

CITY OF NORTH MIAMI, FLORIDA

TRAVEL EXPENSE REPORT

OK
FAB

Name Mary Estimé-Irvin
 Department Mayor and Council Office
 Destination Houston, TX

Date 8/15/2019
 Title Councilwoman, District 3
 Mode of Transportation Used Airline

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

PRIVATE AUTO RECORD

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
TOTAL					0	\$0.00

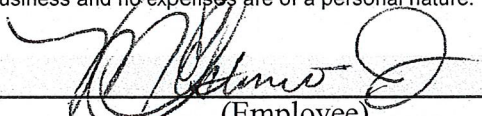
Allowable Mileage @ .54 per mile \$0.00
 Total Transportation Reimbursement \$0.00

ACTUAL SUBSISTENCE EXPENSES

DATE								TOTAL
	SUN	MON	7/16/2019 TUES	7/17/2019 WED	7/18/2019 THURS	7/19/2019 FRI	7/20/2019 SAT	
ITEMS								
*Lodging							1177.02	\$1,177.02 ✓
Breakfast				9.15	9.15	9.15	6.86	\$34.31 ✓
Lunch			13.72	18.30	18.30	18.30	13.72	\$82.34 61.04
Dinner			25.16	33.55	33.55	33.55		\$125.81 92.24
Flight Insurance								\$0.00
Registration			575.00					\$575.00 ✓
Flight			748.31					\$748.31 ✓
Baggage Fee								\$0.00
Train								\$0.00
Taxi						9.15		\$0.00
TOTAL	0.00	0.00	1362.19	61.00	61.00	61.00	1197.60	2690.94

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.

GRAND TOTAL 2690.94


 (Employee)

APPROVED: 
 (Department Head)

Total Amount Advanced/Prepaid: \$2,500.33 ~~2500.33~~
 Total Expenses: \$2,742.79 ~~2690.94~~
 Due City: \$0.00
 Due Traveler: \$242.46 ~~190.61~~

Account No. XXXXXXXXXX

*To be substantiated by paid bill or receipt.

**Telephone calls itemized are related to City business.

Accounting	-	Original
Traveler	-	Copy

RECEIVED

AUG 20 2019

CITY OF NORTH MIAMI
 ACCOUNTS PAYABLE

Expenses Approved by  Date 8/20/19
 Budget Administrator

Approved for Payment  Date 08/20/19
 Finance

Cheque No. 406252 Date 8/20/19



Sister Cities International

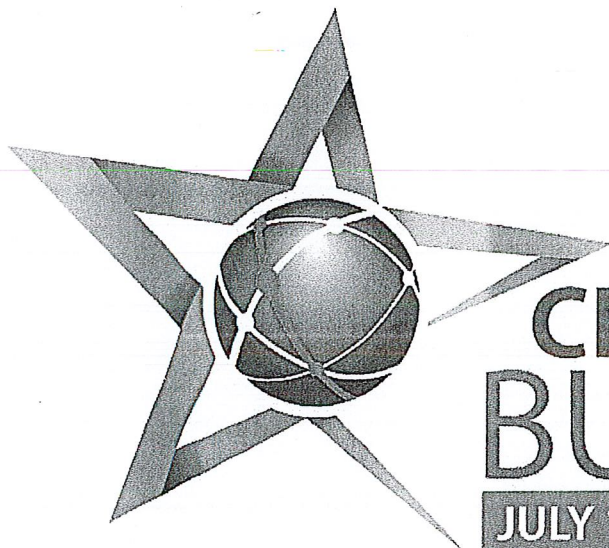
Connect globally. Thrive locally.

(<https://sistercities.org>)

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ANNUAL CONFERENCE

Connect with Community leaders, citizen diplomats and like-minded volunteers in the name of peace through people.



Sister Cities International

CITIES MEAN BUSINESS

JULY 17-19, 2019 HOUSTON

[CLICK HERE TO REGISTER \(HTTP://WWW.CVENT.COM/D/C6QOMG\)](http://www.cvent.com/d/c6qomg)

[CLICK HERE FOR MORE DETAILS ON THE 2019 ANNUAL](https://sistercities.org/annual-conference/2019-annual-conference-speakers/)

[CONFERENCE SPEAKERS](https://sistercities.org/annual-conference/2019-annual-conference-speakers/)

[\(HTTPS://SISTERCITIES.ORG/ANNUAL-CONFERENCE/2019-ANNUAL-CONFERENCE-SPEAKERS/\)](https://sistercities.org/annual-conference/2019-annual-conference-speakers/)

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email address

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LATEST NEWS

[WIN A SCHOLARSHIP TO ATTEND THE 2019 GLOBAL YOUTH LEADERSHIP FORUM! \(HTTPS://SISTERCITIES.ORG/2019-ANNUAL-CONFERENCE-2019-ANNUAL-CONFERENCE-SPEAKERS/\)](#)

[SISTER CITIES INTERNATIONAL COLLABORATES WITH TEAMUP FOR TWO ONE-YEAR ONE-TIME GRANTS \(HTTPS://SISTERCITIES.ORG/2019-ANNUAL-CONFERENCE-2019-ANNUAL-CONFERENCE-SPEAKERS/\)](#)

[ALEXANDER P. DURTKA, JR. RECEIVES THE ORDER](#)

CLICK HERE FOR MORE DETAILS ABOUT THE 2019 ANNUAL AWARDS DINNER AND GALA ([HTTPS://SISTERCITIES.ORG/2019GALA](https://sistercities.org/2019gala))

Venue: Marriott Marquis Houston, 1777 Walker St, Houston, TX 77010 | (713) 654-1777
(<https://book.passkey.com/event/49829522/owner/14793349/home>)

Make your hotel reservations for Houston now

(<https://book.passkey.com/event/49829522/owner/14793349/home>) or by dialing Marriott Reservations 1-877-622-3056 and stating you are with the "Sister Cities International" room block.

Click here for the **2019 Conference Overview** (<https://sistercities.org/wp-content/uploads/2019/03/2019-Conference-Overview.pdf>)

Prices for Annual Conference:

Member Full Registration	\$575
Non Member Full Registration	\$675
Young Professional Full Registration (35 and under)	\$375

Annual Conference Gala ONLY (July 19, 6:00 P.M.) (<http://www.cvent.com/d/dyqkvg>)
\$275

U.S.-China Mayors' Summit Add-on (<http://www.cvent.com/d/nyqkyw>)
\$125

Africa Forum and Reception/ Add-on (<http://www.cvent.com/d/xyqn09>)
\$125

U.S.-Mexico Mini Summit ONLY (July 19 2:30-5 P.M.)
(https://www.cvent.com/c/express/36a1e272-c17b-4b61-9125-2dcda7bec22b?mc_cid=86e264989c&mc_eid=9946a1c591) \$125

U.S.-Germany Mini Summit ONLY (July 19 2:30-5 P.M.)
(https://www.cvent.com/c/express/16c0a5b7-88c4-420a-86ab-a510746650ee?mc_cid=86e264989c&mc_eid=9946a1c591) \$125

*** ON-SITE REGISTRATION FOR ANNUAL CONFERENCE AND ADD-ONS IS AN ADDITIONAL \$100

Click here (<https://sistercities.org/wp-content/uploads/2019/05/2019-Conference-Press-Release.pdf>) to access the 2019 Annual Conference Press Release.

Be a sponsor. Access our sponsorship packet here. (<https://sistercities.org/wp-content/uploads/2019/04/Houston-Annual-Conference-Sponsorship-Opportunities-043019.pdf>)

Click here (<https://sistercities.org/wp-content/uploads/2019/06/Africa-Forum-Flyer-Luanda.Rev-1.pdf>) to access the Africa Economic Development Forum flyer.

OF THE RISING SUN
AWARD
([HTTPS://SISTERCITIES.ORG/2019GALA/P-DURTKA-JR-RECEIVES-THE-ORDER-OF-THE-RISING-SUN-AWARD/](https://sistercities.org/2019gala/p-durtka-jr-receives-the-order-of-the-rising-sun-award/))

SISTER CITIES
INTERNATIONAL:
PROMOTING PEACE AND
COOPERATION
([HTTPS://SISTERCITIES.ORG/2019GALA/CITIES-INTERNATIONAL-PROMOTING-PEACE-AND-COOPERATION/](https://sistercities.org/2019gala/cities-international-promoting-peace-and-cooperation/))

FORMER FOREIGN
SERVICE OFFICER
EXPLAINS THE
IMPORTANCE OF
VOLUNTEERING IN YOUR
LOCAL SISTER CITY
ORGANIZATION
([HTTPS://SISTERCITIES.ORG/2019GALA/FORMER-FOREIGN-SERVICE-OFFICER-EXPLAINS-THE-IMPORTANCE-OF-VOLUNTEERING-IN-YOUR-LOCAL-SISTER-CITY-ORGANIZATION/](https://sistercities.org/2019gala/former-foreign-service-officer-explains-the-importance-of-volunteering-in-your-local-sister-city-organization/))

FACEBOOK



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Sister Cities National Conference
Houston, Texas
July 17-19, 2019

“**Cities Mean Business**” correlates with SCI Mission: to be the Global Resource for International Cities. This conference will:

- Help SCI relationships spark **business opportunities**
- Provide practical **networking** and **collaboration** tools
- Integrate Global Citizenship with **NxtGen and Young Professionals**
- Model success** in Africa, China, Germany, Japan and Mexico
- Attendance Goal: 700

Wednesday, July 17

- 7:30am Registration
- 8:00am Africa Summit Begins (offsite, All Day)
- 8:00am US-China Mayor’s Summit Begins (All Day)
- 6:00pm Global Leaders Circle and VIP Reception
- Optional City and Attraction Tours Organized by 3rd Party*

Thursday, July 18

- 7:30am Registration and Continental Breakfast
- 9:15am Opening Flag Ceremony
- 11:00am Board Candidates Forum
- 12:00pm Lunch

Tracks Begin

- 1) Business and Diplomacy 2) Culture is Business 3) Unique Cities

- 1:30pm (T1) Online Gaming, (T2) Music Diplomacy, (T3) Port/Coastal Cities
- 2:30pm (T4) Diplomacy Through Sports, (T5) The Business of Art (Dance/Folk/Digital), (T6) Innovation Through Adversity/Resilience
- 3:30pm Annual Board Meeting and Election of Officers
- 5:30pm Mayor’s City Welcome Reception (offsite)

Friday, July 19

7:30am Registration and Breakfast
8:00am Diplomatic Briefings (Plenary)
9:00am Global Awareness Tea Regional Presentations

Tracks Begin

1) Sister Cities How-To's 2) Mayors How-To's 3) Partnership How-To's

10:45am (F1) Fast Track – How To, (F2) Women Mean Business, (F3) Fast Track - Partnerships

† 11:30am Lunch (Keynote: Marie Royce)

1:00pm (F4) Human Trafficking in MY Town?, (F5) New NLC Partnerships, (F6) Partnering with Rotary

2:00pm (F7) The ABC's of SCI

2:30pm (F9) US-Mexico Mini Summit (to 5:30pm)

2:30pm (F10) US-Germany Mini Summit (to 5:30pm)

3:00pm (F8) Working with Your Consulate

4:00pm Youth Leadership Summit Final Simulation

6:00pm Conference Cocktail Reception

† 7:00pm Annual Awards Dinner and Gala

Saturday, July 20

9:00am Board of Directors Meeting

Welcome, Rosenny Augustine. You are currently logged in as an administrator.

2019 Annual Conference and Youth Leadership Summit

General Options

Name:

Mary Estime-Irvin

Email:

mestime-irvin@northmiamifl.gov

Title:

Councilwoman

Company or Sister City Organization:

City of North Miami

Address:

776 NE 125 Street

North Miami, Florida 33161

USA

Number of People Registered:

1

Confirmation Number:

KVNSK94LHMZ (needed to modify your registration)

Event Title:

2019 Annual Conference and Youth Leadership Summit

Location:

Marriott Marquis Houston

1777 Walker Street

Houston, Texas 77010

USA

Date:

07/17/2019

Current Registration Details

Mary Estime-Irvin

Agenda Items

Registration Item	Cost
Member Registration	\$575.00

Order Summaries

Order

Date	Type	Invoice #	Amt Ordered	Amt Paid	Amt Due
07/15/2019 5:56 PM ET	online order	19HOU-072019-0995-0655	\$575.00	\$575.00	\$0.00
Total:			\$575.00	\$575.00	\$0.00

Payment Details

Details

Date	Type	Reference #	Amt Paid
07/15/2019	Visa	8715	\$575.00

The Westin Houston Downtown
 1520 Texas Street
 Houston, TX 77002
 United States
 Tel: 713-228-1520 Fax: 713-228-1555



Mary Estime-Irvin
 1125 NE 125TH ST STE 103
 NORTH MIAMI, FL, 331615014
 United States Of America

Page Number : 1
 Guest Number : 355796
 Folio ID : A
 Arrive Date : 16-JUL-19 23:24
 Depart Date : 20-JUL-19 11:09
 No. Of Guest : 1
 Room Number : 207
 Marriott Bonvoy Number : 8767

Westin Houston HOUWI JUL-20-2019 11:20 JYOON

Date	Reference	Description	Charges (USD)	Credits (USD)
16-JUL-19	RT207	Room Chrg - eChannel Retail	279.00	
16-JUL-19	RT207	State Tax	16.74	
16-JUL-19	RT207	County Tax	11.16	
16-JUL-19	RT207	City/Local Tax	19.53	
17-JUL-19	RT207	Room Chrg - eChannel Retail	279.00	
17-JUL-19	RT207	State Tax	16.74	
17-JUL-19	RT207	County Tax	11.16	
17-JUL-19	RT207	City/Local Tax	19.53	
18-JUL-19	RT207	Room Chrg - eChannel Retail	179.00	
18-JUL-19	RT207	State Tax	10.74	
18-JUL-19	RT207	County Tax	7.16	
18-JUL-19	RT207	City/Local Tax	12.53	
19-JUL-19	RT207	Room Chrg - eChannel Retail	269.00	
19-JUL-19	RT207	State Tax	16.14	
19-JUL-19	RT207	County Tax	10.76	
19-JUL-19	RT207	City/Local Tax	18.83	
20-JUL-19	VI	Visa-8715		-1177.02

Continued on the next page

The Westin Houston Downtown
 1520 Texas Street
 Houston, TX 77002
 United States
 Tel: 713-228-1520 Fax: 713-228-1555



Mary Estime-Irvin
 1125 NE 125TH ST STE 103
 NORTH MIAMI, FL, 331615014
 United States Of America

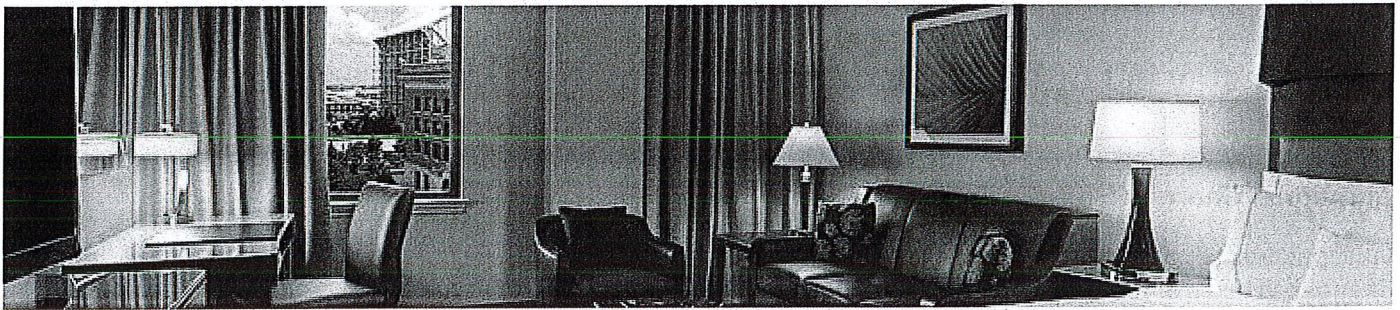
Page Number : 3
 Guest Number : 355796
 Folio ID : A
 Arrive Date : 16-JUL-19 23:24
 Depart Date : 20-JUL-19 11:09
 No. Of Guest : 1
 Room Number : 207
 Marriott Bonvoy Number : 8767

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment
07-17-2019	0.00	0.00	0.00	326.43	326.43	0.00
07-18-2019	0.00	0.00	0.00	209.43	209.43	0.00
07-19-2019	0.00	0.00	0.00	314.73	314.73	0.00
07-20-2019	0.00	0.00	0.00	0.00	0.00	-1177.02
Total	0.00	0.00	0.00	1177.02	1177.02	-1177.02

Bring the Westin experience home. Shop WestinStore.com.

⌚ Reserve Your Room Before Time Runs Out!

Review Reservation Details



Premium Junior Suite, 1 Bedroom Junior Suite, 1 King, Sofa bed

ROOM DETAILS

Check in: Tuesday, July 16, 2019

Check out: Saturday, July 20, 2019

Room(s): 1

Guest(s) per room: 1

EDIT

Choose Room Features



^ Summary of Charges



The Westin Houston Downtown, Houston

Jul 16, 2019 - Jul 20, 2019 | Itinerary # 7453524111412

The Westin Houston Downtown
 Jul 16, 2019 - Jul 20, 2019 , 1 room | 4 nights

CONFIRMED
 Confirmation # 95594655

We have confirmed your hotel reservation with the property.



1520 Texas Avenue, Houston, TX, 77002 United States of America

Tel: 1 (713) 228-1520, Fax: 1 (713) 228-1555

Price Summary

Total **\$1,177.02**
 Collected by the hotel

Check-in

- Check-in time starts at 3 PM
- Check-in time ends at midnight
- Minimum check-in age is 21
- If a late check-in is planned, contact this property directly for their late check-in policy.

Important Hotel Information

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

- Cancellations or changes made after 6:00pm (Central Standard Time (US & Canada)) on Jul 14, 2019 or no-shows are subject to a property fee equal to the first nights rate plus taxes and fees.
- View your online itinerary for additional rules and restrictions.

Room Price	\$1,177.02
4 nights	\$251.50
	avg./night
7/16/2019	\$279.00
7/17/2019	\$279.00
7/18/2019	\$179.00
7/19/2019	\$269.00
Taxes	\$171.02

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 price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Room **Traditional Room, 1 King Bed**

Confirmation #: 95594655

Reserved for Mary Estime-Irvin
 1 adult

Requests 1 King Bed, non-smoking room



Hello, Philippe

Secure booking — only takes 2 minutes!

Book online or call 1-800-391-5807

Act fast! Pricing and availability may change



Signed in as raugustine@northmiamifl.gov

Earn 2,354 travel points for this trip with Expedia Rewards



Room 1: 1 Adult, 1 King Bed, Non-smoking

✓ Free internet

Contact name *

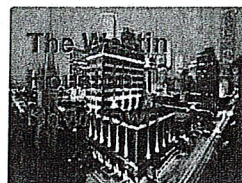
Mary Estime-Irvin

Mobile phone number *

USA +1 305-244-5954

Receive text alerts about this trip. Message and data rates may apply.

Special Requests (optional) ▾



Guests Love It Because of...

"Excellent Location" 40 related reviews

"Good Parking" 30 related reviews

1 Room: Traditional Room, 1 King Bed

Check-in: Tue, Jul 16
Check-out: Sat, Jul 20
4-night stay

Your price summary

Room 1: 1 Adult
4 Nights ~~at \$100~~
Taxes per night \$
Total due at Property: \$1,1

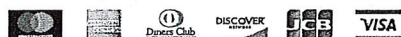
Total due to \$0

Rates are quoted in US dollars. Final payment will be settled directly with the property.

Almost there! 12 other people viewing this property right now.

You're booking the last available Traditional Room, 1 King Bed we have at The Westin Houston Downtown.

✓ \$0.00 due now. Payment information is only needed to hold your reservation.



Name on Card *

Mary Estime-Irvin

Google Maps

The Westin Houston Downtown to Marriott Marquis Houston

Walk 0.3 mile, 5 min



Map data ©2019 Google 100 ft

via Crawford St
5 min
0.3 mile

via Crawford St and Walker St
6 min
0.3 mile

via La Branch St and Walker St
7 min
0.3 mile

All routes are mostly flat

More

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Flights

TUE
16
JUL

FLL ▶ HOU
1:00 PM 4:57 PM

DL 2026, DL 747
4h 57m | 1 Stop

Main Cabin (K) |
Main Cabin (K)
Changeable / Nonrefundable
Delta Air Lines Baggage Information

CHANGE

Price per Passenger \$462.33

Taxes, Fees and Charges \$80.67

DETAILS ▾ SEATS

SAT
20
JUL

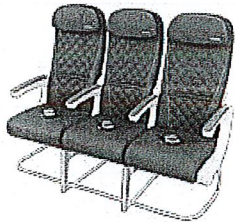
HOU ▶ FLL
10:04 AM 4:01 PM

DL 1638, DL 2393
4h 57m | 1 Stop

Main Cabin (Q) |
Main Cabin (Q)
Changeable / Nonrefundable
Delta Air Lines Baggage Information

CHANGE

DETAILS ▾ SEATS



IT'S SIMPLE, PLUS MEANS MORE
DELTA COMFORT+®

\$59.00
Per Person Each Way

UPGRADE

See Details



ENJOY EACH MILE
FIRST CLASS

\$179.00
Per Person Each Way

UPGRADE

See Details

Total Price (USD) \$543.00

Earn a \$200 Statement Credit and 20,000 Bonus Miles

Statement Credit* -\$200.00

Apply for the Gold Delta SkyMiles Credit Card from American Express

- \$200 Statement Credit after you use your new Card on a Delta purchase in your first 3 months*
- 20,000 bonus miles after you make \$1,000 in purchases on your new Card in your first 3 months.
- First checked bag free and Main Cabin 1 Priority Boarding on Delta flights
- \$0 introductory annual fee for the first year, then \$95 Rates & Fees | Offer Terms | Benefit Terms

Terms and Conditions Apply

Yes! I'd like to apply now for a Card and then complete my booking
*Statement credit will be issued approximately 8-12 weeks after making your first Delta purchase

Total After Statement Credit (USD) \$343.00

CONTINUE

Terms and Conditions

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.



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Your trip summary

Main Cabin

Round trip (Non-refundable)

\$ 349 per person

Total \$348.60 (all passengers)

[Price and tax information](#)

Good value with benefits

- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding

Includes taxes and carrier imposed fees.
Bag and optional fees [↗](#)

Depart Miami, FL to Houston, TX
Tuesday, July 16, 2019

3:39 PM → 5:26 PM 2h 47m Nonstop Main Cabin

AA 1235 ■ 319-Airbus A319  

[Details](#) | [Change](#)

Return Houston, TX to Miami, FL
Saturday, July 20, 2019

11:01 AM → 2:41 PM 2h 40m Nonstop Main Cabin

AA 1614 ■ 738-Boeing 737  

[Details](#) | [Change](#)

Upgrade to First

Round trip (Non-refundable)

+\$ 795 per person

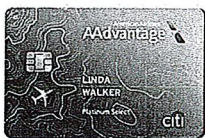
Total \$1,143.60 (all passengers)

[Upgrade](#)

Best way to travel

- Our largest, most comfortable seat
- 2 free checked bags*
- Priority security at participating airports
- Priority boarding
- Same-day flight change & standby when available on American flights

*On planes with both Business and First, you get 1 extra checked bag or 2 if you're AAdvantage Executive Platinum.



Earn up to a \$200 statement credit

Plus, 40,000 bonus miles after qualifying purchases with this credit card offer

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Your trip summary

Main Cabin

Round trip (Non-refundable)

\$ **665** per person

Total \$665.00 (all passengers)

Price and tax information

Good value with benefits

- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding

Includes taxes and carrier imposed fees.

Bag and optional fees

Depart Fort Lauderdale, FL to Houston, TX
Tuesday, July 16, 2019

5:37 PM → 11:00 PM 6h 23m 1 stop Main Cabin

FLL - DFW ■ AA 244 ■ 738-Boeing 737

DFW - HOU ■ AA 5830 ■ CR9-Canadair RJ 900 ■ Operated by Mesa Airlines As American Eagle

[Details](#) | [Change](#)

Return Houston, TX to Fort Lauderdale, FL
Saturday, July 20, 2019

10:32 AM → 4:42 PM 5h 10m 1 stop Main Cabin

HOU - DFW ■ AA 5776 ■ CR9-Canadair RJ 900 ■ Operated by Mesa Airlines As American Eagle

DFW - FLL ■ AA 244 ■ 738-Boeing 737

[Details](#) | [Change](#)

Upgrade to First

Round trip (Flexible)

+\$ **689** per person

Total \$1,354.00 (all passengers)

Upgrade

Best way to travel

- Our largest, most comfortable seat
- 2 free checked bags*
- Priority security at participating airports
- Priority boarding
- Changes or refunds allowed (fee may apply)

On planes with both Business and First, you get 1 extra checked bag or 2 if you're AAdvantage Executive Platinum.



Earn up to a \$200 statement credit



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
Depart Fort Lauderdale, FL to Houston, TX

Tuesday, July 16, 2019

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
244 American Airlines	5:37 PM FLL	7:50 PM DFW	3h 13m	738	Economy	<u>12F</u>
Stop: Dallas/ Fort Worth (DFW)						
5830 American Airlines Operated by Mesa Airlines as American Eagle	9:51 PM DFW	11:00 PM HOU	1h 9m	CR9	Economy	<u>7E</u>

Return Houston, TX to Fort Lauderdale, FL

Saturday, July 20, 2019





Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
 5776 American Airlines  Operated by Mesa Airlines as American Eagle	10:32 AM HOU	11:49 AM DFW	1h 17m	CR9	Economy	<u>7E</u>
	Stop: Dallas/ Fort Worth (DFW)					
 244 American Airlines  	12:49 PM DFW	4:42 PM FLL	2h 53m	738	Economy	<u>12E</u>

Cost summary

Your total

\$748.31

Includes all taxes and carrier-imposed fees

Passenger	\$575.81	Bag and optional fees 
Taxes	\$89.19	Reservation and tickets FAQs 
Carrier-imposed fees	\$0.00	Price and Tax Information 
Subtotal	\$665.00	Conditions of Carriage 
Preferred seat (4)	\$83.31	
Total (all passengers)	\$748.31	

Earn up to a \$200 statement credit



Total after statement credit: **\$548.31**

Your Trip Price: \$748.31
 Card Statement: -
 Credit: \$200.00
 Total after statement credit: **\$548.31**

Plus, 40,000 bonus miles after qualifying purchases with this credit card offer [Learn more](#)

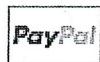
How do you want to pay for your trip?

Select a payment option

Credit card



Other forms of payment



6 month financing [See details](#)

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

Date: 07/01/2019

Name of Traveler: Councilwoman Mary Estimé-Irvin

Department: Mayor and Council Office

Destination: Houston, TX

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

Dates of City Travel: From: July 16, 2019

To: July 20, 2019

Purpose of Trip: To attend the 2019 Annual Sister Cities International Cities Mean Business Conference

ESTIMATED COST		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration	\$575.00	Attach written documentation supporting this travel
Transportation	\$348.60	
Meals	\$242.46	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging –	\$959.69	Travel was included in budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other – Local Transportation	\$	
Other		*(Explain answer no)
Total Costs	\$2,125.75	
Less Prepaid Expenses	\$1,883.29	
Advance to Traveler	\$242.46	
		Signature _____
		Traveler _____

Meal Detail

Date	7-16-19	7-17-19	7-18-19	7-19-19	7-20-19			Total
Breakfast – 15%		\$9.15	\$9.15	\$9.15	\$6.86			\$34.31
Lunch – 30%	\$13.72	\$18.30	\$18.30	\$18.30	\$13.72			\$82.34
Dinner – 55%	\$25.16	\$33.55	\$33.55	\$33.55				\$125.81
Total	\$38.88	\$61.00	\$61.00	\$61.00	\$20.58			\$242.46

COMMENTS

	APPROVED	
Account No. [REDACTED]	DEPARTMENT HEAD _____	DATE _____
Voucher No: _____ Date: _____	RISK MANAGEMENT ADMINISTRATOR _____	DATE _____
	BUDGET DIRECTOR _____	DATE _____
	CITY MANAGER _____	DATE _____