

**CITY OF NORTH MIAMI, FLORIDA  
TRAVEL REQUEST**

*Doc # 338728*

|             |                              |                        |                     |
|-------------|------------------------------|------------------------|---------------------|
| Name        | <u>LARRY M. SPRING, JR.</u>  | Date                   | <u>8/18/2017</u>    |
| Department  | <u>City Manager's Office</u> | Title                  | <u>City Manager</u> |
| Destination | <u>Port-au-Prince, Haiti</u> | Mode of Transportation | <u>AIR</u>          |

From: 8/23/2017 To: 8/27/2017

Purpose of Travel: Sister City Agreement Saint-Louis-Du-Nord, Haiti

| <u>ESTIMATED COST</u>      |             | Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |
|----------------------------|-------------|--|---|
| Registration               | \$          |  |   |
| Transportation             | \$ 487.96   | Attach written documentation supporting this travel  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Meals                      | \$ 555.00   | Information on trip attached?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Lodging -                  | \$ 619.96   |  |   |
| Other-Local Transportation | \$ -        | Travel was included in budget?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Other                      | \$ -        | *(Explain if answer is no)   |   |
| Total Costs                | \$ 1,662.92 |  |   |
| Less Prepaid Expenses      | \$ 1,107.92 |  |   |
| Advance to Traveler        | \$ 555.00   |  |   |

Signature:   
Traveler

**Meal Detail**

| DATE            | 8/27/2017 |      |      | 8/23/2017 | 8/24/2017 | 8/25/2017 | 8/26/2017 | TOTAL    |
|-----------------|-----------|------|------|-----------|-----------|-----------|-----------|----------|
|                 | SUN       | MON  | TUES | WED       | THURS     | FRI       | SAT       |          |
| Breakfast - 15% | 16.65     |      |      | 16.65     | 16.65     | 16.65     | 16.65     | \$83.25  |
| Lunch - 30%     | 33.30     |      |      | 33.30     | 33.30     | 33.30     | 33.30     | \$166.50 |
| Dinner - 55%    | 61.05     |      |      | 61.05     | 61.05     | 61.05     | 61.05     | \$305.25 |
| <b>TOTAL</b>    | 111.00    | 0.00 | 0.00 | 111.00    | 111.00    | 111.00    | 111.00    | \$555.00 |

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



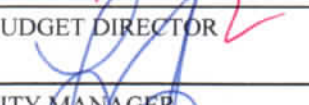

**RECEIVED**  
AUG 21 2017  
*AL-3372*  
CITY OF NORTH MIAMI  
ACCOUNTS PAYABLE

**APPROVED**

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

Voucher No.: \_\_\_\_\_

Date of Voucher: \_\_\_\_\_

|  |                               |                |      |
|--|-------------------------------|----------------|------|
|  | DEPARTMENT HEAD               | <u>8/18/17</u> | DATE |
|  | RISK MANAGEMENT ADMINISTRATOR | <u>8/21/17</u> | DATE |
|  | BUDGET DIRECTOR               | <u>8/18/17</u> | DATE |
|  | CITY MANAGER                  | <u>8/18/17</u> | DATE |



Thank you for making your reservation on AA.com!





**Your trip is booked**

Once the status of your trip is 'Ticketed,' you'll receive a confirmation email and can print your itinerary and receipt on aa.com (usually within 3 hours).

### Fort Lauderdale to Port Au Prince

3 Adults  
Wednesday August 23, 2017 – Sunday August 27, 2017

|  |   |
|--|---|
| <b>AA Record Locator</b><br><b>CWRQCC</b>  | <b>Reservation Name</b><br><b>FLL/PAP</b>             |
| <small>Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.</small> | <small>Status: Ticket Pending on Aug 18, 2017</small> |

| Flight  | Depart   | Arrive  | Fare Amount  |
|---|--|---|--|
| <b>American Airlines</b><br><b>1158</b><br><br><a href="#">Create Notification</a> | <b>Fort Lauderdale (FLL)</b><br>August 23, 2017 06:00 AM<br>Travel Time : 3 h 2 m<br>Class : Economy<br>Seat : 22E , 23E , 29C                                       | <b>Port Au Prince (PAP)</b><br>August 23, 2017 08:02 AM<br>Booking Code : S<br>Plane Type : 738 | <b>Adult</b><br>3 × \$347.00 USD     \$1,041.00 USD  |
|   | <b>American Airlines</b><br><b>971</b><br><br><a href="#">Create Notification</a> |   | <b>Port Au Prince (PAP)</b><br>August 27, 2017 06:35 PM<br>Travel Time : 1 h 10 m<br>Class : Economy<br>Seat : 13E , 19E , 21C |

**Your Trip Price:**

**\$1,463.88 USD**

**Taxes & Carrier-Imposed Fees**

**Taxes**     \$422.88 USD

**Carrier-Imposed Fees**     \$0.00 USD

**Flight Subtotal**

**\$1,463.88 USD**

**Hotel Offers**

Book your hotel with us and earn up to 10,000 miles per night

Powered by **Booking.com**

Destination/Hotel Name:

Check-in

Check-out

Port-au-Prince

08/23/2017

08/27/2017

Search



Save up to -20%

Best Western Premier Petion-Ville, Haiti

★★★★

From **\$464**



Marriott Port-au-Prince Hotel

★★★★

From **\$716**



Haiti Communiterre

From **\$120**

More hotel offers

**Baggage Information**

**Baggage Charges (per person)**

Based on your travel, one airline is designated as the Most Significant Carrier, and that airline's baggage allowances and charges apply to your entire journey.  
[Other Baggage and Optional Charges](#)

| Carry-On Baggage | Cost (USD) | Size* | Additional Info |
|------------------|------------|-------|-----------------|
|                  |            |       |                 |

|                                 |              |                  |                  |  |
|---------------------------------|--------------|------------------|------------------|--|
| American Airlines International | 1st Carry-On | <b>No Charge</b> | 36 din / 91 dcm  | Includes: purse, briefcase, laptop bag or similar item that must fit under the seat in front of you. |
|                                 | 2nd Carry-On | <b>No Charge</b> | 45 din / 114 dcm | Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm)                    |

---

| Checked Baggage            | Cost (USD)       | Size*            | Weight               |
|----------------------------|------------------|------------------|----------------------|
| American Airlines  1st Bag | <b>No Charge</b> | 62 din / 158 dcm | Under 50 lbs/ 23 kgs |
| 2nd Bag                    | <b>\$40</b>      | 62 din / 158 dcm | Under 50 lbs/ 23 kgs |

\*Dimensional Size is calculated as follows: (Length + Width + Height)

### Passenger Summary

Save time at the airport! Add your travel information below to check-in online.

**PAULMARIE ELIE** More information needed to travel

---

Trip Contact Information

We may need to contact you in the event there is important information relevant to your trip. Please enter your cell phone number. This information will not be used for marketing purposes.

---

Summary

More information is required before this passenger can travel. ✔ Secure Flight Information Frequent Flyer Number  
199AYK8

**NATASHA COLEBROOK WILLIAMS** More information needed to travel

---

Trip Contact Information

We may need to contact you in the event there is important information relevant to your trip. Please enter your cell phone number. This information will not be used for marketing purposes.

---

Summary

More information is required before this passenger can travel. ✔ Secure Flight Information Frequent Flyer Number  
**Not an AAdvantage member?**

**LARRY SPRING** More information needed to travel

---

Trip Contact Information

We may need to contact you in the event there is important information relevant to your trip. Please enter your cell phone number. This information will not be used for marketing purposes.

1

Area Code and Number

### Summary

More information is required before this passenger can travel.



Secure Flight Information

Frequent Flyer Number

Not an AAdvantage member?

### Business Extra / On Business

Account Number: 843067

### Trip insurance

Insurance Offer Declined

**Allianz Global Assistance**

**It's not too late!** Trip Insurance from Allianz Global Assistance helps protect against expenses should you be required to cancel or interrupt your trip due to medical or other covered reasons affecting you or your family members. To purchase trip insurance or to learn more, visit [Travel Insurance From Allianz Global Assistance](#) or call Allianz Global Assistance directly at 1-800-628-5404.

# Marriott Port-au-Prince Hotel

Reservation Step 1 of 3

## Review Reservation Details

[Continue](#)

### 1. Your selection



**Check in:** Wednesday, August 23, 2017

**Check out:** Sunday, August 27, 2017

**Room(s):** 1

**Guest(s) per room:** 1

**Room type(s):** Guest room, 1 King

[Edit](#) • [Room details](#)

### 2. Your requests

**Please note**

Non-Commissionable Rate

Qualifying Rate ID Required

**Room 1**



[Edit Request\(s\)](#)

### 3. Summary of Charges

**1 room(s) for 4 night(s)**

Prices in USD

|                            |        |
|----------------------------|--------|
| Wednesday, August 23, 2017 | 140.90 |
| Thursday, August 24, 2017  | 140.90 |
| Friday, August 25, 2017    | 140.90 |
| Saturday, August 26, 2017  | 140.90 |

Total cash rate **563.60**

Total taxes and fees **56.36**

**Total for stay in hotel's currency 619.96 USD**


**Our best rate. Guaranteed.**

FREE Cancellation You may cancel your reservation for no charge until August 21, 2017 (2 day[s] before arrival). [Learn more](#)

**Additional Charges**

Complimentary on-site parking

Changes in taxes or fees implemented after booking will affect the total room price.



Get the Marriott Rewards Premier Credit Card and receive a \$100 statement credit after first card purchase. [Learn more](#)

\$ 619.96 Price for stay  
**- 100.00 Statement credit**  
 \$ 519.96 Total after statement credit

\* Price for stay and statement credit may post on separate statements.

#### 4. Confirm details

**About this reservation:**

FREE Cancellation You may cancel your reservation for no charge until August 21, 2017 (2 day[s] before arrival).

Continue

Next, you'll provide your information





August 21, 2017

Ministre Stéphanie Auguste  
Ministre des Haïtiens vivant à l'Etranger  
Villa d'Accueil 1 rue Prosper,  
Musseau Port-au-Prince, ht6114  
Haiti

Honorable Minister Auguste:

The city North Miami, on behalf of the many citizens of our community, will implement and administer a successful Sister Cities relationship with the city of Saint-Louis-du-Nord in the North-West department of Haiti. This partnership will begin with an agreement between our respective municipal governments through an official Sister Cities Signing Ceremony, occurring on August 25, 2017, in Saint-Louis-du-Nord, Haiti.

Please accept this correspondence as a formal request for assistance in securing local transportation for approximately eight (8) persons, including the Honorable Mayor Smith Joseph of North Miami and a North Miami delegation, from Port-au-Prince, Haiti to St. Louis Du Nord, Haiti. Below is the agenda of scheduled events, delegation, and the travel itinerary.

#### Delegation

Mayor Smith Joseph, D.O., Pharm.D.  
City Manager Larry M. Spring, Jr.  
Chief of Staff Natasha Colebrook-Williams  
Senior Executive Assistant PaulMarie Elie

#### Itinerary

Wednesday, August 23, 2017 - Arrive in Port-au-Prince, Haiti at 08:02 a.m. on American Airlines flight number 1158 from Fort Lauderdale, FL.  
Wednesday, August 23, 2017 - (commute to St. Louis Du Nord from Port-au-Prince)  
Thursday, August 24, 2017 - Meet & Greet and Official Meetings in St. Louis Du Nord, Haiti  
Friday, August 25, 2017 – Sister Cities Agreement Signing Ceremony in St. Louis Du Nord  
Saturday, August 26, 2017 – Commute from St. Louis Du Nord to Port –au- Prince, Haiti  
Sunday, August 27, 2017 – Depart from Port-au-Prince, Haiti to Miami, Florida at 06:35 p.m. on American Airlines flight number 971 to Fort Lauderdale, FL.

Thank you in advance for your assistance in securing local transportation. Please contact Natasha Colebrook-Williams, Chief of Staff at 305.895.9898 or [ncolebrookwilliams@northmiamifl.gov](mailto:ncolebrookwilliams@northmiamifl.gov), if you have questions or wish to make arrangements.

Sincerely

Larry M. Spring, Jr.  
City Manager