



City of North Miami Beach, Florida

PRE-TRAVEL AUTHORIZATION FORM

(FOR DIRECTORS ONLY)

Name: Paule Villard Phone: _____

Department: Mayor & Commission Division: 100

Purpose of Travel: The Congress National De La Pastoral Des Jeunes,
Cap-Haitien / Fort Liberte

Dates of Travel: 07/23/2022 to 07/30/2022

Account Number(s): 119.071(9) (b) Bank Account

Estimated Cost:

- | | | | |
|------------------|----|---|-----------------------------|
| 1. Registration: | \$ | _____ | |
| 2. Hotel: | \$ | <u>800.00</u> | ✓ |
| 3. Air Fare: | \$ | <u>469.50</u> | ✓ |
| 4. Meals: | \$ | <u>682.50^{N.B}</u> | ✓ |
| 5. Car Rental: | \$ | <u>499.29</u> | ✓ |
| 6. Mileage: | \$ | _____ | Miles _____ x \$ _____ rate |
| 7. Other: | \$ | _____ | (Explain) _____ |
| Total: | \$ | 2,451.30 <u>2,451.29^{N.B}</u> | |

Additional Comments: _____

Requestor's Signature Paule Villard

Date: 07/19/2022

Finance Director Signature A. Jorgensen

Date: 7/19/2022

City Manager Signature [Signature]

Date: 7/19/22

For AHSL



City of North Miami Beach, Florida

One Vision • One Mission
One City

Travel Expense Report

| | | |
|---|------------------------------------|---|
| Traveler's Name Paule Villard | Department 100 | Traveler's Vendor Number 524909 |
| Destination Cap-Haitien / Fort Liberte, Haiti | Departure Date 7/23/2022 | Return Date 7/30/2022 |

| ITEM | Day Date | Saturday 7/23/2022 | Sunday 7/24/2022 | Monday 7/25/2022 | Tuesday 7/26/2022 | Wednesday 7/27/2022 | Thursday 7/28/2022 | Friday 7/29/2022 | Saturday 7/30/2022 | TOTAL |
|------------------|-------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|--------------------|
| Lodging | | \$ 160.00 | \$ 160.00 | \$ 160.00 | \$ 160.00 | \$ 160.00 | | | | \$ 800.00 |
| Meals | Rate | | | | | | | | | |
| Breakfast | \$16 | 68.25 | 91.00 | 91.00 | 91.00 | 91.00 | 91.00 | 91.00 | 68.25 | \$ 682.50 |
| Lunch | \$17 | | | | | | | | | \$ - |
| Dinner | \$31 | | | | | | | | | \$ - |
| Registration Fee | | | | | | | | | | \$ - |
| Airfare | | 469.50 | | | | | | | | \$ 469.50 |
| Taxi/Shuttle | | | | | | | | | | \$ - |
| Tolls/Parking | | | | | | | | | | \$ - |
| Vehicle Rental | | 499.29 | | | | | | | | \$ 499.29 |
| Mileage | | | | | | | | | | \$ - |
| Other | | | | | | | | | | \$ - |
| Total | | \$ 1,197.04 | \$ 251.00 | \$ 251.00 | \$ 251.00 | \$ 251.00 | \$ 91.00 | \$ 91.00 | \$ 68.25 | \$ 2,451.29 |

Instructions:

- This form must be completed and submitted after each trip.
- Complete each section for which travel expenses are claimed. Include totals for each day and for each line item.
- This form is to be supported by paid receipts for all claims except meals.
- Within ten (10) working days of return, accounting must be made on this form, properly signed, and submitted to the Finance Department. Excess advanced funds shall be returned to the Finance Department with submission of this form.
- Use additional forms as needed.

Grand Total from above **\$ 2,451.29**

Less Prior Payments or Advances

| | | |
|-----------------------|---------------------------|------------------|
| Hotel | Hotel name chk# xxxxxx | 800.00 |
| Per Diem | Prepaid Chk# xxxxxx | |
| Vehicle Rental | Org name Chk# xxxxxx | 499.29 |
| Other | Airfare | 469.50 |
| Amount Due | | |
| City or Traveler | | \$ 682.50 |

I certify that the expenses reported were actually incurred by me as necessary traveling expenses in the performance of my official duties. Any costs paid by another agency have been deducted from this travel claim. This claim is true and correct and conforms to the Travel Policy of the City of North Miami Beach.

| | | | |
|--------------------------------|------|--------------------------------------|-----------------|
| Traveler (signature) | Date | Approved - Dept Head (signature) | Date 7/20/22 |
| For use by Finance Department: | | | |



Airfare & Insurance

Flight Summary

✈ Departing Flight - Saturday, Jul 23, 2022

spirit

Spirit Airlines
Flight 1240

From
FLL-Ft Lauderdale
Hollywood Intl Arpt, Ft
Lauderdale, United States
08:45 AM Sat, Jul 23

To
CAP-Hugo Chavez Intl,
Cap Haitien, Haiti
10:45 AM Sat, Jul 23

Non Stop
Y

Flight Duration: --

XMPIPX

You're Booked!

You'll get a confirmation email as well, but check the details carefully here. Have a great trip! To protect the health and safety of our Guests and Team Members, Spirit requires appropriate face coverings (over the nose and mouth) during travel. [Learn More.](#)

[ADD TRIP TO CALENDAR](#)

One-Way International travel may require proof of return travel at the airport. [Learn More](#)

NOTE: This page is not your boarding pass.

Customers traveling to international destinations are required to input passport information in order to check-in online. Your information must match your passport.

Booking Date: July 14, 2022

Status: Confirmed

Confirmation Code: QBFT4Y

Flights



July 30, 2022

Depart: Cap Haitien (CAP) 12:15 PM

Flight: NK351

Arrive: Fort Lauderdale (FLL)
2:20 PM



Watch your emails for any flight time changes that may occur prior to your trip. Schedule change notifications will be sent to Nadia.brewton@citynmb.com up until the day of your departure. On the day you're traveling, you can reconfirm your flight times by visiting our website or by calling us directly at 1.855-728-3555. It is recommended that you arrive at the airport about 2 hours prior to your departure for domestic flights and 3 hours prior to departure for international flights.

Passenger



MS. PAULE GERMAIN

Free Spirit #:

Additional Info:



CAP - FLL: 1 Checked Bag



CAP - FLL: 12D

Options

YOUR EXTRAS



Shortcut Boarding

Zone 2 priority boarding and early access to the overhead bins

Travel Insurance

Policy Number:

1249399063

Primary Insured Name:

PAULE GERMAIN

NOTE: View [your policy online](#). For additional questions about your policy please contact Travel Guard directly at 866-877-3191.

Contact

PAULE GERMAIN

Nadia.brewton@citynmb.com

We'll keep you posted about any changes to this trip,
so please double check your email and phone number.

TOTAL PAID

\$469.50



Free Spirit Points

Paule Germain

1,607 Free Spirit Points

Don't let your points go to waste. **Sign up for free!**

Join Free Spirit®. Earn Points. Get Rewards.

Earn points on every dollar spent when you fly with us or use one of our many partners. Flight redemption start as low at 2,500 points and are available on every seat on every flight with no blackout dates. Pool your points with family and friends so you can earn reward flights faster. It costs nothing to join and simplifies all your future bookings!

Sign Up Today And Start Earning Points With This Flight!

JOIN NOW FOR FREE

Download Our App and make your Check-in a breeze!



Thank you for choosing Spirit. We look forward to serving you on your upcoming trip!

For modifications to flight only itineraries, please call 1.855-728-3555

For modifications to vacation package itineraries please call 1.877.377.0791

To provide feedback, please email support@spirit.com or write to Spirit Customer Relations, 2800 Executive Way, Miramar, FL 33025.



Breeze through customs with the Mobile Passport App



Program Agenda



Congrès national de la pastorale des jeunes.

ANN
METE MEN

ANN
ANGAJEN

POU GEN
PLIS LAVI

du 28 juillet
au 01 août 2022

 **Fort-Liberté**

"Jèn, patizan ak misyonè,
Jezikri, ann travay pou
gen plis lavi nan peyi nou".



Contactez la PJF par
WhatsApp : 36786035



**PASTORALE DES JEUNES
DIOCESE DE FORT-LIBERTE**

Fort-Liberte, HT 2110 B. P. 237- Haïti. W. I.

Mail : odigene.bayard@yahoo.fr / Tel : 40 02 6141 / 36 78 6035



**To Honorable Commissioner
Paule Villard
City of North Miami Beach, Fl**

Dear Commissioner,

I am father Audigene BAYARD, diocesan director of youth ministry in the diocese of Fort-Liberte. The diocese of Fort-Liberte prepares to host the 5th Youth Ministry Congress

The Congress National de La Pastorale Des Jeunes will be hosting its annual conference at Fort Liberte this year from July 28-August 1st. Over 3000 youth from several departments in Haiti, such as Port-de-Paix, Gonaives, Cap-Haitien will be in attendance. This conference promises to prepare young adults in Haiti to be productive and professional leaders. It will be a great honor to have you as our special guest to address the youth, inspire and empower them to stay on the right path. You were selected to be amongst us because of your leadership experience working with the youth in Miami and your Haitian background, to make a better conference. You will be speaking on July 28 and July 29 to address the youth if your schedule permits.

Your presence will be very useful for us, and we would like to have a partnership with you. Because we need a lot of financial help to make this youth ministry work.

Thank you in advance for your continued service. We are looking forward to seeing you soon.

Best Regards,

Father Audigene Bayard
Diocesan director of youth ministry in the diocese of Fort-Liberte





City of North Miami Beach, Florida
Office of the City Manager

TO: Nadia Brewton, Constituent Services Aide

FROM: Francisco L. Medranda, Chief of Staff

CC: Arthur H. Sorey, III, City Manager
Marcia Fennell, Chief Financial Officer
Phillip Ford, Chief Procurement Officer

DATE: July 19, 2022

SUBJECT: **5th Youth Ministry Congress - Per Diem for Commissioner Villard**

Commissioner Paule Villard will be traveling to Fort-Liberte, Haiti, **from Saturday, July 23, through Saturday, July 30**, for the 5th Youth Ministry Congress. Please process her corresponding per diem based on these dates. Commissioner Villard will arrive in Cap-Haitien, Haiti, five days before the event date to network and broker relationships with other local municipalities on behalf of North Miami Beach. Commissioner Villard's hotel stay is until July 28; however, she will be extending her stay until July 30 once she arrives at the hotel.

The City of North Miami Beach



Rental Car

Contact Us

You can give us a call: 1-877-377-0791



Economy SUV

Daihatsu Terios 4WD or similar

AVIS

Ⓐ Auto ✱ AC

- ✓ Free Cancellation
- ✓ Unlimited Mileage

Pick-up Sat, July 23 12:00PM

Drop-off Sat, July 30 12:00PM

Location

Avis Rent a Car

Cap Haitien Airport (CAP)

Madeline Cap Haitien, Cap Haitien, Haiti 1110

🚗 Shuttle Service

[How to get there](#)

Manage

[Driver](#)

[Important Info](#)

Confirmation number 37420078US3

Avis phone number 1-888-534-8237

Cancellation policy

Your rental car has free cancellation. If you no longer need this rental car, please cancel.



Economy SUV

Jul 23 – Jul 30

Pick-up: 12:00PM

Confirmation #: **37420078US3** 



Payment Summary

Trip number: 118-099-705-17

Purchase date Jul 18, 2022

Weekly rate \$453.90

Number of weeks X1

Taxes and fees \$45.39

Car subtotal \$499.29

Total charged \$0.00

Rental Car (due at pick-up) \$499.29

Total Cost \$499.29

The City of North Miami Beach



Hotel Confirmation

Brewton, Nadia

From: L. Villard <missteenhaiti@yahoo.com>
Sent: Tuesday, July 19, 2022 10:28 AM
To: Brewton, Nadia
Subject: Fw: 🏨 Thanks! Your booking is confirmed at Satama Hotel

[EXTERNAL] This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Sunday, July 3, 2022, 7:02 PM, Satama Hotel <customer.service@booking.com> wrote:

✔ **Thanks Paule!**
✔ **Your booking in Cap-Haïtien is confirmed.**

- ✔ **Satama Hotel** is expecting you on **23 July**
- ✔ Your **payment** will be handled by Satama Hotel. The '**Payment**' section below has more details
- ✔ You can cancel for FREE until 20 July 2022 23:59 [EDT].
- ✔ Make your trip even more special. [See if you can get a better room](#)



Travel support

Get the information needed before traveling to a destination as touristic travel may still not be allowed. In the case your travel plans change and you wish to modify your booking, check your options to manage the reservation by clicking the link below.

[Modify your booking](#)

Satama Hotel

250, Rue 29B Prolongée, Carrenage, Cap-Haïtien, , Haiti - [Show directions](#)

Phone: +509 48 90 1201

[Email property](#)



[Get the print version](#)

Your reservation

5 nights, 1 room [Change](#)

Check-in

Saturday 23 July 2022 (3:00 PM -
11:00 PM)

Check-out

Thursday 28 July 2022 (until 11:00 AM)

Booking number

2740928057

PIN code

4237

**[Rentalcars.com](#)
voucher**

5%

Check your inbox for your voucher

Booked by

Paule Germain (missteenhaiti@yahoo.com)

Queen Room

US\$800

Price

US\$800

You will pay the hotel in the hotel's local currency (HTG) at the exchange rate on day of payment.

5 % Service charge is excluded.

10 % City tax is excluded.

Please note: additional supplements (e.g. extra bed) are not added to this total.

The total price shown is the amount you will pay to the property. [Booking.com](#) does not charge guests any reservation, administration or other fees.

If you cancel, applicable taxes may still be charged by the property.

Guests are required to show a photo identification and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

Payment

You have now confirmed and guaranteed your reservation by credit card.

All payments are to be made at the property during your stay, unless otherwise stated in the [policies](#).

This accommodation provider accepts the following forms of payment:

Visa, Euro/Mastercard

[Change credit card details](#)

Booking conditions

Cancellation policy You may cancel free of charge until 2 days before arrival. You will be charged the cost of the first night if you cancel in the 2 days before arrival.

Guest parking Free private parking is possible on site (reservation is not needed).

Internet WiFi is available in all areas and is free of charge.

Need help with your reservation?

Contact the property Phone: +509 48 90 1201

Manage your booking You can [view your reservation](#) or [make changes](#) online anytime.

Travel with peace of mind

Find information about travelling safely in our [Safety resource centre](#)

Find more [local emergency phone numbers](#) to help give you complete peace of mind during your stay in Haiti.

Your reservation is processed by [Booking.com](#) in accordance with the [Booking.com](#) privacy policy. When communicating with your booked accommodation via [Booking.com](#) you agree with the processing of the communications as set out in the [Booking.com privacy policy](#).

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If you don't show up at this booking, and you don't cancel beforehand, the property is liable to charge you the full reservation amount.

Is everything correct?

You can always view or change your booking online - no registration required.

- [Change dates](#)
- [Request early check-in or late check-out](#)
- [Change your room](#)
- [Edit guest details](#)
- [Contact the property](#)
- [Review our online security tips](#)

Room details

This single room has a balcony, flat-screen TV and seating area.

| | |
|----------------------------|--|
| Guest name | Paule Germain Edit guest name |
| Maximum capacity | 3 guests maximum, of which 2 adults maximum. Your total price is based on the rate for your booked number of guests (2 adults). Extra prices may apply for additional guests, up to the maximum capacity. |
| Breakfast | Breakfast is included in the final price. |
| Lunch | US\$20 per person per night |
| Dinner | US\$25 per person per night |
| Prepayment | You will be charged a prepayment of the cost of the first night after reservation. |
| Cancellation policy | You may cancel free of charge until 2 days before arrival. You will be charged the cost of the first night if you cancel in the 2 days before arrival. |
| Cancellation cost | <ul style="list-style-type: none">• Until 20 July 2022 23:59 [EDT]: US\$0• From 21 July 2022 00:00 [EDT]: US\$160 |

Cancel your booking

Important information

Your Confirmed Booking at Satama Hotel



Coronavirus (COVID-19) update

We understand you may have concerns about your trip. Try our self-service tools or check with the property to make changes to your booking.

Contact property

Change dates

Request to cancel

250, Rue 29B
Prolongée, Carrenage
Cap-Haïtien
Haiti

Show map

Have a question?

+509 48 90 1201

Email the property



Need help?

Contact Customer Service

CONFIRMATION NUMBER:

2740928057

PIN code: 4237

Check-in

Saturday, July 23, 2022

3:00 PM - 11:00 PM

Check-out

Thursday, July 28, 2022

until 11:00 AM



Breakfast included

Price

5 nights, 1 room

\$800

What's included in this price?

Your reward

Rentalcars.com 5%
voucher

Check your
inbox for your
voucher

Change dates

Update card

View policies

View confirmation

Print confirmation

Cancellation is free

For: 1 day 10 hours 11 minutes

To cancel for free, you need to cancel **before** Jul 20 at 11:59 PM Cap-Haïtien time. After that time, you'll have to pay \$160 to cancel.

-
-

FREE ● Today

\$160 Jul 21

Cancel your booking

Want a better experience when booking your trip?

Let us know what type of trip you just booked to help us better serve you in the future.



Queen Room

[Sign in](#) to see all your booking details

323 ft² Free WiFi Non-smoking room

Private Bathroom • Ocean view • Garden view • Pool view • Mountain view • City view • Free toiletries • Air conditioning • Safe • Toilet • Bathtub or shower • Towels • Linens • Socket near the bed • Tile/Marble floor • Desk • Sitting area • TV • Refrigerator • Telephone • Iron • Radio • Flat-screen TV • Hairdryer • Fan • Guest bathroom • Wake-up service/Alarm clock • Cable channels • Alarm clock • Wardrobe or closet • Entire unit located on ground floor • Upper floors accessible by elevator • Clothes rack • Toilet paper • Entire unit wheelchair accessible

Bed Size(s): 1 queen bed

Breakfast included

Important Information

Guests are required to show a photo ID and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

Before You Go: Tips & House Rules

You picked a great place to stay for your trip! You'll get more privacy, more space and have a home away from home that's all yours. Well done! We want to make sure you know some things before you go.

Traveling with kids or furry friends?

All children are welcome. Check the Children and extra beds policies for details on where your little ones can sleep.

Pets are not allowed.

If you still have questions or any urgent issues, your host would be happy to help. Feel free to contact them directly at +509 48 90 1201 .

Travel with peace of mind

Looking for info about traveling safely? The safety resource center can help you prepare for your trip and enjoy a safe, relaxing stay.

You can find the local emergency phone numbers to help give you complete peace of mind during your stay in Haiti.

Frequently Asked Questions

Cancellations

Payment

Booking Details

Communications

Room Types

Pricing

Credit cards

Property Policies

Extra Facilities

Security and awareness

Contact property

For most questions, the property is usually best to ask



Email property

Send a message to the property – they'll respond as soon as possible

[Send an email](#)



Call property

+509 48 90 1201

Need help?



We're here to help answer your questions and manage your booking

[Contact Customer Service](#)

The City of North Miami Beach



Per Diem



**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

**Country: HAITI
Publication Date: 07/01/2022**

68.25

| Country Name | Post Name | Season Begin | Season End | Maximum Lodging Rate | M & IE Rate | Maximum Per Diem Rate | Footnote | Effective Date |
|--------------|----------------|--------------|------------|----------------------|-------------|-----------------------|----------------------|----------------|
| HAITI | Cap Haitien | 01/01 | 12/31 | 150 | 91 | 241 | View | 05/01/2013 |
| HAITI | Jacmel | 01/01 | 12/31 | 98 | 75 | 173 | View | 05/01/2013 |
| HAITI | Montrouis | 01/01 | 12/31 | 133 | 106 | 239 | View | 02/01/2011 |
| HAITI | Other | 01/01 | 12/31 | 140 | 40 | 180 | View | 05/01/2013 |
| HAITI | Petionville | 01/01 | 12/31 | 155 | 111 | 266 | View | 02/01/2013 |
| HAITI | Port-au-Prince | 01/01 | 12/31 | 155 | 100 | 255 | View | 07/01/2022 |



Allowances Footnote Description

| Footnote Reference | Description |
|--------------------|---|
| 2 | Effective 6/16/02, Federal civilian employees detailed 4 or more cumulative hours in one day may be granted the danger pay allowance under Chapter 650 of the Standardized Regulations (GC, FA). See list of locations authorized for danger pay. (see Footnote p) |

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

| Reason | Description | Pages |
|----------------------------------|---|-------|
| 119.071(9) (b) Bank Account Info | Bank Account Numbers, Debit, Charge & Credit Card Numbers | 1 |