATION

- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience



### Marriott Rewards

Imagine earning your way towards free nights or free flights each time you stay at any participating Marriott brand hotels worldwide - all while enjoying exclusive member benefits and rewards. Now you can.

 [Join Marriott Rewards](#)

#### Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.



 [Learn More and Apply](#)



City of Oakland  
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Universal City, CA		6. No. of Work Days Two	
7. Funding Source: X Funds Available <input type="checkbox"/> Budgeted <input type="checkbox"/> Other		8. Departure Date July 9, 2014		9. Return Date July 10, 2014	
10. Purpose of Travel Attend meeting of the California Metropolitan Fire Chiefs					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City      Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Wed 7/9	Thurs 7/10							TOTALS
----------------------	---------	------------	--	--	--	--	--	--	--------

TRANSPORTATION EXPENSE

14. Airplane	\$357.00								\$357.00
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation	14.16	14.16							\$28.32
18. Parking									
19. Tolls									

REGISTRATION

20. Registration	\$150.00								\$150.00
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast									
25. Lunch									
26. Dinner									
27. Lodging	\$138.72								\$138.72
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$659.88	\$14.16							\$674.04

31	32. Total Advances & Prepayments	\$0.00
	33. Balance Due to Claimant	\$674.04

35. Claim Approved by Department Head  Signature: <i>Alexander Quiroz</i> Date: 7/14/14	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: <i>Teresa Deloach Reed</i> Date: 7-11-14
---	---

Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55112	0	15	PS15			\$385.32	Check No.
1010	20110	55212	0	15	PS15			\$150.00	Date
1010	20110	55114	0	15	PS15			\$138.72	

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_



# City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period	Batch #	Type	Item

1. Employee Name <b>Teresa Deloach Reed</b>		2. Date <b>6/27/14</b>		3. Vendor Number	
3. Department <b>FIRE</b>		5. Position Title <b>FIRE CHIEF</b>			
6. Travel Destination <b>Universal City, CA</b>		7. Number of Work Days <b>Two</b>		8. Departure Date <b>July 9, 2014</b>	
9. Return Date <i>July</i> <b>January 10, 2014</b>					
10. Purpose of Travel <b>Attend California Metropolitan Chiefs Association Meeting</b>					
11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate <b>\$ 605.00</b>		13. Name of Employee in Charge if Requestor is Department Head <b>Rebecca Kozak x. 4080</b>	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles <b>160 miles</b> Estimated out-of-pocket costs <b>-0-</b> <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles _____ Equivalent common carrier rate \$ _____ Authorization Number _____ <input type="checkbox"/> Use of rental vehicle requested <input checked="" type="checkbox"/> Upon invoice from travel agent or common carrier, reimburse employee for <b>\$280.00</b> For: <b>RT to Burbank</b>					
15. Registration or Special Fees Fees for above event \$ <b>195.00</b> <input checked="" type="checkbox"/> Fee will be paid by employee for later reimbursement <input type="checkbox"/> City will be billed _____ <input type="checkbox"/> Fee to be paid in advance _____ Fees include: _____ Dates: _____ Breakfast <b>7/10</b> Lunch <b>7/10</b> Dinner <b>7/9</b> Lodging _____ Make check payable to _____ and _____ Mail check to: _____					
16. Subsistence <input checked="" type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ <b>130.00 - Hotel</b> <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost \$ _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days _____ Travel per diem rates _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved <i>Teresa Deloach Reed</i> Signature _____ Date <b>6/27/14</b>		18. Department Remarks		FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved <i>Rebecca Kozak</i> Signature _____ Date <b>7/8/14</b>		20. City Manager Review			

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
14.	280.00	1010	20110	55112	0000000	15	PS 15		
15.	195.00	1010	20110	55212	0000000	14	PS 15		
16.	130.00	1010	20110	55114	0000000	14	PS 15		

Entered By

Date

Accounts Payable

Date



KURT P. HENKE  
Fire Chief

## 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 Read, Fire Chief  
Oakland Fire Department

Payment For: CA Metro Fire Chiefs Association - Meeting  
July 9 - 10, 2014 ~ Burbank, CA

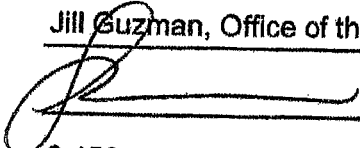
Made Payable To: Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Suite 200  
Mather, CA 95655

Telephone Number: (916) 859-4508

Federal Tax ID #: 68-0358779

Received Payment: July 7, 2014

Payment Received By: Jill Guzman, Office of the Fire Chief

Signature: 

Amount of Payment: \$ 150.00

Form of Payment: Check #:

Card Type: ☒ Visa ☐ MasterCard

Auth #: 04140C

SACRAMENTO METROPOLITAN  
10545 ARMSTRONG AVE STE  
MATHER, CA 95655

TERMINAL ID: 004539771  
MERCHANT #: 329334831998

VISA

SALE

BATCH: 000115  
DATE: JUL 07, 14  
ST: 002  
CC: P

INVOICE: 015100  
TIME: 15:28  
AUTH NO: 04140C

TOTAL \$150.00

Serving Sacramento and Placer Counties

CUSTOMER COPY



# California Metropolitan Fire Chiefs Association

July 2014 Meeting ~ Burbank, CA

*Teresa Deloach Reed*

*Oakland*

Fire Chief's Name

Department

**Wednesday, July 9, 2014:** Bubba Gump Shrimp Co. Hollywood  
1000 Universal Studios Blvd., Suite 114, Universal City 91608  
6:00 PM Dinner ~ Business Casual

Please select one:

☐ Attending

☒ Not attending *dinner*

**Thursday, July 10, 2014:** CA Metro Fire Chiefs Meeting  
Sheraton Universal Hotel – 333 Universal Hollywood Dr., Universal City 91608  
8 AM – 2 PM  
Continental Breakfast & Lunch will be served

**LODGING** Sheraton Universal Hotel – 333 Universal Hollywood Dr., Universal City 91608/Phone: (818)754-5879

Group Rate for July 9, 2014 is: **\$120 plus taxes** – Please use the below link to make your reservations:  
<https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1406199240&key=507D780>  
(please ignore the Metro logo on the top left, the hotel took it upon themselves to put that on the link).

## TRANSPORTATION

You will need to contact the Sheraton concierge and arrange for your own transportation to the hotel. Unfortunately, the Sheraton does not have a shuttle from the Burbank airport.

## COST

\$195 ~ Includes the cost of dinner on Wednesday, July 9<sup>th</sup> and charges associated with the meeting on Thursday, July 10<sup>th</sup>.

**PAYMENT METHOD – RSVP by July 2, 2014 and Payment due ASAP, but no later than July 15, 2014**

☐ Check (payable to Metro Fire) Check No.: \_\_\_\_\_

Please mail check to:

Jill Guzman  
c/o Metro Fire  
10545 Armstrong Ave., Suite 200  
Mather, CA 95655

Credit Card:



☒ VISA

☐ MasterCard

☐ American Express

Card Number

*Teresa L. Deloach Reed*

Expiration Date

*01/16*

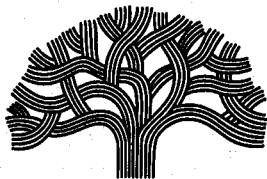
Card Holder Name

*Teresa Reed*

Card Holder Phone Number

Card Holder Signature

Registration forms should be emailed to Jill Guzman  
[guzman.jill@metrofire.ca.gov](mailto:guzman.jill@metrofire.ca.gov)



CITY OF OAKLAND

CITY OF OAKLAND  
**INTER OFFICE MEMORANDUM**

14 JUN 27 AM 10:44

**TO:** Henry Gardner  
Interim City Administrator

**FROM:** Teresa Deloach Reed  
Fire Chief

**SUBJECT:** Approval of Business Travel -  
California Metro Chiefs Meeting

**DATE:** June 27, 2014

---

Approval

Date

---

Attached is my travel authorization to attend a meeting of the California Metropolitan Fire Chiefs in Universal City, CA, July 9-10, 2014.

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.

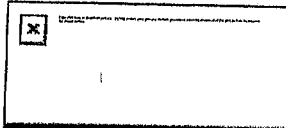
**Attachments:**

Travel authorization / supporting documents

**Kozak, Rebecca**

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Friday, June 27, 2014 5:09 PM  
**To:** Kozak, Rebecca  
**Subject:** Flight reservation (M7ZK9E) | 09JUL14 | OAK-BUR | Reed/Teresa

You're all set for your trip!



[My Account](#) | [View My Itinerary Online](#)

[Check In  
Online](#)

[Check Flight  
Status](#)

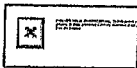
[Change  
Flight](#)

[Special  
Offers](#)

[Hotel  
Offers](#)

[Car  
Offers](#)

## Ready for takeoff!



Thanks for choosing Southwest® for your trip! You'll find everything you need to know about your reservation below. Happy travels!

### Upcoming Trip: 07/09/14 - Burbank



[AIR Itinerary](#)

**AIR Confirmation: M7ZK9E**

Confirmation Date: 06/27/2014

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
REED/TERESA	[REDACTED]	5262427062196	Jun 27, 2015	1440

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

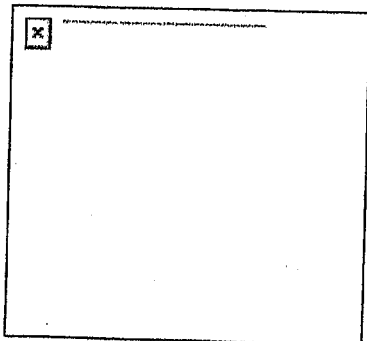
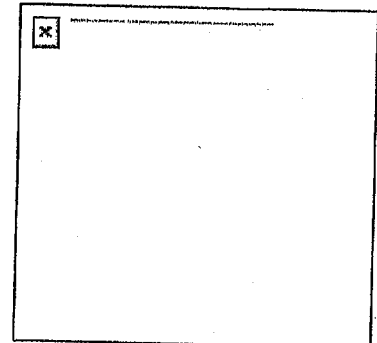
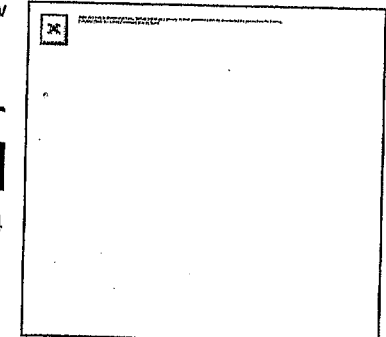
Date	Flight	Departure/Arrival
Wed Jul 9	207	Depart <b>OAKLAND, CA (OAK)</b> on Southwest Airlines at <b>2:20 PM</b> Arrive in <b>BURBANK, CA (BUR)</b> at <b>3:25 PM</b> Travel Time 1 hrs 5 mins <a href="#">Wanna Get Away</a>
Thu Jul 10	3842	Depart <b>BURBANK, CA (BUR)</b> on Southwest Airlines at <b>4:50 PM</b> Arrive in <b>OAKLAND, CA (OAK)</b> at <b>5:55 PM</b> Travel Time 1 hrs 5 mins <a href="#">Wanna Get Away</a>

### What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

### Remember to be in the gate area on time and ready to board:

- 30 minutes prior to scheduled departure time: We may begin boarding as early as 30 minutes prior to your flight's scheduled departure time. We encourage all passengers to plan to arrive in the







**Thank you for your purchase!**

Oakland, CA - OAK to Burbank, CA - BUR

### New Purchases in Trip

#### Air

Confirmation #M7ZK9E

Oakland, CA - OAK to Burbank, CA - BUR

Wednesday, July 9, 2014 - Thursday, July 10, 2014

**Air Total: \$280.00**

Amount Paid  
**\$280.00**

Trip Total  
**\$280.00**

JUL 9

**WED 07/09/14 - Burbank**

### New purchases added to your trip.

#### AIR

Oakland, CA - OAK to Burbank, CA - BUR  
07/09/2014 - 07/10/2014

Confirmation #  
**M7ZK9E**

#### Adult Passenger(s)

TERESA REED

Subscribe to Flight Status Messaging

#### Rapid Rewards #

<b>DEPART</b> JUL 9	<b>02:20 PM</b>	Depart <b>Oakland, CA (OAK)</b> on Southwest Airlines	Flight #207		<b>Wednesday, July 9, 2014</b>
<b>WED</b>	<b>03:25 PM</b>	Arrive in <b>Burbank, CA (BUR)</b>	WiFi available		Travel Time 1 h 05 m (Nonstop) Wanna Get Away
<b>RETURN</b> JUL 10	<b>04:50 PM</b>	Depart <b>Burbank, CA (BUR)</b> on Southwest Airlines	Flight #3842		<b>Thursday, July 10, 2014</b>
<b>THU</b>	<b>05:55 PM</b>	Arrive in <b>Oakland, CA (OAK)</b>	WiFi available		Travel Time 1 h 05 m (Nonstop) Wanna Get Away

#### What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

#### PRICE: ADULT

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-BUR	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1	\$140.00
Return	BUR-OAK	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1	\$140.00

Sheraton Universal Hotel  
333 Universal Hollywood Dr  
Universal City, CA 91608  
818-980-1212  
<http://www.starwood.com/>



Deloach Reed, Teresa	Page Number	1	Invoice Nbr	1000079807
[REDACTED]	Guest Number	1604938	Arrive Date	07-09-2014 16:10
[REDACTED]	Folio ID	A	Depart Date	07-10-2014 12:00
	No. Of Guest	1		
	Room Number	1901		

Information Invoice

Date	Reference	Description	Charges	Credits
07-09-2014	RT1901	Room Chrg Grp Corporate	\$120.00	
07-09-2014	RT1901	.12 State Tourism Assessment	\$0.12	
07-09-2014	RT1901	1.5% LA Tourism Assessment	\$1.80	
07-09-2014	RT1901	14% Occupancy Room Tax	\$16.80	
07-10-2014	VM	Visa/Mastercard		\$-138.72
		** Total	\$138.72	\$-138.72
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

0.00  
0.00  
0.00  
0.00  
0.00

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)

Continued on the next page

Sheraton Universal Hotel  
333 Universal Hollywood Dr  
Universal City, CA 91608  
818-980-1212  
<http://www.starwood.com/>



Deloach Reed, Teresa	Page Number	2	Invoice Nbr	1000079807
8000 SHAY DR	Guest Number	1604938	Arrive Date	07-09-2014 16:10
OAKLAND, CA 94605-4221	Folio ID	A	Depart Date	07-10-2014 12:00
	No. Of Guest	1		
	Room Number	1901		

Information Invoice

Sweet Dreams? Experience Sheraton hotels at home with Sweet Sleeper. Welcome restful nights with the same signature mattress, down hypoallergenic pillows and luxurious sheets you slept in last night. Order your Sweet Sleeper Bed at [www.sheraton.com/store](http://www.sheraton.com/store)

Signature\_\_\_\_\_

Welcome, Guest - [Login](#)

SuperShuttle Booking Engine

[Submit Query](#) [Submit Q](#)

## Reservation Summary

✈ → 🏠

✈ Burbank CA - BUR

🏠 Sheraton - Universal City  
333 UNIVERSAL HOLLYWOOD DR  
UNIVERSAL CITY, CA 91608

📅 Wednesday, July 09, 2014

🕒 3:25:00 PM

🚗 Shared Ride Van Service

🏠 → ✈

🏠 Sheraton - Universal City  
333 UNIVERSAL HOLLYWOOD DR  
UNIVERSAL CITY, CA 91608

✈ Burbank CA - BUR

📅 Thursday, July 10, 2014

🕒 3:05:00 PM

🚗 Shared Ride Van Service

👤 1 Adult    👶 0 Children

👤 28.32



## Confirmation

Thank you **Teresa Reed**.

Your reservation with SuperShuttle has been saved

Confirmation # To the Airport: **8912246**Confirmation # From the Airport **8912247**[Printer Friendly Version](#)

Click here to claim your **\$20.00 Rebate**  
on the reservation you just made.

**Continue**

Billing terms and conditions apply.  
Claim your Cash Back with enrollment in Great Fun.



Keep all of your travel plans in one spot! Triplt.com. Click on the Triplt logo to add your trip.

## Itinerary

<b>Airport:</b>	Burbank CA
<b>Guests (over 3 years)</b>	1
<b>Guests:</b>	0
<b>(under 3 years, ride free)</b>	
<b>Group / Online Discount Code:</b>	N/A
<b>Accessible Service:</b>	No

**Child Seat** If you are travelling with children we strongly recommend the use of child safety seats. If federal, state or local laws require your child(ren) to be secured in a child safety seat, please bring one. If a child seat is required and not provided by you, we may not be able to provide service.

**Oversized Luggage** If you have oversized luggage, like golf clubs or a surfboard, please contact us at **(800) 258-3826** for specific instructions

## From The Airport

<b>Service:</b>	Shared Ride Van Service (Up to 7 Passengers in Party)
<b>Flight Arrival Time:</b>	Wednesday, July 09, 2014 3:25 PM
<b>Airline:</b>	SOUTHWEST AIRLINES
<b>Flight Number:</b>	207
<b>Domestic / International:</b>	Domestic

## Arrival Instructions

Once you arrive at the airport, please check in with SuperShuttle (airport procedures vary by location, please see airport specific instructions in your email confirmation). Once you have checked in with us, you will be grouped with other passengers going in the same direction and the next available van going to your area will be sent to pick you up. (Due to security at airports, even with a reservation, we cannot have a van waiting for you at the curb. Our vans wait in nearby "holding lots" and once you have checked in with us, a van will be sent for you and the other people going in your same direction.)

After collecting luggage, proceed to the Shuttle Stop to speak with a uniformed Customer Service Representative. The Shuttle Stop is located across the street from either baggage claim area, at the center island. Customer must present confirmation number to CSR for further assistance.

## To The Airport

<b>Service:</b>	Shared Ride Van Service (Up to 7 Passengers in Party)
<b>Flight Departure Time</b>	Thursday, July 10, 2014 4:50 PM
<b>Airline:</b>	SOUTHWEST AIRLINES
<b>Flight Number:</b>	3842
<b>Domestic / International:</b>	Domestic
<b>Pickup Time:</b>	Thursday, July 10, 2014 3:05 PM - Thursday, July 10, 2014 3:20 PM

Customer's Supershuttle	<b>SPECIAL INSTRUCTIONS:</b>	
	<b>Landmark:</b>	<b>Location</b>
	<b>Phone Number:</b>	<b>Sheraton - Universal City</b>
	<b>Address:</b>	333 UNIVERSAL HOLLYWOOD DR UNIVERSAL CITY, CA 91608
	<b>Billing:</b>	
	<b>Card Type:</b>	Visa
	<b>Credit Card Number:</b>	
	<b>Expiration Date:</b>	01/2016
	<b>Fare Totals</b>	
	<b>Total - From The Airport</b>	
	<b>First Passenger:</b>	\$12.00
	<b>Each Additional Passenger:</b> <i>(Over 3 years old)</i>	N/A
	<b>Fuel Surcharge:</b>	N/A
	<b>Driver Gratuity:</b>	\$2.16
	<b>Group Discount:</b>	N/A
<b>Total:</b>	\$14.16	
<b>Fare Total</b>		
<b>Total - To The Airport</b>		
<b>First Passenger:</b>	\$12.00	
<b>Each Additional Passenger:</b> <i>(Over 3 years old)</i>	N/A	
<b>Fuel Surcharge:</b>	N/A	
<b>Driver Gratuity:</b>	\$2.16	
<b>Group Discount:</b>	N/A	
<b>Total:</b>	\$14.16	
<b>Grand Total: \$28.32</b>		

Having trouble booking your reservation? [Click Here](#)



City of Oakland  
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Baltimore, MD		6. No. of Work Days <del>Five</del> 7	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date May 30, 2014		9. Return Date June 5, 2014	
10. Purpose of Travel Attend annual meeting of the Metro Fire Chiefs of the International Association of Fire Chiefs					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Fri 5/30	Sat. 5/31	Sun 6/1	Mon 6/2	Tues 6/3	Wed 6/4	Thurs 6/5		TOTALS
----------------------	----------	-----------	---------	---------	----------	---------	-----------	--	--------

TRANSPORTATION EXPENSE

14. Airplane	\$636.00								\$636.00
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation	17.52						17.52		35.04
18. Parking									
19. Tolls									

REGISTRATION

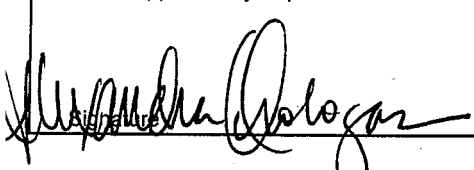
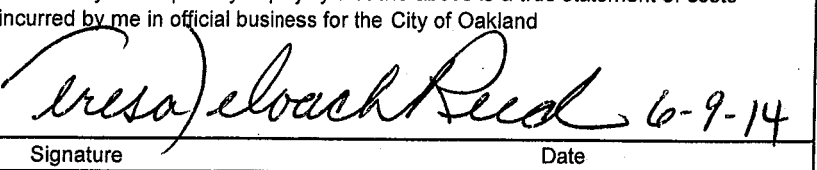
20. Registration	\$350.00								\$350.00
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast		11		11	11	11	11		55
25. Lunch		16	16	16	16	16	16		96
26. Dinner	29								29
27. Lodging	\$183.65	\$183.65	183.65	183.65	183.65	183.65			\$1,101.90
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$1,216.17	\$210.65	\$199.65	\$210.65	\$210.65	\$210.65	\$44.52		\$2,302.94

31	32. Total Advances & Prepayments	\$0.00
	33. Balance Due to Claimant	Rec'd 6/18 \$2,302.94
35. Claim Approved by Department Head  Date 6/10/14		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  Date 6-9-14

Fund/SF	Organization	Account	Proj/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55112	0		14	PS15		\$671.04	Check No.
1010	20110	55112	0		14	PS15		\$350.00	Date
1010	20110	55114	0		14	PS15		\$1,101.90	
1010	20110	55113	0		14	PS15		\$180.00	

Entered by

Date

Accounts Payable

Date



Period		Batch #		Type	Item

FOR ACCOUNTING USE ONLY									
Check No.	1	2	3	4	5	6	7	8	9
Date	11/11/11								
Amount \$	100.00								

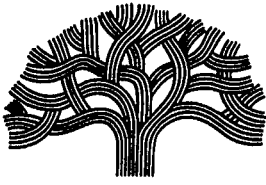
Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
14.	636.00	1010	20110	55112	0000000	14	PS 15		
15.	350.00	1010	20110	55212	0000000	14	PS 15		
16.	1256.00	1010	20110	55114	0000000	14	PS 15		

Date \_\_\_\_\_

Accounts Payable

Date \_\_\_\_\_

17 APR 17 AM 11:18  
Date  
CITY OF OAKLAND  
OFFICE OF CITY MANAGER



CITY OF OAKLAND

## INTER OFFICE MEMORANDUM

**TO:** Fred Blackwell  
City Administrator

**FROM:** Teresa Deloach Reed  
Fire Chief

**SUBJECT:** Approval of Business Travel -  
Metro Fire Chiefs Annual Meeting

**DATE:** April 8, 2014

Approval

*Alexandra Robinson*

Date

*4-18-14*

Attached is my travel authorization to attend a meeting of the Metro Fire Chiefs, a section of the International Association of Fire Chiefs, in Baltimore, MD. I plan to be out of town May 30-June 5.

This is an annual meeting at which metropolitan fire chiefs gather to discuss mutual issues and learn about emerging trends in fire and emergency services. I was not able to attend last year's meeting, as it was held in Arizona.

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*

Teresa Deloach Reed  
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:

Travel authorization / supporting documents





**Thank you for your purchase!**

Oakland, CA - OAK to Baltimore/Washington, MD - BWI

### Air

Confirmation #ML9GYS

Oakland, CA - OAK to  
Baltimore/Washington, MD - BWI  
Friday, May 30, 2014 - Thursday, June 5,  
2014

Air Total: \$636.00

Amount Paid  
\$636.00

Trip Total  
\$636.00

MAY 30

FRI 05/30/14 - Baltimore

### AIR

Oakland, CA - OAK to Baltimore/Washington, MD - BWI  
05/30/2014 - 06/05/2014

Confirmation #  
**ML9GYS**

Adult Passenger(s)

TERESA REED

Subscribe to Flight Status Messaging

Rapid Rewards #

<b>DEPART</b> MAY 30	<b>06:20 AM</b>	Depart Oakland, CA (OAK) on Southwest Airlines	Flight #4631 SOUTHWEST	
<b>FRI</b>	<b>12:30 PM</b>	Arrive in Chicago (Midway), IL (MDW)		<b>Friday, May 30, 2014</b>
	<b>01:20 PM</b>	Change ✈️ to Southwest Airlines in Chicago (Midway), IL (MDW)	Flight #2434 SOUTHWEST	Travel Time 6 h 45 m (1 stop, includes 1 plane change) Wanna Get Away
	<b>04:05 PM</b>	Arrive in Baltimore/Washington, MD (BWI)		
<b>RETURN</b> JUN 5	<b>09:50 AM</b>	Depart Baltimore/Washington, MD (BWI) on Southwest Airlines	Flight #444 SOUTHWEST	
<b>THU</b>	<b>11:50 AM</b>	Arrive in Phoenix, AZ (PHX)		<b>Thursday, June 5, 2014</b>
	<b>12:35 PM</b>	Change ✈️ to Southwest Airlines in Phoenix, AZ (PHX)	Flight #171 SOUTHWEST	Travel Time 7 h 40 m (1 stop, includes 1 plane change) Wanna Get Away
	<b>02:30 PM</b>	Arrive in Oakland, CA (OAK)		

### What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device.

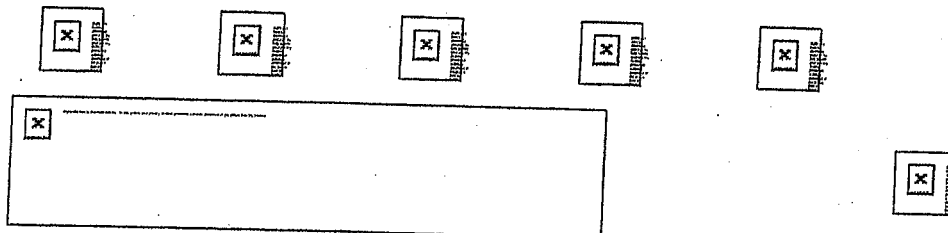
Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

### PRICE: ADULT

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-MDW-BWI	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fee (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> </ul>	1	\$358.00

**Kozak, Rebecca**

**From:** reservations@supershuttle.net  
**Sent:** Thursday, May 29, 2014 10:20 AM  
**To:** Deloach Reed, Teresa  
**Subject:** SuperShuttle Reservation Confirmation 8225350/8225349



Dear TERESA REED,


The following information summarizes your confirmed service with SuperShuttle.

**Guest Information:**

Address **MARRIOTT INNER HARBOR 110 S EUTAW ST BALTIMORE,  
MD 21201  
(510) [REDACTED]**

**Arrival itinerary (From the airport)**

Confirmation Number: **8225350**

 Your reservation from the airport will help SuperShuttle better serve you and expedite your travel. Due to airport security, traffic conditions and other travel variables, your reservation does not mean there will be a van waiting for you at the curb.

Adults	1
Children	0
Service Type	SHARED RIDE VAN SERVICE (UP TO 10 PASSENGERS IN PARTY)
Airport	<u>BWI - BALTIMORE AIRPORT.</u>
Airline	SOUTHWEST AIRLINES
Flight #	2434 - Domestic
Flight Date/Time	<b>Friday, May 30, 2014 4:05 PM</b>
Fare	\$14.00
Tip	\$2.52
Fuel surcharge	\$1.00
<b>Total</b>	<b>\$17.52</b>

**Special Instructions**

UPON ARRIVAL, FOLLOW SIGNS TO THE BAGGAGE CLAIM AREA AND COLLECT YOUR LUGGAGE. PROCEED TO ONE OF THE TWO SUPERSHUTTLE TICKET COUNTERS LOCATED ON THE LOWER LEVEL BAGGAGE CLAIM AREA; NEAR DOOR # 2 (SOUTHWEST AIRLINES TERMINAL - CONOURSE A) OR NEAR DOOR # 9 (CONCOURSE C). THE TICKET COUNTERS ARE OPEN BETWEEN THE HOURS OF 6:00 AM AND 2:00 AM. IF FOR ANY REASON YOU NEED ASSISTANCE LOCATING A REPRESENTATIVE, OR IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1 (800) 258-3826 FOR

Thank you *Teresa Reed*.

Your reservation with SuperShuttle has been saved

Confirmation # To the Airport: **8225349**

Confirmation # From the Airport: **8225350**

#### Itinerary

<b>Airport:</b>	Baltimore Airport
<b>Guests (over 3 years)</b>	1
<b>Guests:</b> <i>(under 3 years, ride free)</i>	0
<b>Group / Online Discount Code:</b>	N/A
<b>Accessible Service:</b>	No

*Child Seat If you are travelling with children we strongly recommend the use of child safety seats. If federal, state or local laws require your child(ren) to be secured in a child safety seat, please bring one. If a child seat is required and not provided by you, we may not be able to provide service.*

*Oversized Luggage If you have oversized luggage, like golf clubs or a surfboard, please contact us at **(800) 258-3826** for specific instructions*

#### From The Airport

<b>Service:</b>	Shared Ride Van Service (Up to 10 Passengers in Party)
<b>Flight Arrival Time:</b>	Friday, May 30, 2014 4:05 PM
<b>Airline:</b>	SOUTHWEST AIRLINES
<b>Flight Number:</b>	2434
<b>Domestic / International:</b>	Domestic

#### Arrival Instructions

*Once you arrive at the airport, please check in with SuperShuttle (airport procedures vary by location, please see airport specific instructions in your email confirmation). Once you have checked in with us, you will be grouped with other passengers going in the same direction and the next available van going to your area will be sent to pick you up. (Due to security at airports, even with a reservation, we cannot have a van waiting for you at the curb. Our vans wait in nearby "holding lots" and once you have checked in with us, a van will be sent for you and the other people going in your same direction.)*

Upon arrival, follow signs to the baggage claim area and collect your luggage. Proceed to one of the two SuperShuttle ticket counters located on the lower level baggage claim area; near door # 2 (Southwest Airlines Terminal - Concourse A) or near door # 9 (Concourse C). The ticket counters are open between the hours of 6:00 AM and 2:00 AM. If for any reason you need assistance locating a representative, or if you have any questions, please call 1 (800) 258-3826 for further assistance.

#### To The Airport

<b>Service:</b>	Shared Ride Van Service (Up to 10 Passengers in Party)
<b>Flight Departure Time</b>	Thursday, June 05, 2014 9:50 AM
<b>Airline:</b>	SOUTHWEST AIRLINES
<b>Flight Number:</b>	444
<b>Domestic / International:</b>	Domestic
<b>Pickup Time:</b>	Thursday, June 05, 2014 6:55 AM - Thursday, June 05, 2014 7:10 AM

#### SPECIAL INSTRUCTIONS:

#### Location

<b>Landmark:</b>	<b>Marriott Inner Harbor</b>
<b>Phone Number:</b>	(510) [REDACTED]

**Address:**  
**Billing:** 110 S EUTAW ST  
**Card Type:** BALTIMORE, MD 21201  
**Credit Card Number:** Visa  
**Expiration Date:** 01/2016

**Fare Totals****Total - From The Airport**

<b>First Passenger:</b>	\$14.00
<b>Each Additional Passenger:</b> <i>(Over 3 years old)</i>	N/A
<b>Fuel Surcharge:</b>	\$1.00
<b>Driver Gratuity:</b>	\$2.52
<b>Group Discount:</b>	N/A
<b>Total:</b>	\$17.52

**Fare Total****Total - To The Airport**


<b>First Passenger:</b>	\$14.00
<b>Each Additional Passenger:</b> <i>(Over 3 years old)</i>	N/A
<b>Fuel Surcharge:</b>	\$1.00
<b>Driver Gratuity:</b>	\$2.52
<b>Group Discount:</b>	N/A
<b>Total:</b>	\$17.52
<b>Grand Total:</b>	\$35.04

FURTHER ASSISTANCE.

**Departure Itinerary (To the Airport)**

Confirmation  
Number: 8225349

Pickup  
Date/Time: Thursday, June 05, 2014 6:55 AM - 7:10 AM

 Our 15-minute pick-up window means that the van will normally arrive within 15 minutes of your scheduled pickup time. Please make sure that you are completely ready to go at the **beginning of your scheduled pickup time window** so that you will not keep other passengers waiting!



Adults	1
Children	0
Service Type	SHARED RIDE VAN SERVICE (UP TO 10 PASSENGERS IN PARTY)
Airport	<u>BWI - BALTIMORE AIRPORT.</u>
Airline	SOUTHWEST AIRLINES
Flight #	444 - Domestic
Flight Date/Time	Thursday, June 05, 2014 9:50 AM
Fare	\$14.00
Tip	\$2.52
Fuel surcharge	\$1.00
Total	\$17.52

Round trip total fare \$63.02

**Billing**

Payment Method: PREPAID CREDIT CARD

Card type: VISA

Card number

To change or cancel this reservation, please call  
[To view our terms and conditions, click here](#)  
Thank you for choosing SuperShuttle!  
<http://www.supershuttle.com>



We value your safety so please wear your seat belt in your journey with us.

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**Kozak, Rebecca**

---

**From:** metrochiefs2014@baltimorecity.gov  
**Sent:** Tuesday, April 08, 2014 10:28 AM  
**To:** Deloach Reed, Teresa  
**Subject:** 2014 Metro Fire Chiefs Conference

Congratulations! You have successfully registered for the 2014 Metro Fire Chiefs Conference to be held in Baltimore, Maryland, May 31 – June 4, 2014.

This is the only confirmation you will receive indicating your registration. IF YOU NEED ADDITIONAL CONFIRMATION OF YOUR PAYMENT, please contact Barbara Hemberger at 443-992-8499.

\*If you are paying via Purchase Order, please send payment immediately to:  
Baltimore City Fire Department  
401 E. Fayette St.  
Baltimore, MD 21202  
ATTN: Barbara Hemberger

Conference Fee: Chiefs: \$350                      Partners: \$100  
Make payment payable to Metro Chiefs Conference 2014

\*If you are a sponsor, vendor, or your registration fee has been waived, please disregard. You will be contacted shortly with related details.

Please email us at [metrochiefs2014@baltimorecity.gov](mailto:metrochiefs2014@baltimorecity.gov) or contact Barbara Hemberger at 443-992-8499 for any questions or problems.

We look forward to seeing you in June.

Thank you!

Metro Fire Chief Conference Host  
[www.metrofirechiefs.com](http://www.metrofirechiefs.com)

Please do not reply to this email.

## Kozak, Rebecca

**From:** Thanks for staying! <efolio@marriott.com>  
**Sent:** Monday, June 09, 2014 11:32 AM  
**To:** Kozak, Rebecca  
**Subject:** Your May 30, 2014 - Jun 5, 2014 stay at the Baltimore Marriott Inner Harbor at Camden Yards

Thank you for choosing the Baltimore Marriott Inner Harbor at Camden Yards for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact us at (410) 962-0202 or [BillingInnerHarborMarriott@marriott.com](mailto:BillingInnerHarborMarriott@marriott.com).

Make another reservation on [Marriott.com](http://Marriott.com) >>



Marriott Rewards members may receive this email automatically after every stay.

[Join Marriott Rewards today >>](#)

### Summary of Your Stay

**Hotel:** Baltimore Marriott Inner Harbor at Camden Yards  
110 South Eutaw Street  
Baltimore, Maryland 21201  
USA  
(410) 962-0202

**Guest:** REED/TERESA/MRS  
XXX  
XXX, NE 11111  
USA

**Dates of stay:** May 30, 2014 - Jun 05, 2014  
**Guest number:** 7765  
**Marriott Rewards number:** None

**Room number:** 327  
**Group number:** 9368

Date	Description	Reference	Charges	Credits
05/30/14	ROOM	327, 1	159.00	
05/30/14	STATE TX	327, 1	9.54	
05/30/14	CITY TAX	327, 1	15.11	
05/31/14	ROOM	327, 1	159.00	
05/31/14	STATE TX	327, 1	9.54	
05/31/14	CITY TAX	327, 1	15.11	
06/01/14	ROOM	327, 1	159.00	
06/01/14	STATE TX	327, 1	9.54	
06/01/14	CITY TAX	327, 1	15.11	
06/02/14	ROOM	327, 1	159.00	
06/02/14	STATE TX	327, 1	9.54	
06/02/14	CITY TAX	327, 1	15.11	

06/03/14	ROOM	327, 1	159.00
06/03/14	STATE TX	327, 1	9.54
06/03/14	CITY TAX	327, 1	15.11
06/04/14	ROOM	327, 1	159.00
06/04/14	STATE TX	327, 1	9.54
06/04/14	CITY TAX	327, 1	15.11
06/05/14	Payment - Visa [REDACTED]	ROOM C/O	1,101.90

**Total balance** **0.00 USD**

Treat yourself to the comfort of Marriott Hotels in your home.



### Important Information

#### Do Not Reply to this Email

This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (410) 962-0202.

#### Why Have I Received this Email?

You have received this email because you requested during your stay to receive an electronic version of your bill by email.

#### Availability

Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown.

If you have received this email in error, please notify us.

Learn more about eFolio, receiving your hotel bills by email.

#### Authenticity of Bills

Marriott retains official records of all charges and credits to your account and will honor only those records.

#### Privacy

Your privacy is important to Marriott. For full details of our privacy policy, please visit our Privacy Statement.

#### Credit of Marriott Rewards Points

After a stay, it may take up to 7 days for Marriott Rewards points to be credited to your account.

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## Kozak, Rebecca

---

**From:** 'Marriott Hotels & Resorts Reservation' <reservations@marriott.com>  
**Sent:** Tuesday, April 08, 2014 10:44 AM  
**To:** Kozak, Rebecca  
**Subject:** Baltimore Marriott Inner Harbor at Camden Yards Reservation Confirmation #86334687



Baltimore Marriott Inner Harbor at Camden Yards 110 South Eutaw Street,  
Baltimore, Maryland 21201 USA Phone: 1-410-962-0202 Fax: 1-410-625-7892

---

### Reservation for TERESA DELOACHREED

- **Confirmation Number: 86334687**
- **Check-in:** Friday, May 30, 2014 (04:00 PM)
- **Check-out:** Thursday, June 5, 2014 (12:00 PM)



Modify or Cancel reservation



View hotel website



Maps & Transportation

**Dear TERESA DELOACHREED,**

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Baltimore Marriott Inner Harbor at Camden Yards

## Planning Your Trip

- See what's happening in Baltimore during your stay
- Check out some of Baltimore's top attractions
- Book with Hertz: Save up to 35% and Earn 500 Rewards Points
- Book Cars, Tours & More - get great rates on local tours and attractions
- Coffee shop too loud? Work from our lobbies. Reserve now at select hotels via Workspace On Demand by Marriott powered by LiquidSpace

## Reservation Details

- **Confirmation Number:** 86334687
- **Your hotel:** Baltimore Marriott Inner Harbor at Camden Yards
- **Check-in:** Friday, May 30, 2014 (04:00 PM)
- **Check-out:** Thursday, June 5, 2014 (12:00 PM)
- Room type: Guest room, 1 King or 2 Double
- **Number of rooms:** 1
- **Guests per room:** 1
- **Guest name:** TERESA DELOACHREED
- **Reservation confirmed:** Tuesday, April 8, 2014 (17:43:00 GMT)
- **Guarantee method:** Credit card guarantee, Visa

### Special request(s):

- 1 King Bed, Guaranteed

Summary of Room Charges	Cost per night per room (USD)
Friday, May 30, 2014 - Thursday, June 5, 2014 ( 6 nights )	159.00
METRO FIRE	
Estimated government taxes and fees	24.64
<b>Total for stay (for all rooms)</b>	<b>1,101.87</b>
<ul style="list-style-type: none"><li>• On-site parking, fee: 26 USD daily</li><li>• Changes in taxes or fees implemented after booking will affect the total room price.</li></ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.



### Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.

[Learn More and Apply](#)

## Travel Alerts

- Download the Marriott Mobile App. The Perfect Travel Companion™
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn more](#)
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

### Look No Further

You've received the best possible rate - guaranteed.

### Privacy, Authenticity and Opting Out

[Contact Us](#) | [Log In](#)
[Home](#)   [Registration](#)   [Conference Info](#)   [Travel Information](#)   [Education](#)   [Sponsors](#)

## Metropolitan Fire Chiefs Conference 2014

Baltimore, Maryland ~ May 31, 2014 - June 4, 2014


[City of Baltimore](#)
[Fast Facts](#)
[History](#)
[Places To See](#)
[Metro Chiefs](#)
[About Us](#)
[Executive Board](#)
[More Information](#)

**"FORTIFIED BY HISTORY TO MEET THE NEEDS OF TODAY"**



**Save the date!**

**May 31, 2014 - June 4, 2014**

The Baltimore City Fire Department is excited to host the 2014 Metro Fire Chiefs Conference.

You can see and download the tentative Conference Schedule [here](#). You may also make hotel arrangements [here](#).

Please continue to check back for more information and to register. Thank you.

## 2014 Metro Chiefs Conference Sponsors



### Baltimore City Fire Department



The Baltimore City Fire Department serves a geographic area of 81 square miles and a population of more than 640,000 residents. The department has over 1800 members who are divided into two management branches – Emergency Operations and Planning and Administration. The department responds to more than 235,000 emergency 911 calls per year.

[Learn More](#)

### International Association of Fire Chiefs



The IAFC represents the leadership of firefighters and emergency responders worldwide; our members are the world's leading experts in firefighting, emergency medical services, terrorism response, hazardous materials spills, natural disasters, search and rescue, and public safety policy.

[Learn More](#)

### National Fire Protection Association



The mission of the international nonprofit NFPA, established in 1896, is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education.

[Learn More](#)

Murray Technologies

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## ITINERARY

### Metro Chiefs Conference 2014 Schedule

**Theme: "Fortified by History to Meet the Needs of Today"**

**Saturday, May 31 – Executive Board Meeting and Ice Breaker**

1. 8:00 a.m. – 4:00 p.m. Registration
2. 8:00 a.m. – 9:00 a.m. E.B. Breakfast – Chesapeake Room
3. 12:00 p.m. – 1:00 p.m. E.B. Lunch – Chesapeake Room
4. 9:00 a.m. – 3:00 p.m. E.B. Meeting – Chesapeake Room
5. 6:00 p.m. – 10:00 p.m. Crab Feast/ Bull Roast – **National Aquarium**
6. 9:00 p.m. – Midnight Welcome Suite

**Sunday, June 1 – Golf Tournament or Boordy Vineyards**

1. 6:00 a.m. – 8:00 a.m. Breakfast
2. 8:00 a.m. – 4:00 p.m. Registration
3. 6:00 p.m. – 9:00 p.m. Opening Ceremony – **B&O Railroad Museum**
4. 9:00 p.m. – Midnight Welcome Suite

**Monday, June 2 – Chiefs Educational Tract and Partners Outing – Spa Day  
and/ or**

**Charm City Food Tour**

1. 6:00 a.m. – 8:00 a.m. Breakfast
2. 8:00 a.m. – 4:00 p.m. Registration
3. 12:00 p.m. – 1:00 p.m. Lunch
4. Dinner Cruise – **Spirit of Baltimore**
5. 9:00 p.m. – Midnight Welcome Suite

**Tuesday, June 3 – Chiefs Educational Tract and Partners Outing – Woodberry Experience  
or Arundel Mills Shopping Tour**

1. 6:00 a.m. – 8:00 a.m. Breakfast
2. 8:00 a.m. – 4:00 p.m. Registration
3. 12:00 p.m. – 1:00 p.m. Lunch
4. Sponsors Reception Night
5. 9:00 p.m. – Midnight Welcome Suite

**Wednesday, June 4 – Chiefs Educational Tract and Open day for Partners -Vans  
Available**

1. 6:00 a.m. – 8:00 a.m. Breakfast
2. 8:00 a.m. – 4:00 p.m. Registration
3. 12:00 p.m. – 1:00 p.m. Lunch
4. 6:00 p.m. – 8:30 p.m. Closing Ceremony – **Marriott Grand Ball Room**
4. 9:00 p.m. – Midnight Welcome Suite

Thursday, June 5 – Departure – All Day

1. Early Breakfast

Murray Technologies

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City of Oakland  
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed	2. Position Title Fire Chief	3. Vendor Number 108550
4. Department Oakland Fire Department	5. Travel Destination Sacramento, CA	6. No. of Work Days Two
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available	8. Departure Date April 9, 2014	9. Return Date April 10, 2014
10. Purpose of Travel Attend meeting of the California Metro Fire Chiefs Association		
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____		12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Wed. 4/9	Thurs. 4/10							TOTALS
----------------------	----------	-------------	--	--	--	--	--	--	--------

TRANSPORTATION EXPENSE

14. Airplane									
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation									
18. Parking	\$ 28.00								\$28.00
19. Tolls									

REGISTRATION

20. Registration	\$92.00								\$92.00
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast									
25. Lunch									
26. Dinner	326.86								326.86
27. Lodging	\$354.86								\$354.86
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$446.86								\$446.86

31	32. Total Advances & Prepayments \$0.00
	33. Balance Due to Claimant \$446.86
35. Claim Approved by Department Head  Date 4/29/14	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  Date 4-24-14

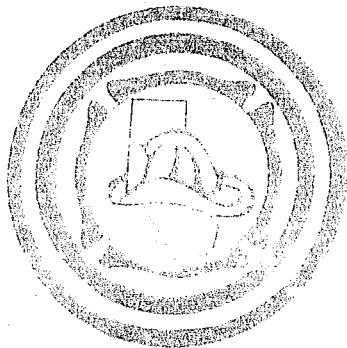
Fund/SF	Organization	Account	Proj/Grant	Yr	Loc	Task	Dept. Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55212	0	14	PS15			\$92.00	Check No. Date
1010	20110	55114	0	14	PS15			\$354.86	

Entered by

Date

Accounts Payable

Date



## California Metropolitan Fire Chiefs, Inc.

Alameda County  
Contra Costa County  
Fresno  
Kern County  
Long Beach  
Los Angeles City  
Los Angeles County  
Oakland  
Orange County  
Sacramento City  
Sacramento Metro Fire  
San Bernardino County  
San Diego  
San Francisco  
San Jose  
Ventura County

### INVOICE # 5

Today's Date: 4/24/14

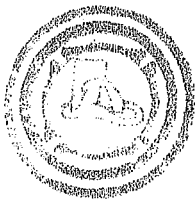
Fire Chief Teresa Deloach Reed  
Oakland Fire Department  
150 Frank Ogawa Plaza  
Oakland, CA 94612-2021  
tdeloachreed@oaklandnet.com  
rkozak@oaklandnet.com

April 9, 2014 Dinner	\$0
April 10, 2014 Meeting	<u>\$92</u>
TOTAL:	<b>\$92</b>

Payable to: Sacramento Metropolitan Fire District

Mail payment to: Sacramento Metropolitan Fire District  
c/o Brenda Briggs  
10545 Armstrong Ave. Suite 200  
Sacramento, CA 95655

Internal Use: Metro Fire Account: A.FCH.202900
---



# California Metropolitan Fire Chiefs Association

## April 9 & 10, 2014 Meeting ~ Sacramento, CA

Teresa Deloach Reed

Oakland

Fire Chief's Name

Department

**Wednesday, April 9, 2014:** Cafeteria 15L, 1116 15<sup>th</sup> St., Sacramento, CA 95814  
6:00 PM Dinner ~ Business Casual

**Please select one:**

☒ Attending

☐ Not attending

**Thursday, April 10, 2014:** CA Metro Fire Chiefs Meeting  
Sheraton Grand Hotel, Sacramento ~ 1230 J Street, Sacramento - Falor Room  
8 AM - 2 PM  
Continental Breakfast & Lunch will be served

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

California Fire Chiefs Association Rate: Rate will vary depending on how soon you make the reservation, please use the below link to make your reservations:

<http://www.starwoodhotels.com/sheraton/rates/calendar.html?sortOrder=&propertyId=1247&corporateAccountNumber=343571&refPage=predecider&accessible=&ctx=search&priceMin=&priceMax=&bedType=&rp=SN%3A343571%2C%2C%2C&currencyCode=&nonSmoking=>

### TRANSPORTATION

Metro Fire will provide transportation to/from airport, if needed

**Please select one:**

☒ No transportation needed

☐ Transportation needed

**ARRIVAL** Date: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_ Time: \_\_\_\_\_

**DEPARTURE** Date: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_ Time: \_\_\_\_\_

**COST** \$92.00 -- See invoice.

### PAYMENT METHOD

Credit Card: VISA

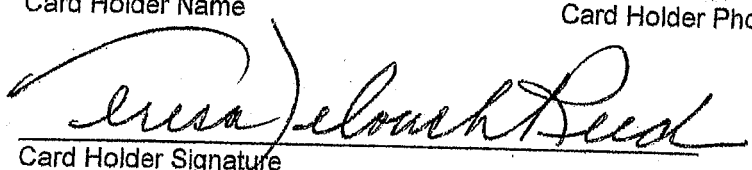
Card Number: [REDACTED]

Expiration Date: 01/16

Teresa L. Deloach Reed

Card Holder Name

[REDACTED]  
Card Holder Phone Number

  
Card Holder Signature

All forms should be mailed or emailed to:  
Jill Guzman c/o Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Suite 200, Mather, CA 95655  
Guzman.jill@metrofire.ca.gov





KURT P. HENKE  
Fire Chief

## 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  
April 10, 2014 meeting

Made Payable To:

Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Suite 200  
Mather, CA 95655

Telephone Number:

(916) 859-4151

Federal Tax ID #:

68-0358779

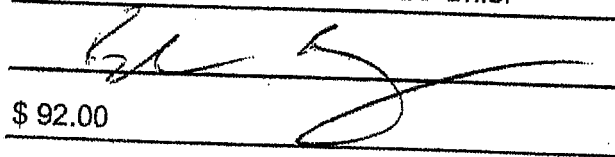
Received Payment:

April 25, 2014

Payment Received By:

Brenda Briggs, Office of the Fire Chief

Signature:



Amount of Payment:

\$ 92.00

Form of Payment:

Check #: \_\_\_\_\_

Card Type: ☒ Visa ☐ MasterCard

Auth #: 06196C

SACRAMENTO METROPOLITAN  
10545 ARMSTRONG AVE STE  
MATHER, CA 95655

TERMINAL ID:  
MERCHANT #:

004539771  
329334831990

UTSA

SALE

BATCH: 000090  
DATE: APR 25, 14  
SQ: 001  
CC: P

INVOICE: 090140  
TIME: 13:12  
AUTH NO: 06196C

TOTAL \$92.00

CUSTOMER COPY

Serving Sacramento and Placer Counties

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 1000140120  
 [REDACTED] Guest Number 1542729 Arrive Date 04-09-2014 19:52  
 [REDACTED] Folio ID A Depart Date 04-10-2014 13:00  
 [REDACTED]  
 No. Of Guest 2  
 Room Number 1704  
 Time 04-10-2014 04:00

### Information Invoice

Date	Reference	Description	Charges	Credit
04-09-2014	RT1704	T-Commercial Retail	\$284.00	
04-09-2014	RT1704	Room Charge, Tax/Assessments	\$42.86	
04-09-2014	RT1704	Valet Parking- Overnight	\$28.00	
04-10-2014	VM	Visa/Mastercard		\$-354.86
		** Total	\$354.86	\$-354.86
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

### EXPENSE SUMMARY REPORT

Currency: USD

Date	Room Charge	Taxes	Telephone	Other	Total	Payment
04-09-2014	\$284.00	\$42.86	\$0.00	\$28.00	\$354.86	\$0.00
04-10-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-354.86
Total	\$284.00	\$42.86	\$0.00	\$28.00	\$354.86	\$-354.86

As a Starwood Preferred Guest you have earned at least 568 Starpoints for this visit A41496029710

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

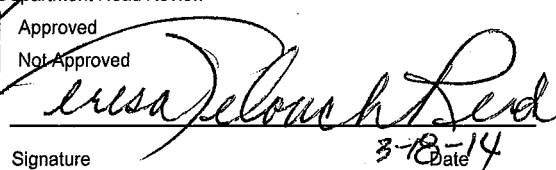
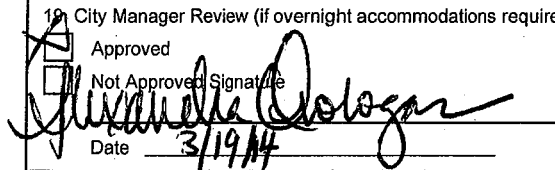
Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)



# City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period	Batch #	Type	Item

1. Employee Name <b>Teresa Deloach Reed</b>		2. Date <b>3/17/14</b>		3. Vendor Number	
3. Department <b>FIRE</b>		5. Position Title <b>FIRE CHIEF</b>			
6. Travel Destination <b>Sacramento, CA</b>		7. Number of Work Days <b>Two</b>		8. Departure Date <b>April 9, 2014</b>	
9. Return Date <b>April 10, 2014</b>					
10. Purpose of Travel <b>Attend California Metropolitan Chiefs Association Meeting</b>					
11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate <b>\$ 500.00</b>		13. Name of Employee in Charge if Requestor is Department Head <b>Rebecca Kozak x. 4080</b>	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles <b>160 miles</b> Estimated out-of-pocket costs <b>-0-</b> <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles _____ Equivalent common carrier rate \$ _____ Authorization Number _____ <input type="checkbox"/> Use of rental vehicle requested <input type="checkbox"/> Upon invoice from travel agent or common carrier, reimburse employee for -- For:					
15. Registration or Special Fees Fees include: Dates: Fees for above event \$ <b>200.00</b> <input type="checkbox"/> Fee will be paid by employee for later reimbursement <input checked="" type="checkbox"/> City will be billed _____ <input type="checkbox"/> Fee to be paid in advance _____ Breakfast 4/10 Lunch 4/9 Dinner 4/9 Lodging _____ Make check payable to _____ and _____ Mail check to: _____					
16. Subsistence <input checked="" type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ <b>300.00 - Hotel</b> <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost \$ _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days _____ Travel per diem rates _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>3-18-14</b>		18. Department Remarks		FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature _____ Date <b>3/19/14</b>		20. City Manager Review			

Sub Item	Amount	Fund/SP	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specno
15.	200.00	1010	20110	55212	0000000	14	PS 15		
16.	300.00	1010	20110	55114	0000000	14	PS 15		

Entered By

Date

Accounts Payable

Date

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Sacramento Metro Fire District

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☒ Other (see instructions) ▶ Local Government Agency

Address (number, street, and apt. or suite no.)

10545 Armstrong Avenue, Suite 200

City, state, and ZIP code

Mather, CA 95655

Requester's name and address (optional)

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

    -    -    

Employer identification number

68-0358779

**Part II Certification**

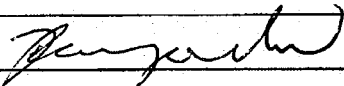
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign  
Here**

Signature of  
U.S. person ▶



Date ▶

4/21/14

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

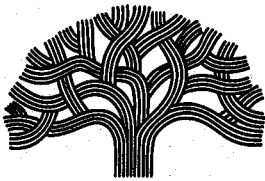
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



CITY OF OAKLAND

## INTER OFFICE MEMORANDUM

**TO:** Fred Blackwell  
City Administrator

**FROM:** Teresa Deloach Reed  
Fire Chief

**SUBJECT:** Approval of Business Travel -  
California Metro Chiefs Meeting

**DATE:** March 18, 2014

Approval

*[Signature]*

Date

3/19/14

Attached is my travel authorization to attend a meeting of the California Metro Fire Chiefs in Sacramento, CA, April 9-10, 2014. This is a quarterly meeting at which metropolitan fire chiefs discuss mutual and emerging issues affecting our departments.

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

Your approval of my travel authorization is requested.

*[Signature]*

Teresa Deloach Reed  
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:

Travel authorization / supporting documents

# **California Metropolitan Fire Chiefs Meeting**

**April 10, 2014 ~ 8 AM - 2 PM**

**Sacramento Sheraton Grand, Beavis Room**

## **AGENDA**

### **1. OPENING**

A. Call to Order

### **2. OLD BUSINESS**

A. Contract Counties

B. Cal/OSHA

C. Voice Link

### **3. REPORTS/DISCUSSION**

A. Chief Zagaris – Update

B. Cal Chiefs Report/Update

C. GEMT (AB 678) – Update - Assistant Chief Scott Clough

D. Financial Update

### **4. NEW BUSINESS**

A. Meeting Expenses

### **5. ANNOUNCEMENTS AND GOOD OF THE ORDER**

### **6. ADJOURNMENT**

*Breakfast: 7:30 – 8:00 AM*

*Lunch: 12:00 PM*



City of Oakland  
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Burbank, CA		6. No. of Work Days Two	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date January 8, 2014		9. Return Date January 9, 2014	
10. Purpose of Travel Attend meeting of the California Metro Fire Chiefs Association					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Wed. 1/8	Thurs. 1/9							TOTALS
----------------------	----------	------------	--	--	--	--	--	--	--------

TRANSPORTATION EXPENSE

14. Airplane	\$107.80								\$107.80
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation									
18. Parking									
19. Tolls									

REGISTRATION

20. Registration	\$200.00								\$200.00
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast									
25. Lunch									
26. Dinner									
27. Lodging	\$133.30								\$133.30
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$441.10								\$441.10

31	32. Total Advances & Prepayments	\$0.00
	33. Balance Due to Claimant	\$441.10

35. Claim Approved by Department Head  Signature: <i>Teresa Deloach Reed</i> Date: <i>1-10-14</i>		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: <i>Alexander Deloach</i> Date: <i>1/19/14</i> <i>Reid 2/18/14</i>	
---	--	---	--

Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept/Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55112	0		14	PS15		\$107.80	Check No.
1010	20110	55212	0		14	PS15		\$200.00	Date
1010	20110	55114	0		14	PS15		133.3	

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_

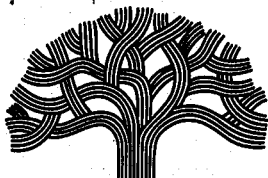


Period			Batch #			Type	Item

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
15.	200.00	1010	20110	55212	0000000	14	PS 15		
16.	135.00	1010	20110	55114	0000000	14	PS 15		
14.	107.80	1010	20110	55112	0000000	14	PS 15		

Date \_\_\_\_\_





CITY OF OAKLAND

## ***INTER OFFICE MEMORANDUM***

**TO:** Deanna Santana  
City Administrator

**FROM:** Teresa Deloach Reed  
Fire Chief

**SUBJECT:** Approval of Business Travel -  
California Metro Chiefs Meeting

**DATE:** December 16, 2013

---

Approval

Date

---

Attached is my travel authorization to attend a meeting of the California Metro Fire Chiefs in Burbank, CA, January 8-9, 2014.

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 / supporting documents

SOUTHWEST.COM

**Thank you for your purchase!**

Oakland, CA - OAK to Burbank, CA - BUR

New Purchases in Trip

**Air**

Confirmation #ZY9B80

Oakland, CA - OAK to Burbank, CA - BUR

Wednesday, January 8, 2014 - Thursday, January 9, 2014

Air Total: \$107.80

Amount Paid  
**\$107.80**

Trip Total  
**\$107.80**

JAN 8

WED 01/08/14 - Burbank

New purchases added to your trip.

**AIR**

Oakland, CA - OAK to Burbank, CA - BUR  
01/08/2014 - 01/09/2014

Confirmation #  
**ZY9B80**

Adult Passenger(s)

TERESA REED

Subscribe to Flight Status Messaging

Rapid Rewards #

DEPART JAN 8 WED	02:00 PM	Depart Oakland, CA (OAK) on Southwest Airlines	Flight #1007		Wednesday, January 8, 2014
	03:05 PM	Arrive in Burbank, CA (BUR)	WiFi available		Travel Time 1 h 05 m (Nonstop) Wanna Get Away
RETURN JAN 9 THU	04:55 PM	Depart Burbank, CA (BUR) on Southwest Airlines	Flight #716		Thursday, January 9, 2014
	06:15 PM	Arrive in Oakland, CA (OAK)	WiFi available		Travel Time 1 h 20 m (Nonstop) Wanna Get Away

**What you need to know to travel:**

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-BUR	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1	\$53.90
Return	BUR-OAK	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1	\$53.90



# California Metropolitan Fire Chiefs Association

## January 2014 Meeting ~ Burbank, CA

Teresa Deloach Reed OAKLAND  
Fire Chief's Name Department

**Wednesday, Jan. 8, 2014:** The Daily Grill, LA Marriott Burbank Airport  
2500 North Hollywood Way  
6:00 PM Dinner ~ Business Casual

Please select one:

☒ Attending

☐ Not attending

**Thursday, Jan. 9, 2014:** CA Metro Fire Chiefs Meeting  
LA Marriott Burbank Airport – 2500 North Hollywood Way – Producer AB Room  
8 AM – 2 PM  
Continental Breakfast & Lunch will be served

**LODGING** LA Marriott Burbank Airport – 2500 North Hollywood Way, Burbank, CA

Group Rate: \$120 plus taxes – Please use the below link to make your reservations:

[Book your group rate: CA Metro FC Assoc Burbank January 2014 Quarterly Meeting >>](#)

**TRANSPORTATION** Airport Shuttle

**COST** \$200 ~ Includes the cost of dinner on Wednesday, January 8<sup>th</sup> and charges associated with the meeting on Thursday, January 9<sup>th</sup>.

**PAYMENT METHOD – Payment due by: Friday, January 3, 2014**

☐ Check (payable to Metro Fire) Check No.: \_\_\_\_\_

Please mail check to:  
Jill Guzman  
c/o Metro Fire  
10545 Armstrong Ave., Suite 200  
Mather, CA 95655

Credit Card: ☒ VISA ☐ MasterCard ☐ American Express

Card Number

Expiration Date 1/16

Card Holder Name

Card Holder Phone Number

Card Holder Signature

Registration forms should be emailed to Jill Guzman  
[guzman.jill@metrofire.ca.gov](mailto:guzman.jill@metrofire.ca.gov)



KURT P. HENKE  
Fire Chief

# 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  
January 8 - 9, 2014 ~ Burbank, CA

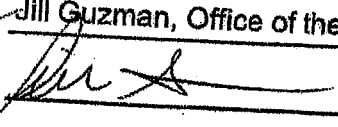
Made Payable To: Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Suite 200  
Mather, CA 95655

Telephone Number: (916) 859-4508

Federal Tax ID #: 68-0358779

Received Payment: December 18, 2013

Payment Received By: Jill Guzman, Office of the Fire Chief

Signature: 

Amount of Payment: \$ 200.00

Form of Payment: Check #:

Card Type: ☒ Visa ☐ MasterCard

Auth #: 05321C

SACRAMENTO METROPOLITAN  
10545 ARMSTRONG AVE STE  
MATHER, CA 95655

TERMINAL ID: 004539771  
MERCHANT ID: 329334881998

VISA

SALE

BATCH: 000045  
DATE: DEC 18, 13  
SS: 002  
CC: P

INVOICE: 046071  
TIME: 15:15  
AUTH NO: 05321C

TOTAL \$200.00

CUSTOMER COPY

Serving Sacramento and Placer Counties

# BURBANK AIRPORT MARRIOTT



DELOACHREED/TERESA/ 120.00 01/09/14 12:00 9298 2195  
ACCT# GROUP

OAKLAND FIRE DEPARTM Rate 01/08/14 14:41  
Arrive Time

25

MRW#:

Room Clerk	Address	Payment			
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	
01/08	ROOM	704, 1	120.00		
01/08	OCC TAX	704, 1	12.00		
01/08	CTA FEE	704, 1	.10		
01/08	TOUR TAX	704, 1	1.20		
01/09	VS CARD			\$133.30	

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT,  
PLEASE CALL THE FRONT DESK.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
TDELOACHREED@OAKLANDNET.COM  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

BURBANK AIRPORT MARRIOTT  
2500 N HOLLYWOOD WAY  
BURBANK, CA 91505  
PH# 818-843-6000 FAX# 818-842-9720

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X \_\_\_\_\_

To secure your next stay, go to [marriott.com](http://marriott.com)

tion

DD

the meeting