

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

Doc # 338733

Name	<u>PAULMARIE ELIE</u>	Date	<u>8/18/2017</u>
Department	<u>City Manager's Office</u>	Title	<u>Senior Executive Asst. to 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	\$	Attach written documentation supporting this travel	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Transportation	\$ 487.96		
Meals	\$ 555.00	Information on trip attached?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging -	\$ 619.96	Travel was included in budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other-Local Transportation	\$ -		
Other	\$ -		
Total Costs	\$ 1,662.92	*(Explain if answer is no)	
Less Prepaid Expenses	\$ 1,107.92		
Advance to Traveler	\$ 555.00		

Signature: *Paulmarie Elie*
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
TOTAL	111.00	0.00	0.00	111.00	111.00	111.00	111.00	\$555.00

COMMENTS

RECEIVED
AUG 21 2017
11:35pm
CITY OF NORTH MIAMI
ACCOUNTS PAYABLE

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

7. H. [Signature]
8/21/17
8/18/17



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

Your Trip Price:

\$1,463.88 USD

AA Record Locator
CWRQCC

Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.

Reservation Name

FLL/PAP

Status: Ticket Pending on Aug 18, 2017

Flight	Depart	Arrive
American Airlines 1158  Create Notification	Fort Lauderdale (FLL) August 23, 2017 06:00 AM Travel Time : 3 h 2 m Class : Economy Seat : 22E , 23E , 29C	Port Au Prince (PAP) August 23, 2017 08:02 AM Booking Code : S Plane Type : 738
American Airlines 971  Create Notification	Port Au Prince (PAP) August 27, 2017 06:35 PM Travel Time : 1 h 10 m Class : Economy Seat : 13E , 19E , 21C	Fort Lauderdale (FLL) August 27, 2017 08:45 PM Booking Code : G Plane Type : 738

Fare Amount

Adult
3 × \$347.00 USD \$1,041.00 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:

Port-au-Prince

Check-in

08/23/2017

Check-out

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
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American Airlines International	1st Carry-On	No Charge	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	No Charge	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	No Charge	62 din / 158 dcm	Under 50 lbs/ 23 kgs
2nd Bag	\$40	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



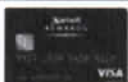
Our best rate. Guaranteed.

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
Haïti

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 Haïti. 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, Haïti.

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, Haïti to St. Louis Du Nord, Haïti. 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, Haïti 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, Haïti
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, Haïti
Sunday, August 27, 2017 – Depart from Port-au-Prince, Haïti 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, if you have questions or wish to make arrangements.

Sincerely

A handwritten signature in blue ink, appearing to read "Larry M. Spring, Jr.", is written over a yellow starburst graphic.

Larry M. Spring, Jr.
City Manager