

**PIMA COUNTY
FINAL TRAVEL RECONCILIATION**

(to be completed upon traveler's return)

Traveler's Name:	Paula Maxwell	Destination:	Washington, DC
Vendor Number:	03022013	Purpose:	2013 NACo Legislation Conference
Department Name:	Board of Supervisors - District 4	Departure Date/Time:	March 1, 2013 / 11:30 am
		Return Date/Time:	March 7, 2013 / 3:50 pm

Travel Expenditures Itemized Per Day							
Date	Registration	Transportation	Mileage Expense (Mileage x Rate)	Lodging	Per Diem	Other	Line Total
Page 2	515.00	490.60			273.00	24.00	1,302.60
							0.00
							0.00
							0.00
Total Allowable Expense:							\$1,302.60

Advances/Prepaid Expenses					
Type Of Expense	Document Type	Document Number	Amount	Prepaid Payee	Line Total
Registration:			515.00	PCard	515.00
Transportation:			490.60	PCard	490.60
Lodging:					0.00
Per Diem:					0.00
Other:					0.00
Total Advances/Pre-Paid Expenses					\$1,005.60
Amount Due Employee:					\$297.00

Travel Payment No.: _____ Date: _____

Amount Due Pima County: _____

Cash Receipt No.: _____ Date: _____

I hereby certify that the above travel was completed in the performance of official duties, that the information given above is true in all respects, and that no travel payment (TP) document has before been made for any part thereof, and that i am not indebted to Pima County in any manner.

Traveler's Signature: *Paula Maxwell* Date: 5/10/2013

* Note: Receipts must be attached for Lodging, Transportation, and Miscellaneous expenses.

Revised: 09/29/2011



TAXICAB RECEIPT

Time: 9:00 AM

Date: 3/7/2013

Origin of trip: Washington Hilton

Destination: Reagan Airport

Fare: 24.00 Sign: JW Paula

Jade Sia

From: American Airlines@aa.com [notify@aa.globalnotifications.com]
Sent: Monday, January 28, 2013 2:31 PM
To: Jade Sia
Subject: E-Ticket Confirmation-ZTEILD 01MAR



American Airlines
AA.com

eTicket Itinerary & Receipt Confirmation

Reservations | Award Booking | My Account | Fare Sales & Offers



Date of Issue: 28JAN13

Jade Lizbeth Sia:

Thank you for choosing American Airlines / American Eagle, a member of the oneworld® Alliance. Below are your itinerary and receipt for the ticket(s) purchased. Please print and retain this document for use throughout your trip.

Record Locator: ZTEILD

You may check in and obtain your boarding pass for U.S. domestic electronic tickets within 24 hours of your flight time online at AA.com by using www.aa.com/checkin or at a Self-Service Check-In machine at the airport. Check-in options may be found at www.aa.com/options. For information regarding American Airlines checked baggage policies, please visit www.aa.com/baggageinfo. **For faster check-in at the airport, scan the barcode at any AA Self-Service machine.**

You must present a government-issue photo ID and either your boarding pass or a priority verification card at the security screening checkpoint.




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American Airlines

Record Locator: ZTEILD



Itinerary

Carrier	Flight Number	Departing		Arriving		Booking Code
		City	Date & Time	City	Time	
American Airlines	884	TUCSON	FRI 01MAR 11:30 AM	DALLAS FT WORTH	2:35 PM	N
		Jennifer Wong		FF#: 63WVK24		Economy
		Paula Maxwell				Seat 24F Seat 24E
American Airlines	1486	DALLAS FT WORTH	FRI 01MAR 3:20 PM	WASHINGTON REAGAN	7:15 PM	N
		Jennifer Wong		FF#: 63WVK24		Economy
		Paula Maxwell				Seat 27F Seat 27E
American Airlines	1595	WASHINGTON REAGAN	THU 07MAR 11:00 AM	DALLAS FT WORTH	1:30 PM	N
		Jennifer Wong		FF#: 63WVK24		Economy
		Paula Maxwell				Seat 28A Seat 28B
American Airlines	1463	DALLAS FT WORTH	THU 07MAR 2:20 PM	TUCSON	3:50 PM	N
		Jennifer Wong		FF#: 63WVK24		Economy
		Paula Maxwell				Seat 27F Seat 27E

Receipt

PASSENGER	TICKET NUMBER	FARE-USD	TAXES AND CARRIER-IMPOSED FEES	TICKET TOTAL
JENNIFER WONG	0012375659012	415.81	74.79	490.60
PAULA MAXWELL	0012375659013	415.81	74.79	490.60
Payment Type: Visa XXXXXXXXXXXXX3044				Total: \$981.20

You have purchased a NON-REFUNDABLE fare. The itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has no value. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

Electronic tickets are NOT TRANSFERABLE. Tickets with nonrestrictive fares are valid for one year from original date of issue. If you have questions regarding our refund policy, please visit www.aa.com/refunds.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

Check-in times will vary by departure location. In order to determine the time you need to check-in at the airport, please visit www.aa.com/airportexpectations.

(AA CARRY-ON BAGGAGE)

American Airlines does not impose Carry-On bag fees however, restrictions do apply. To view carry-on baggage restrictions for American Airlines or American Eagle, please visit, [Carry-On luggage](#). Passengers who originate flights on other than American Airlines/American Eagle and need to determine applicable carry-on fees or restrictions specific to other air carriers in your itinerary, please visit [INTERLINE PARTNER BAG CHARGES](#).

(AA CHECKED BAGGAGE CHARGES)

For travel from US/PR/USVI within and between US/PR/USVI, the charges will be 25.00USD for the first bag. For a second checked bag, the charge will be 35.00USD (or local currency equivalent).

For travel from CANADA To/From the US/PR/USVI, the charges will be 25.00USD/25.00CAD for the first bag. For a second bag, the charge will be 35.00USD/35.00CAD (or local currency equivalent).

For travel from Canada To/From/via India /Europe, no charge for the first bag. For a second bag, the charge will be 60.00USD/60.00CAD (or local currency equivalent).

For travel from Europe and India To/From US/PR/USVI and To/From via Europe and India, the first bag will be free. For a second bag, the charge will be 60.00USD or (local currency equivalent).

For travel from Mexico To/From US/PR/USVI/Canada and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 40.00USD or (local currency equivalent). If traveling to/from Mexico and your flight is operated by American Eagle, only one checked bag is allowed.

For travel from Caribbean, Central America To/From US/Canada/PR/USVI Mexico and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 40.00USD or (local currency equivalent).

For travel from South America To/From US/Canada/PR/USVI/MCLA and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 70.00USD or (local currency equivalent).

When your itinerary includes any carrier other than American Airlines, baggage charges of the various airlines may apply to the flights they operate. Please visit [INTERLINE PARTNER BAG CHARGES](#) for applicable baggage allowances and charges specific to the interline partner in your itinerary.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage button below.

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NRID: 6660151952442815292586100

Attachment 2

TA #: 0302 2013

PIMA COUNTY TRAVEL AUTHORIZATION #1

1. NAME: Paula Maxwell 2. DEPARTMENT: Board of Supervisors - District 4
 3. PLANNED DEPARTURE DATE: March 1, 2013 4. PLANNED RETURN DATE: March 7, 2013
 5. DESTINATION: Washington, D.C.
 6. PURPOSE OF TRAVEL: 2013 NACo Legislative Conference

7. ESTIMATED EXPENDITURES:

ITEM	AMOUNT	VOUCHER
a. Transportation	<u>490.60</u>	_____
b. Lodging	<u>786.62</u>	_____
c. Per Diem	<u>273.00</u>	_____
d. Registration	<u>515.00</u>	_____
e. Other	_____	_____
f. Total	<u>2,065.22</u>	_____

I, employee, am fully aware that advances made for this trip are to be repaid/closed for this trip within 15 days of the close of the trip, or a lien against my wages and salary may be institute.

8. Paula Maxwell 2/4/2013
 Employee/Traveler Signature Date
 9. Russ Small 2/4/2013
 Authorized Signer Date
 (Admin. Procedure 22-10)

THE ORIGINAL OF THE FORM MUST BE FORWARDED TO THE FINANCE DEPARTMENT-ACCOUNTS PAYABLE SECTION

- SEE INSTRUCTIONS ON REVERSE SIDE -

INSTRUCTIONS FOR COMPLETION

- Enter employee's name.
- Enter employee's Department.
- Enter planned departure date.
- Enter planned return date.
- Enter place of destination.
- Describe purpose of travel.
- a.-e. Enter estimated expenditure amounts by category.
- f. Add 7.a. - 7.e. and enter result in 7.f.
- Signature of employee/traveler and date.
- Signature of Department Authorized Signer (Administrative Procedure 22-10). If the TRAVELER IS AN APPOINTED DEPARTMENT HEAD, OBTAIN SIGNATURE OF COUNTY ADMINISTRATOR, OR BOARD OF SUPERVISORS AS APPROPRIATE.