

**CITY OF NORTH MIAMI, FLORIDA
TRAVEL EXPENSE REPORT**

*Ref Doc# 337835
ek# 238017*

Name Arthur H. Sorey, III
 Department City Manager's Office
 Destination Arcahaie, Haiti

Date 8/25/2017
 Title Deputy City Manager
 Mode of Transportation Used Air

Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

TRANSPORTATION COSTS

* Round Trip Common Carrier Rate to Destination \$639.06

PRIVATE AUTO RECORD

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
TOTAL					0	\$0.00
Allowable Mileage				@ \$0.50	per mile	\$0.00
Total Transportation Reimbursement						<u>\$639.06</u>

ACTUAL SUBSISTENCE EXPENSES

DATE	8/14/2017	8/15/2017	8/16/2017	8/17/2017	8/18/2017	SAT	TOTAL	
	SUN	MON	TUES	WED	THURS			FRI
ITEMS								
*Lodging		149.00	154.46				\$303.46	
Breakfast		16.65		16.65			\$33.30	
Lunch		33.30	33.30	33.30			\$99.90	
Dinner			61.05				\$61.05	
*Local Transportation		900.00					\$900.00	
**Communication							\$0.00	
*Registration Fees							\$0.00	
*Other (Safe Wrap)		60.00					\$60.00	
Transaction Fees					7.20	9.54	\$16.74	
Xtra Baggage Fee		40.00					\$40.00	
TOTAL	0.00	1198.95	248.81	49.95	7.20	9.54	0.00	\$1,514.45
GRAND TOTAL							\$2,153.51	

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business and no expenses are of a personal nature.

A. Sorey
 (Employee)

APPROVED: *[Signature]*
 (Department Head)

Total Amount Advanced/Prepaid: \$2,153.51
 Total Expenses: \$2,153.51
 Due City: _____
 Due Traveler: _____

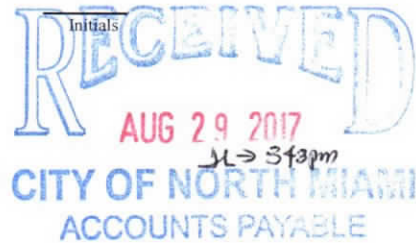
Account No. 001-02-418004-519-305-000

Expenses Approved by _____ Date _____
 Budget Manager

Approved for Payment _____ Date _____
 Finance

*To be substantiated by paid bill or receipt.
 **Telephone calls itemized are related to City business.

Accounting	-	Original
Traveler	-	Copy



Voucher No. _____ Date _____

**City of North Miami, Florida
TRAVEL REQUEST**

Doc # 337835

Date: August 8, 2017

Name of Traveler: **Arthur H. Sorey, III**

Department: City Manager's Office

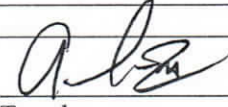
Destination: Arcahaie, Haiti

Mode of Transportation: Air
(If least expensive mode not chosen provide justification below)

Dates of City Travel: From: **August 14, 2017**

To: **August 16, 2017**

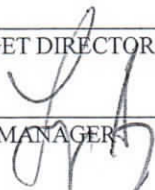
Purpose of Trip: Sister Cities International, Arcahaie, Haiti

<u>ESTIMATED COST</u>		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration		Attach written documentation supporting this travel
Transportation	639.06	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Meals	194.25	
Lodging – (\$151.73 x 2 nights)	303.46	Travel was included in budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other – Local Transportation		*(Explain answer no)
Other		authorized by City Manager
Total Costs	1136.77	
Less Prepaid Expenses	942.52	
Advance to Traveler	\$194.25	
		Signature 
		Traveler

Meal Detail

Date	8/14	8/15	8/16					Total
Breakfast – 15%	16.65		16.65					33.30
Lunch – 30%	33.30	33.30	33.30					99.90
Dinner – 55%		61.05						61.05
Total	49.95	94.35	49.95					194.25

COMMENTS

APPROVED	
Account No. 001-02-418004-519-305-000	DEPARTMENT HEAD _____ DATE _____
Voucher No: _____ Date: _____	RISK MANAGEMENT ADMINISTRATOR _____ DATE _____
	BUDGET DIRECTOR _____ DATE <u>8/10/17</u>
	CITY MANAGER  _____ DATE _____

McDonald, Andrea

From: Works <worksno-reply@works.com>
Sent: Saturday, August 19, 2017 6:22 AM
To: McDonald, Andrea
Subject: Tasks to perform

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From the Bank of America Merrill Lynch Works Application

Andrea,

This report describes events which may imply the need for you to take action within the application. Please note, however, that the timing of this email depends on your configured email preferences, so that by the time you read this report you or someone else may already have taken any required actions.

The following transactions are awaiting your review and sign-off.

Quick link: [https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)

Transaction Amount	Card Name Posted	Last 4
TXN00011111	Arthur Sorey	9319
+ \$7.20	2017-08-18	
TXN00011113	Arthur Sorey	9319
✓ \$900.00	2017-08-18	

TRANSACTION FEE
SISTER CITIES INITIAL
ST. LOUIS DU NORD

Log in to Works 4 at: <http://www.bankofamerica.com/worksonline>

Works is a registered trademark of Bank of America Merrill Lynch.

McDonald, Andrea

From: Works <worksno-reply@works.com>
Sent: Tuesday, August 22, 2017 8:07 AM
To: McDonald, Andrea
Subject: Tasks to perform

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From the Bank of America Merrill Lynch Works Application

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Quick link: [https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)

Transaction Amount	Card Name Posted	Last 4
TXN00011120 \$487.96	PaulMarie Elie 2017-08-21	5642
✓ \$40.23	NATASHA COLEBROOK 2017-08-21	2817
TXN00011131 ✓ \$1,192.00	Arthur Sorey 2017-08-21	9319
TXN00011132 \$487.96	PaulMarie Elie 2017-08-21	5642
+ \$9.54	Arthur Sorey 2017-08-21	9319
TXN00011137 \$487.96	PaulMarie Elie 2017-08-21	5642
✓ \$239.00	Larry M. Spring 2017-08-21	7275

TRANSACTION FEE
SISTER CITIES FANTAIL
ST. LOUIS du Nord

Log in to Works 4 at: <http://www.bankofamerica.com/worksonline>

Works is a registered trademark of Bank of America Merrill Lynch.

McDonald, Andrea

From: Works <worksno-reply@works.com>
Sent: Thursday, August 17, 2017 5:57 AM
To: McDonald, Andrea
Subject: Tasks to perform

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

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Quick link: [https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)

Transaction Amount	Card Name Posted	Last 4
TXN00011097 -\$40.00	Arthur Sorey 2017-08-16	9319

Log in to Works 4 at: <http://www.bankofamerica.com/worksonline>

Works is a registered trademark of Bank of America Merrill Lynch.

PASSENGER FEE
AMERICAN AIRLINES
DUSTER CITIES TRAVEL
ST LOUIS DU NORD
001-02-418004-519-
305-000

McDonald, Andrea

From: Works <worksno-reply@works.com>
Sent: Wednesday, August 16, 2017 6:17 AM
To: McDonald, Andrea
Subject: Tasks to perform

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From the Bank of America Merrill Lynch Works Application

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The following transaction is awaiting your review and sign-off.
Quick link: [https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)

Transaction Amount	Card Name Posted	Last 4
+ \$60.00	Arthur Sorey 2017-08-15	9319

Log in to Works 4 at: <http://www.bankofamerica.com/worksonline>

Works is a registered trademark of Bank of America Merrill Lynch.

SAFE WRAP OF
MIAMI INTERNATIONAL

001-02-418004-519-305-000

SISTER CITIES INTL.
St Louis du Nord

Vendor #: 0010800

Vendor name: SOREY III, ARTHUR H.

CITY OF NORTH MIAMI, FL 33161

ACCOUNTS PAYABLE CHECK

NO. 238017

INVOICE NUMBER	DATE	P.O. NUMBER	DESCRIPTION	AMOUNT
TRVL R-Aug 14-16,'17	08/16/2017		ARCAHAIE,HAITI-PER DIEM FOR ARTHUR SOREY-SIS'	194.25
				194.25

PLEASE DETACH BEFORE DEPOSITING

ORIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICALLY RESISTANT PAPER - SEE BACK FOR DETAILS



CITY OF NORTH MIAMI
 776 NE 125 ST
 NORTH MIAMI, FL 33161
 WWW.NORTHMIAMIFL.GOV
 (305) 893-6511

BANK OF AMERICA
 NORTH MIAMI BRANCH
 890 NE 125 ST
 NORTH MIAMI, FL 33161

83-4
630

VENDOR NUMBER	DATE	CHECK NUMBER	CHECK AMOUNT
0010800	08/10/2017	238017	194.25

PAY One Hundred Ninety Four Dollars and Twenty Five Cents

TO THE ORDER OF SOREY III, ARTHUR H.
 1195 NW 127 ST
 NORTH MIAMI, FL 33168

Finance Director

Mayor

⑈0238017⑈ ⑆063100277⑆ 004213082310⑈

Reserva : 9764459 Estado : CONFIRMADA
 Agencia : INDIVIDUELLE HAITI Titular : ARTHUR SOREY
 Identificación : 443379940 Reservado por : CHRISTIAN
 Tasa de cambio : 1.00 Moneda : DOLARES
 Fecha : 08/08/2017



ACOMODACIÓN

Hotel	Plan	Entrada	Salida	Vencimiento	Central	Aerolinea	#	Habitacion	Acomodación	PAX	Tipo Pax
ROYAL INDIGO	CD REC-HAITI - NUEVO RECARGO CLIENTE DIRECTO	14/08/2017	15/08/2017	07/08/2017	15450084		8	ESTÁNDAR	SENCILLA	8	8 - ADULTOS

PAX DE LA RESERVA

Hotel	Plan	Fecha Entrada	Fecha Salida	Noches	Tipo Pax	#	Valor	Total
ROYAL INDIGO	CD REC-HAITI	14/08/2017	15/08/2017	1	ADULTOS	8	US\$ 149.00	US\$ 1,192.00
							Sub - Total	US\$ 1,192.00

RECARGOS - AJUSTES - RECEPTIVOS

Nombre	Tipo	Valor	Tipo Pax	#	Plan	Total
					Sub - Total	US\$ 0.00

TARIFAS POR PAGAR

Establecimiento	Ipoconsumo	IVA
ROYAL INDIGO	US\$ 0.00	US\$ 0.00

INGRESO

Ingreso	Plan	%	Valor

TOTALES

TOTAL A PAGAR AGENCIA	TOTAL A PAGAR PASAJERO	TOTAL ABONOS	SALDO ACTUAL
US\$ 1,192.00	US\$ 1,192.00	US\$ 0.00	US\$ 1,192.00



Royal Oasis, Petionville

Aug 15, 2017 - Aug 16, 2017 | Itinerary # 7286449605636

Royal Oasis

BOOKED

Aug 15, 2017 - Aug 16, 2017 , 7 rooms | 1 night

Your reservation is booked. No need to call us to reconfirm this reservation.



115, Rue Panamericaine, Petionville, 6140 Haiti

Tel: +509 22292030, Fax: +509 22292030

Check-in

- Check-in time starts at 3 PM
- Check-in time ends at midnight
- Minimum check-in age is 18
- Airport shuttle service is available on request during limited hours. Contact the property in advance to make arrangements.
- Your room/unit will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Royal Oasis** may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 6:00pm (Central America Daylight Time) on Aug 13, 2017 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.
- In the case of multiple rooms/units booked together, fees charged by the property apply to each room/unit that is canceled or changed.
- View your online itinerary for additional rules and restrictions.

Room 1 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Price Summary

Total \$1,081.22
Collected by Expedia

Room 1	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 2	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 3	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 4	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 5	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 6	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04
Room 7	\$154.46
1 night	\$140.42
Taxes & Fees	\$14.04

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 2 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 3 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 4 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 5 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 6 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

Requests 1 King Bed, non-smoking room

Room 7 Superior room, 1 bedroom, Fridge, City view, Accessible room available

Includes:

Reserved for Arthur Sorey
1 adult

All prices quoted in USD.

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Fee for buffet breakfast: USD 15.00 per person (approximately)

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Requests	1 King Bed, non-smoking room
----------	------------------------------

Need help with your reservation?

- Visit our [Customer Support page](#).
- Call us at **1-877-261-3523**.
- For faster service, mention **itinerary #7286449605636**



HOTELES DECAMERON HAITI S.A.
 NIT : 000-051-739-5
 Tel :02997300 - Fax: 02997300
 Website: www.decameron.com
 E-mail :comptabilite-explorer.haiti@decameron.com
 Route Nationale #1 – Km 78, Montrouis, Haiti.

FACTURA DE VENTA

2-5765

Responsable: 910 - HENRY ARTHUR
 CC/Nit/Rfc/Rut/CJ S6000487428
 Dirección: HAITI
 Tel/Fax: ND

Fecha Factura: Aug 14/2017
 Fecha Vencimiento: Aug 14/2017
 Fecha Llegada: Aug 14/2017
 Fecha Salida: Aug 16/2017
 Adulto 1 Niño 0

RECEPTIVOS HAITI

Reserva: 10434
 Voucher: 5765

Cliente: HENRY ARTHUR

TRANS DEC-PAP-DEC VAN KARIBUS	US\$ 818.18
TCA	US\$ 81.82
-----	-----
Sub.Total	US\$ 900.00
-----	-----
 SALDO FACTURA	 US\$ 900.00

VALOR FACTURA:US\$ 900.00
 Son :NOVECIENTOS US\$ con Cero Centavos

Nombre y Firma Cliente: _____
 Identificación



 HOTELES DECAMERON HAITI S.A.
 Firma Responsable

Car



Plan Travel **Travel Information** **Advantage**



Your trip

! Passenger details are needed to check in

Please add / edit your passenger information to continue.

■ Passengers

Record locator: **GLRUXF**

Issued: **Tuesday, August 1, 2017**

Trip name: **MIA/PAP**

Status: **Ticketed**


Change trip




Change seats


Email trip


Send to
calendar


Print trip and
receipt

Depart Miami, FL to Port Au Prince, Haiti Monday, August 14, 2017

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
 949 American Airlines 	10:47 AM MIA	1:00 PM PAP	3h 13m	738	Economy	<u>9C</u>
Create notification						

Return Port Au Prince, Haiti to Miami, FL

Wednesday, August 16, 2017

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
 903 American Airlines 	1:55 PM PAP	4:08 PM MIA	1h 13m	738	Economy	<u>9C</u>

[Create notification](#)

Cost summary

Your total	Passenger x 1	\$438.00	Bag and optional fees ↗
	Taxes	\$140.96	
	Carrier-imposed fees	\$0.00	Reservation and tickets FAQs ↗
	Subtotal	\$578.96	Price and Tax Information ↗
Includes all taxes and carrier-imposed fees	Main Cabin Extra	\$60.10	
	AAdvantage® benefits		
	Priority	\$0.00	
	Same-day Standby	\$0.00	
	Total (all passengers)	\$639.06	

\$639.06

Passengers

Arthur Sorey

9L6VJ10 (AAdvantage)

ⓘ Passenger information is required to check in.

[Add / edit passenger information](#)

Day-of-travel information


[Add / edit information](#)

Helpful links


[Email trip](#)

[Send to calendar](#)

[Reservation and tickets](#)

[Bag and optional fees](#) 

[Print trip and receipt](#) 

[FAQs](#) 



McDonald, Andrea

From: Sorey Jr, Arthur
Sent: Tuesday, August 08, 2017 1:31 PM
To: McDonald, Andrea; Boulton, Terrie; Henriquez, Rosa
Subject: Fwd: Envio de Liquidacion de la Reserva 9764459
Attachments: liquidacion_9764459.pdf

Get [Outlook for iOS](#)

----- Forwarded message -----

From: "hodelineweb.haiti@decameron.com" <hodelineweb.haiti@decameron.com>
Date: Tue, Aug 8, 2017 at 1:23 PM -0400
Subject: Envio de Liquidacion de la Reserva 9764459
To: "Sorey Jr, Arthur" <ASorey@northmiamifl.gov>



Madame, Monsieur: ARTHUR SOREY

Conformément à votre requête, nous vous communiquons la Liquidation numéro 9764459 dans laquelle sont détaillés nos services.

Nous espérons vous avoir bientôt dans nos hôtels.

En cas de doute ou si vous voulez faire un commentaire, veuillez nous contacter.

Decameron All Inclusive Hotels & Resorts
COTE DES ARCADINS
Téléphone: 28150111
HODELINEWEB.HAITI@DECAMERON.COM
Tel.

Pour toute information complémentaire, veuillez consulter: <https://www.decameron.com>

Courrier envoyé par: JIMSY JEAN FRANCOIS

*Nous ne demanderons jamais de renseignements personnels ou le paiement de votre réservation par courriel. Si vous en recevez un, faites-nous le savoir immédiatement.