



Department of Energy  
Washington, DC 20585

Austin R. Evers  
American Oversight  
1030 15<sup>th</sup> Street NW  
Suite B255  
Washington, DC 20005

MAR 16 2020

Via email: foia@americanoversight.org

Re: HQ-2020-00052-F

Dear Mr. Evers:

This is a first partial response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested:

1. All records reflecting expenses associated with DOE officials traveling with the U.S. delegation to Ukraine on or about May 19 to May 21, 2019. All invoices, expense reports, government credit card bills, reimbursements related to the trip—including but not limited to hotel bills, meals, per diem costs, and transportation expenses—are responsive to this request.
2. All briefing materials provided to the Office of the Secretary in advance of (1) Secretary Perry's meeting with Ukrainian officials in Ukraine on or about May 19 to May 21, 2019; (2) Secretary Perry's dinner with President Zelensky in Belgium on or about June 4, 2019; (3) Secretary Perry's meeting with Ukrainian officials in Poland on or about August 31 to September 2, 2019; and/or (4) Secretary Perry's meeting with Ukrainian officials in Lithuania on or about October 7, 2019.
3. Any readouts or summaries of (1) Secretary Perry's meeting with Ukrainian officials in Ukraine on or about May 19 to May 21, 2019; (2) Secretary Perry's dinner with President Zelensky in Belgium on or about June 4, 2019; (3) Secretary Perry's meeting with Ukrainian officials in Poland on or about August 31 to September 2, 2019; and/or (4) Secretary Perry's meeting with Ukrainian officials in Lithuania on or about October 7, 2019.
4. All records reflecting communications (including email messages, email attachments, official cables, handwritten notes, formal readouts, or informal summaries) sent or received by the DOE officials specified below regarding (1) Secretary Perry's meeting with Ukrainian officials in Ukraine on or about May 19 to May 21, 2019; (2) Secretary Perry's dinner with President Zelensky in



Belgium on or about June 4, 2019; (3) Secretary Perry's meeting with Ukrainian officials in Poland on or about August 31 to September 2, 2019; and/or (4) Secretary Perry's meeting with Ukrainian officials in Lithuania on or about October 7, 2019.

Specified DOE Officials:

- i. Secretary Rick Perry
- ii. Deputy Secretary Dan Brouillette
- iii. Former Chief of Staff Brian McCormack
- iv. Anyone currently serving in the capacity of Chief of Staff
- v. Under Secretary Mark Menezes
- vi. Samuel Buchan, Special Adviser
- vii. William Cooper, General Counsel
- viii. Anyone serving in the capacity of White House Advisor or Liaison

Please produce all responsive records from February 1, 2019, through the date the search is conducted.

Your request was assigned to DOE's Office of Executive Secretariat (ES) and Office of the General Counsel (GC) to conduct a search of their files for responsive documents. This first partial response only contains records responsive to paragraph 1 of the request. The search started on October 16, 2019, which is the cut-off date for responsive records. DOE has completed its search and identified forty-three (43) documents responsive to paragraph 1 of your request. The documents are being released to you as described in the accompanying index.

Upon review, DOE has determined that certain information should be withheld in the documents pursuant to Exemption 6 of the FOIA, 5 U.S.C. §§ 552 (b)(6).

The information withheld under Exemption 6 consists of personal flight booking information, ticket confirmation and reference numbers, personal credit card information, invoice numbers, hotel reference, check and confirmation numbers, personal handwritten signatures, google map print outs of approximate residence locations, home and personal email addresses. This information qualifies as "similar files" because it is information in which an individual has a privacy interest. Moreover, releasing the information could subject the individuals to unwarranted or unsolicited communications. Since no public interest would be served by disclosing this information, and since there is a viable privacy interest that would be threatened by such disclosure, Exemption 6 authorizes withholding the information. Therefore, we have determined that the public interest in releasing this information does not outweigh the overriding privacy interests in keeping this information confidential.

This satisfies the standard set forth at 5 U.S.C. § 552(a)(8)(A) that agencies shall withhold information under FOIA "only if (I) the agency reasonably foresees that disclosure would harm an interest protected by an exemption . . . ; or (II) disclosure is prohibited by law . . ." 5 U.S.C. § 552(a)(8)(A) also provides that whenever full disclosure of a record is not possible, agencies

shall “consider whether partial disclosure of information is possible . . . .” Thus, we have determined that, in certain instances, a partial disclosure is proper.

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the determination to withhold the information described above. The FOIA requires that “any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion of the portions which are exempt.” 5 U.S.C. § 552(b). As a result, a redacted version of the documents are being released to you in accordance with 10 C.F.R. § 1004.7(b)(3).

The FOIA provides for the assessment of fees for the processing of requests. *See* 5 U.S.C. § 552(a)(4)(A)(i); *see also* 10 C.F.R. § 1004.9(a). In our October 16, 2019 letter, you were advised that your request was placed in the “other” category for fee purposes. Requesters in this category are provided with two free hours of search time and 100 free pages of duplication. In that same letter, we informed you that your fee waiver was granted. Thus, no fees will be charged for processing your request.

You also requested expedited processing of your request. Your request for expedited processing was initially denied in our letters dated October 16, 2019. Upon reconsideration of our decision to deny expedited processing of your request, your request was granted in our letter dated November 22, 2019.

If you have any questions about the processing of the request or this letter, your attorney may contact Hilarie Snyder, Trial Attorney, at [Hilarie.E.Snyder@usdoj.gov](mailto:Hilarie.E.Snyder@usdoj.gov) or 202-305-0747.

I appreciate the opportunity to assist you with this matter.

Sincerely,



Alexander C. Morris  
FOIA Officer  
Office of Public Information

Enclosures

## INDEX

Request #: HQ-2020-00052-F

Partial response for Mr. Austin R. Evers for:

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- v. **Under Secretary Mark Menezes**
- vi. **Samuel Buchan, Special Adviser**
- vii. **William Cooper, General Counsel**
- viii. **Anyone serving in the capacity of White House Advisor or Liaison**

**Please produce all responsive records from February 1, 2019, through the date the search is conducted.**

ES and GC have located forty-three (43) documents responsive to your request.

- Forty-two (42) documents *are being released in part pursuant to Exemption (b)(6).*
- Two (2) documents *are being released in their entirety.*

**Smith, Steven**

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**From:** Brian Green <brian.green@adtrav.com>  
**Sent:** Monday, July 08, 2019 9:23 AM  
**To:** Smith, Steven  
**Subject:** [EXTERNAL] RE: James Perry 5/18/2019 trip to KYIV

Good morning,

The airfare total is \$12248.83

Have a good day!

**Brian Green**  
VIP Services  
205-444-4800 x3707  
brian.green@adtrav.com



Our goal is 100% customer satisfaction! Please let us know how we are doing by completing a [RezCritique](#).

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**From:** Smith, Steven [mailto:steven.smith@hq.doe.gov]  
**Sent:** Monday, July 8, 2019 7:07 AM  
**To:** Brian Green <brian.green@adtrav.com>  
**Subject:** James Perry 5/18/2019 trip to KYIV  
**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Could you give me the total cost of airfare for James Perry 5/18-22 trip to KYIV,UKR?

Booking Locator: <sup>(b) (6)</sup> b6

Thank you,  
Steven Smith  
301-903-6363  
Travel Policy and Analysis  
Office of Travel Management (MA-45)



Phone:(205) 444-1665  
Toll Free:(888) 205-2369  
doeagents@adtrav.com

Friday, May 17, 2019 5:12 PM  
Booking Locator: (b) (6)

After Hours/VIT Code (b) (6)  
service nonstop 24/7/365

b6

b6

**JAMES RICHARD PERRY**

Department of Energy

**Ticket(s) Issued**

This is your travel invoice

**NOTE: Please verify all dates, times, and destinations listed on this itinerary. Immediately notify your ADTRAV agent of any discrepancies. Adjustments made after ticketing may increase the cost.**



**Houston, TX, US - to - Kiev, UA**  
Saturday, May 18 ► Wednesday, May 22

Traveler: JAMES RICHARD PERRY

Traveler Info: n/a

Trip Includes: Air,Hotel Segments

Date Created: May 16, 2019

Booked By: PERRY/J

Booking Source: Agent

Transaction Type: Exchange

Date Ticketed/Confirmed: May 16, 2019



**Houston, TX, US - to - Munich, DE**  
Departs: Saturday - May 18

Check In

Flight# 0102

**SUPPLIER RECORD LOCATOR** (b) (6)

Carrier: United Airlines

Departs: George Bush Intercontinental Airport (IAH)(Terminal:TERMINAL E) Saturday - May 18 - 4:25 PM

Arrives: Munich International Airport (MUC) (Terminal:TERMINAL 2) Sunday - May 19 - 9:45 AM

Seat #: (b) (6) Ticket # (b) (6)

b6

b6

Carrier Locator: (b) (6)

b6

Meal: N/A

Status: Segment Confirmed

Info: Stops: 0, Time: 10.20, Miles: 5413

Class: FIRST OR BUSINESS (J)

Equipment: Boeing 767 (2 Engine Jet)

Frequent Flyer: (b) (6)

b6

Remarks



**Munich, DE - to - Kiev Ukraine, UA**  
Departs: Sunday - May 19

Check In

Flight# 2544

**SUPPLIER RECORD LOCATOR** (b) (6)

Carrier: Lufthansa

Departs: Munich International Airport (MUC) (Terminal:TERMINAL 2) Sunday - May 19 - 12:35 PM

Arrives: Borispol Airport (KBP) Sunday - May 19 - 3:45 PM

AMERICAN OVERSIGHT

Seat #: (b) (6)

Ticket #: (b) (6)

b6

b6

**Carrier Locator:** (b) (6) **Meal:** N/A

**Status:** Segment Confirmed **Info:** Stops: 0, Time: 2.10, Miles: 859

**Class:** BUSINESS (J) **Equipment:** 32A

**Frequent Flyer:** (b) (6)

**Remarks**



**Hyatt**  
**Sunday - May 19 - to - Wednesday - May 22**

**HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES**

**Hotel:** Hyatt Regency Kiev  
 5 A Tarasova Street  
 Kiev Ua 01001  
 Phone: 380-44-5811234  
 Fax: 380-44-5811235

**Check In:** Sunday - May 19

**Check Out:** Wednesday - May 22

**Confirmation:** (b) (6) b6

**Rate Info:** 202.00 EUR **Per Diem Rate:** \$140.00

**Other Info:** Number of Rooms: 1, Number of Guests: (b) (6)  
 Room Description: KNGFPLP  
 FEDROOMS 1 KING BED  
 C CANCEL 24 HOURS PRIOR TO ARRIV  
 CITY 1 KING BED (b) (6) :  
 (b) (6) b6  
 TTX 4.05 TTL TAX  
 TSC 0.00 TTL SURCHARGE  
 TP 610.05 EUR APPROX. TTL PRICE  
 TD INCLUDES TAXES AND SURCHARGES

**Corporate Membership:** (b) (6) b6

**Personal Membership:**

**INVOICE AND PAYMENT RECEIPT**

<b>AIRFARE UNITED AIRLINES</b>		
TICKET (b) (6)	ISSUED 5/16/2019	
INVOICE (b) (6)	CHARGED TO (b) (6)	\$ 10,273.70
<b>SERVICE FEE-AIR INTERNATIONAL FULL SERVICE</b>		
		\$ 41.55
<b>SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL</b>		
RECEIPT (b) (6)	SSUED 5/16/2019	\$ 13.30
<b>TOTAL CHARGES 5/16/2019 0518P</b>	b6	<b>\$ 10,328.59</b>
<b>PAYMENT RECEIVED 5/16/2019 0518P</b>		<b>-\$ 10,328.59</b>
ORIGINAL TICKET NUMBER (b) (6)		\$ 10,273.70
NEW TICKET NUMBER (b) (6)	b6	\$ 8,198.60
AIRFARE DIFFERENCE		\$ (2,075.10)

AMERICAN OVERSIGHT



EVEN EXCHANGE			
TICKET (b) (6)	ISSUED 5/17/2019	b6	\$ 0.00
INVOIC (b) (6)			
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE			\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL			\$ 13.34
SERVICE FFF-TOTAL			
RECEIPT (b) (6)	SSUED 5/17/2019		
INVOICE (b) (6)	CHARGED TO (b) (6)	b6	
<b>TOTAL CHARGES 5/17/2019 0528P</b>			<b>\$ 54.89</b>
<b>PAYMENT RECEIVED 5/17/2019 0528P</b>			<b>-\$ 54.89</b>
<b>BALANCE DUE AS OF 05/17/2019 0512 P</b>			<b>\$ 0.00</b>

REMARKS

INTERNATIONAL TRAVELERS PLEASE RE-CONFIRM YOUR INTERNATIONAL FLIGHTS 72 HOURS PRIOR TO DEPARTURE TO AVOID POSSIBLE CANCELLATION  
 PASSPORT REQUIRED FOR INTERNATIONAL TRAVEL  
 VISA MAY BE REQUIRED FOR TRAVEL ITINERARY  
 CREDIT CARD REQUIRED AT CHECK-IN  
 CHECK WWW.CDC.GOV/TRAVEL FOR TRAVEL HEALTH ADVISORIES  
 PROPER DOCUMENTATION IS REQUIRED FOR ENTRY INTO ARRIVAL COUNTRY  
 AIRPORT FEES MAY BE COLLECTED UPON ARRIVAL OR DEPARTURE  
 CHECK WWW.DHS.GOV/TRAVEL-ALERTS FOR COUNTRY TRAVEL ADVISORIES  
 CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES  
 CHECK-IN TIMES ARE 90 MINUTES PRIOR FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL FLIGHTS  
 PREFERRED SEAT NOT AVAIL. CHECKS CONT. UNTIL DEPART DATE  
 YOUR SPECIAL MEAL HAS BEEN REQUESTED IF APPLICABLE  
 ALL LUFTHANSA AIRFARES INCLUDE A 17.50 NON-REFUNDABLE FEE FROM THE AIRLINE.  
 DOT REQUIRES ADTRAV DISPLAY BAG ALLOWANCES AND SERVICE CHARGES OR PROVIDE A HYPERLINK WHERE BAGGAGE INFORMATION IS AVAILABLE.  
 FOR THIS TRIP PLEASE VISIT THE LINK(S) LISTED BELOW  
 FOR Lufthansa VISIT <http://www.lufthansa.com/us/en/Free-baggage-rules>

**Note:** Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids aboard the aircraft. For complete information on these restrictions, contact your airline or go to [www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/).

ADTRAV Government :: 4555 Southlake Parkway :: Birmingham AL, 35244  
 Phone: (888) 205-2369 :: 24/7/365  
 Fax: (205) 444-4829  
[doeagents@adtrav.com](mailto:doeagents@adtrav.com)



Phone:(205) 444-1665  
Toll Free:(888) 205-2369  
doeagents@adtrav.com

Monday, May 20, 2019 9:01 AM  
Booking Locator: (b) (6)

After Hours/VIT Code: (b) (6)  
service nonstop 24/7/365

b6

b6

**JAMES RICHARD PERRY** Ticket(s) Issued  
Department of Energy This is your travel invoice

**NOTE: Please verify all dates, times, and destinations listed on this itinerary. Immediately notify your ADTRAV agent of any discrepancies. Adjustments made after ticketing may increase the cost.**

**Munich, DE - to - Kiev, UA**  
Sunday, May 19 ► Tuesday, May 21

Traveler: JAMES RICHARD PERRY

Traveler Info: n/a

Trip Includes: Air,Hotel Segments

Date Created: May 16, 2019

Booked By: PERRY/J

Booking Source: Agent

Transaction Type: Original

Date Ticketed/Confirmed: May 16, 2019

**Munich, DE - to - Kiev Ukraine, UA**  
Departs: Sunday - May 19

**Check In**

**Flight# 2544**

**SUPPLIER RECORD LOCATOR:** (b) (6)

b6

Carrier: Lufthansa

Departs: Munich International Airport (MUC) Sunday - May 19 - 12:35 PM  
(Terminal:TERMINAL 2)

Arrives: Borispol Airport (KBP) Sunday - May 19 - 3:45 PM  
(Terminal:TERMINAL D - INTL/DOMESTIC)

Seat #: (b) (6)

b6

Ticket #: (b) (6)

b6

Carrier Locator: (b) (6)

b6

Meal: N/A

Status: Segment Confirmed

Info: Stops: 0, Time: 2.10,  
Miles: 859

Class: BUSINESS (J)

Equipment: 32A

Frequent Flyer: (b) (6)

b6

Remarks

**Hyatt**  
Sunday - May 19 - to - Wednesday - May 22

**HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES**



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Phone: 380-44-5811234  
Fax: 380-44-5811235

**Check In:** Sunday - May 19

**Check Out:** Wednesday - May 22

**Confirmation:** (b) (6)

b6

**Rate Info:** 202.00 EUR **Per Diem Rate:** \$140.00

**Other Info:** Number of Rooms: 1, Number of Guests: (b) (6)  
Room Description: KNGFPLP  
FEDROOMS 1 KING BED  
C CANCEL 24 HOURS PRIOR TO ARRIV  
CITY 1 KING BED (b) (6)

b6

TTX 4.05 TTL TAX  
TSC 0.00 TTL SURCHARGE  
TP 610.05 EUR APPROX. TTL PRICE  
TD INCLUDES TAXES AND SURCHARGES

**Corporate Membership:** (b) (6)

b6

**Personal Membership:**



**Kiev Ukraine, UA - to - Frankfurt, DE**  
**Departs: Tuesday - May 21**

**Check In**

**Flight# 1491**

**SUPPLIER RECORD LOCATOR** (b) (6)

b6

**Carrier:** Lufthansa

b6, b7C

**Departs:** Borispol Airport (KBP)  
(Terminal:TERMINAL D -  
INTL/DOMESTIC)

Tuesday - May 21 - 2:05 PM

**Arrives:** Frankfurt International Airport (FRA)  
(Terminal:TERMINAL 1)

Tuesday - May 21 - 3:40 PM

**Seat #:** (b) (6)

b6

**Ticket #:** (b) (6)

b6

**Carrier Locator:** (b) (6)

b6

**Meal:** N/A

**Status:** Segment Confirmed

**Info:** Stops: 0, Time: 2.35,  
Miles: 975

**Class:** BUSINESS (C)

**Equipment:** 32A

**Frequent Flyer:** (b) (6)

b6

**Remarks**



**Frankfurt, DE - to - Washington, DC, US**  
**Departs: Tuesday - May 21**

**Check In**

**Flight# 0933**

**SUPPLIER RECORD LOCATOR** (b) (6)

b6

**Carrier:** United Airlines

**Departs:** Frankfurt International Airport (FRA)  
(Terminal:TERMINAL 1)

Tuesday - May 21 - 5:10 PM

**Arrives:** Washington Dulles International  
Airport (IAD)

Tuesday - May 21 - 8:00 PM

**Seat #:** (b) (6)

b6

**Ticket #:** (b) (6)

b6

AMERICAN  
OVERSIGHT

b6

(b) (6)

**Carrier Locator:** (b) (6) **Meal:** N/A

**Status:** Segment Confirmed **Info:** Stops: 0, Time: 8.50, Miles: 4065

**Class:** FIRST OR BUSINESS (C) **Equipment:** Boeing 777 (2 Engine Jet)

**Frequent Flyer:** (b) (6) b6

**Remarks**

**INVOICE AND PAYMENT RECEIPT**

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TICKET (b) (6)	ISSUED 5/16/2019	
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AIRFARE UNITED AIRLINES b6		
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INVOICE (b) (6)	CHARGED TO (b) (6)	\$ 4,050.23
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.30
RECEIPT (b) (6)	ISSUED 5/20/2019	
INVOICE (b) (6)	CHARGED TO (b) (6)	b6
<b>TOTAL CHARGES 5/20/2019 0851A</b>		<b>\$ 4,105.12</b>
<b>PAYMENT RECEIVED 5/20/2019 0851A</b>		<b>-\$ 4,105.12</b>
<b>BALANCE DUE AS OF 05/20/2019 0901 A</b>		<b>\$ 0.00</b>

**REMARKS**

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 VISA MAY BE REQUIRED FOR TRAVEL ITINERARY  
 CREDIT CARD REQUIRED AT CHECK-IN



CHECK [WWW.CDC.GOV/TRAVEL](http://www.cdc.gov/travel) FOR TRAVEL HEALTH ADVISORIES  
PROPER DOCUMENTATION IS REQUIRED FOR ENTRY INTO ARRIVAL COUNTRY  
AIRPORT FEES MAY BE COLLECTED UPON ARRIVAL OR DEPARTURE  
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CHECK-IN TIMES ARE 90 MINUTES PRIOR FOR DOMESTIC FLIGHTS  
OR 120 MINUTES FOR INTERNATIONAL FLIGHTS  
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YOUR SPECIAL MEAL HAS BEEN REQUESTED IF APPLICABLE  
ALL LUFTHANSA AIRFARES INCLUDE A 17.50  
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HYPERLINK WHERE BAGGAGE INFORMATION IS AVAILABLE.  
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FOR Lufthansa VISIT <http://www.lufthansa.com/us/en/Free-baggage-rules>

**Note:** Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids aboard the aircraft. For complete information on these restrictions, contact your airline or go to [www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/).

ADTRAV Government :: 4555 Southlake Parkway :: Birmingham AL, 35244  
Phone: (888) 205-2369 :: 24/7/365  
Fax: (205) 444-4829  
[doeagents@adtrav.com](mailto:doeagents@adtrav.com)

**Document Header Information**

Document Type:	Vch	Document Name:	VCH294116
Travel Authorization Number:	0AARP6	Trip Name:	Trip from Houston to Kyiv, Ukraine
TA Date:	07/03/19	Currency:	USD
Organization:	GDOEHQS	Current Status:	PAID
Purpose:	MISSION (OPERATIONAL)	Document Detail:	The White House has designated a Presidential Delegation to Kyiv, Ukraine. The Honorable Rick Perry, Secretary of the Department of Energy will lead the delegation for the White House.
Type Code:	Single Trip		

**Traveler Profile**

Name:	Perry, James Richard	TID:	41207
Organization:	GDOEHQS	Title:	
Duty Station:	Washington DC	Security Cl:	
Card:	DOE TRAVELER	Office Address:	1000 Independence Avenue SW  Washington, DC 20585
EMAIL:	stan.gerdes@hq.doe.gov	Office Phone:	202-586-4699
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number: 1

Purpose: The White House has designated a Presidential Delegation to Kyiv, Ukraine. The Honorable Rick Perry, Secretary of the Department of Energy will lead the delegation for the White House.

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/22/19	KYIV, UKR	MISSION (OPERATIONAL)	243.00 / 131.00

**Document Totals**

Total Expenses:	13,017.75
Reimbursable Expenses:	604.25
Non-Reimbursable Expenses:	12,413.50
Advance Applied:	.00
Net to Traveler:	589.50
Net to Government:	12,413.50
Pay to Charge Card:	14.75

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	12,248.83	.00
M&IE-PerDiem	589.50	.00
Transxn Fees	179.42	.00
Total Expenses:	13,017.75	.00

**Trip 1 Details****Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		14,323.93
COMM-CARR	Lufthansa			.00
COMM-CARR	Lufthansa			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	676.30

**Trip Itinerary**

**From: IAH-Houston, TX (USA) (Bush Intercontine TO: MUC-Munich, Germany**

**Air**

**Saturday May 18, 2019**

**IAH-Houston, TX (USA) (B to MUC-Munich, Germany**

May 18 United 0102 **b6** Duration: 10 Hours 20 Minutes Nonstop  
 Houston, TX (USA) (Bush Intercontinental 05/18/2019 4:25PM Munich, Germany 05/19/2019 9:45AM  
 Confirmation Number: (b) (6)

Flight Information  
 Distance 5402 miles  
 No Seat Assigned

Emissions 2106.8 lbs of CO2  
 Cost 14,323.93 USD

**Sunday May 19, 2019**

**MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris**

May 19 Lufthansa 2544 **b6** Duration: 2 Hours 10 Minutes Nonstop  
 Munich, Germany 05/19/2019 12:35PM Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM  
 Confirmation Number: (b) (6)

Flight Information  
 Distance 868 miles  
 No Seat Assigned

Emissions 373.2 lbs of CO2

**Hotel**

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019 Checking out: 05/22/2019  
 Total Rate: 606.00 EUR

**Air**

**Tuesday May 21, 2019**

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany**

May 21 Lufthansa 1491 **b6** Duration: 2 Hours 35 Minutes Nonstop  
 Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM Frankfurt, Germany 05/21/2019 3:40PM  
 Confirmation Number: (b) (6)

Flight Information  
 Distance 983 miles  
 No Seat Assigned

Emissions 422.7 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933 **b6** Duration: 8 Hours 50 Minutes Nonstop  
 Frankfurt, Germany 05/21/2019 5:10PM Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM  
 Confirmation Number (b) (6)

Flight Information  
 Distance 4068 miles  
 No Seat Assigned

Emissions 1586.5 lbs of CO2

**Expenses**

Trip#: 1	Total Non-Per Diem Expenses:		12,428.25	Total Per Diem Expenses:		589.50
Date	Description	Category	Cost	Pay Method	Per Diem	
05/16/2019	Travel Fee	Transxn Fees	54.89	CBA		
Comment: LB VIP Services						
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA		
Comment: LB VIP Services						
05/18/2019	Airline Flight	Com. Carrier	12,248.83	CBA		
05/18/2019	Lodging	Lodging-PerDiem	.00	IBA	*	
Comment: The State Dept. paid for lodging.						
05/18/2019	M&IE	M&IE-PerDiem	98.25	CASH	*	
05/19/2019	Lodging	Lodging-PerDiem	.00	IBA	*	
Comment: The State Dept paid for lodging.						
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*	
05/20/2019	Lodging	Lodging-PerDiem	.00	IBA	*	

Comment: The State Dept paid for lodging.					
05/20/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/21/2019	Lodging	Lodging-PerDiem	.00	IBA	*
Comment: The State Dept paid for lodging.					
05/21/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/22/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
07/03/2019	TDY Voucher Fee	Transxn Fees	14.75	IBA	

**Per Diem Allowances**

Trip#: 1 Total Per Diem Allowances: 589.50

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/18/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/19/2019	243.00/131.00	0.00	0.00	131.00	131.00	
05/20/2019	243.00/131.00	0.00	0.00	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	131.00	131.00	
05/22/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQS	Label: 19 S1 FOREIGN	Acct Code: (b) (6)	b6	13,017.75
Expense Category: Com. Carrier	Fiscal Year: 2019	Amount: 12,248.83		
Expense Category: M&IE-PerDiem	Fiscal Year: 2019	Amount: 589.50		
Expense Category: Transxn Fees	Fiscal Year: 2019	Amount: 179.42		
<b>Total:</b>				<b>13,017.75</b>

**Payment Detail Information**

Organization	Label	Accounting String	Payment Method	Amount
GDOEHQS	19 S1 FOREIGN	(b) (6)	CASH	589.50
GDOEHQS	19 S1 FOREIGN		CBA	12,413.50
GDOEHQS	19 S1 FOREIGN		IBA	14.75

**Totals by Label**

GDOEHQS 19 S1 FOREIGN Total (b) (6) 13,017.75

**Totals by Payment Method**

CASH Total	589.50
CBA Total	12,413.50
IBA Total	14.75

**Attachments**

Attachments Exist

**Receipt Checklist**

Date	Description	Cost
05/18/19	AIR Airline Flight	\$12,248.83
05/18/19	Lodging	\$0.00
05/19/19	Lodging	\$0.00
05/20/19	Lodging	\$0.00
05/21/19	Lodging	\$0.00



**Audits**

Audit Name	Result	Reason
ACTUALS	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.



EXIST

Traveler Justification: The Actual Rate is mission essential.

TRAVEL DATE FAIL OVERLAPS WITH TRIP: AUTH376380-1 Trip overlaps with another trip in the system.  
OVERLAP

Traveler Justification: This trip was cancelled

TRIP FAIL TRIP DURATION GREATER THAN 0 DAYS I have reviewed the requirements to accomplish the mission and  
DURATION determined that alternate means of communication such as video and teleconferencing are insufficient to accomplish the objectives of the travel without eroding mission objectives. \*\* If travel is required, was the use of non-refundable tickets considered? \*\*

Traveler Justification: 2 day trip to the Presidential Inauguration Ceremony in Kiev, Ukraine

ACTUALS FAIL LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.  
EXIST

Traveler Justification: The Actual Rate is mission essential.

**Document History 09/18/2019 Vch: VCH294116**

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	07/03/2019	9:49AMEST	Younger, Treva Demetrius	
SIGN VOUCHER	07/03/2019	10:17AMEST	Younger, Treva Demetrius	
ADJUSTED	07/08/2019	6:47AMEST	Smith, Steven Kenneth	
VCH AUDITOR REVIEWED	07/08/2019	6:52AMEST	Smith, Steven Kenneth	
APPROVED VOUCHER	07/17/2019	8:26AMEST	Montoya, Rebecca L	
PENDING	07/17/2019	8:26AMEST	SYSUTILITY	
Voucher Processing	07/17/2019	4:08PMEST	User, EAI	
PAID	07/19/2019	10:08AMEST	User, EAI	

**I certify that the electronic signatures listed above are valid and on file**

**SIGNED DATE**

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Morrow, Lori**

---

**From:** Buchan, Samuel  
**Sent:** Friday, June 21, 2019 10:09 AM  
**To:** Morrow, Lori  
**Cc:** Yates, Angela (CONTR)  
**Subject:** RE: Voucher for Ukraine

125 UAH is only 4.78 USD. I don't have a receipt for that.

---

**From:** Morrow, Lori  
**Sent:** Friday, June 21, 2019 10:05 AM  
**To:** Buchan, Samuel <samuel.buchan@hq.doe.gov>  
**Cc:** Yates, Angela (CONTR) <angela.yates@hq.doe.gov>  
**Subject:** RE: Voucher for Ukraine

Ok. Thanks. Can you please send me the screenshot for the \$125.19 one? It looks like this is a lodging tax for the room. The one for \$560.00 is for food. I don't need that one since it will be covered under the M&IE.

Thanks.

---

**From:** Buchan, Samuel  
**Sent:** Friday, June 21, 2019 10:02 AM  
**To:** Morrow, Lori <lori.morrow@hq.doe.gov>  
**Cc:** Yates, Angela (CONTR) <angela.yates@hq.doe.gov>  
**Subject:** RE: Voucher for Ukraine

Umm....I assume it has to be the 19k UAH since the conversions of the others wouldn't come close to 756 USD

---

**From:** Morrow, Lori  
**Sent:** Friday, June 21, 2019 9:55 AM  
**To:** Buchan, Samuel <samuel.buchan@hq.doe.gov>  
**Cc:** Yates, Angela (CONTR) <angela.yates@hq.doe.gov>  
**Subject:** Voucher for Ukraine  
**Importance:** High

Sam,

Attached is a copy of your credit card charges for your stay in the Ukraine. Question: You have three receipts attached to the voucher for your hotel stay. Amounts listed below:

19,179.19 UAH  
 125.19 UAH  
 560.00 UAH

Which one of these hotel receipts is for the below charge? Please let me know as soon as possible.

Thanks.



TRANSACTION DETAILS



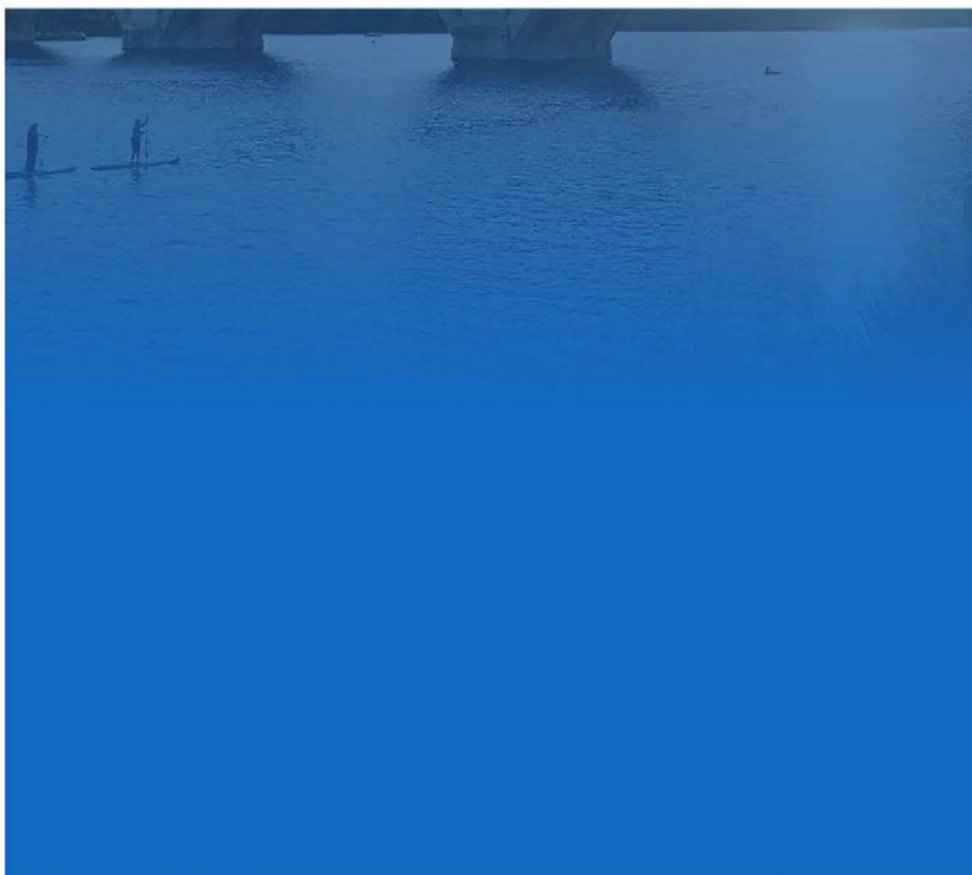
-\$756.16

Card

Transaction date	May 18, 2019
Posted date	May 23, 2019

Description HOTEL HYATT REGENCY  
 KYI KYIV 05/18 UA Karbova  
 19864.38 X 0.03806613  
 (EXCHG RTE)

Category Travel



b6

5/17/19, 3:01 PM  
Toyota Corolla (b) (6)

b6

\$71.96  
[Add a tip](#)

(b) (6)

■ Unnamed Road, Dulles, VA 20166, USA

b6

(b) (6)

You rated (b) (6)

b6



[Help](#)

[Receipt](#)

### UberX Receipt

Base Fare

\$1.21

Time

\$24.88

Distance

\$25.67

Normal Fare

\$51.76

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

b6

Mr Samuel Buchan

10, Yuriya Kotsubynskoho St Kiev, 01901  
Ukraine

Company Name/ Компанія : Usa Embassy In Ukraine

Room No./ Кімната : (b) (6)  
Arrival/ Заїзд : 18 MAY 19  
Departure/ Вийзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 30 MAY 19  
Cashier No./ Касир : 255  
Invoice No./ Рахунок N: (b) (6)  
World of Hyatt :

b6

COPY OF INVOICE/ КОПІЯ РАХУНКУ

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
18 MAY 19	Accommodation		41.73	
19 MAY 19	Accommodation		41.73	
20 MAY 19	Accommodation		41.73	
21 MAY 19	CC Visa			125.19
	XXXXXXXXXXXX (b) (6)	XX/XX		

b6

World Of Hyatt Summary

<b>Total/ Всього</b>	<b>125.19</b>	<b>125.19</b>
VAT Excluded/ Баланс без податків	0.00 UAH	
VAT 20%/ ПДВ 20%	0.00 UAH	
City Tax / Місцевий збір	125.19 UAH	
Excise Tax 5% / Акцизний збір 5%	0.00 UAH	
VAT Included/ Баланс з податками	125.19 UAH	
<b>Balance/ Баланс</b>	<b>0.00 UAH</b>	

No Membership to be credited.

Join World Of Hyatt today and start earning points for stays, dining and more.  
Visit WorldOfHyatt.com.

Summary invoice, please see front desk for eligibility details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

b6

Mr Samuel Buchan

10, Yuriya Kotsubynskoho St Kiev, 01901  
Ukraine

Company Name/ Компанія : Usa Embassy In Ukraine

Room No./ Кімната : (b) (6)  
Arrival/ Заїзд : 18 MAY 19  
Departure/ Вийзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 30 MAY 19  
Cashier No./ Касир : 255  
Invoice No./ Рахунок N: (b) (6)  
World of Hyatt :

b6

COPY OF INVOICE/ КОПІЯ РАХУНКУ

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
20 MAY 19	Bar on 8 Dinner Beverage	Room# (b) (6) CHECK# (b) (6)	560.00	
21 MAY 19	CC Visa			560.00
	XXXXXXXXXXXX (b) (6) XX/XX			

b6

World Of Hyatt Summary

Total/ Всього	560.00	560.00
VAT Excluded/ Баланс без податків	444.44 UAH	
VAT 20%/ ПДВ 20%	88.89 UAH	
City Tax / Місцевий збір	0.00 UAH	
Excise Tax 5% / Акцизний збір 5%	26.67 UAH	
VAT Included/ Баланс з податками	560.00 UAH	
Balance/ Баланс	0.00 UAH	

No Membership to be credited.

Join World Of Hyatt today and start earning points for stays, dining and more.  
Visit WorldOfHyatt.com.

Summary invoice, please see front desk for eligibility details.

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Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

Hyatt Regency Kyiv  
5, A. Tarasova Street  
01001 Kyiv, Ukraine

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Samuel Buchan

10, Yuriya Kotsubynskoho St Kiev, 01901  
Ukraine

Company Name/ Компанія : Usa Embassy In Ukraine

Room No./ Кімната : (b) (6)  
Arrival/ Заїзд : 18 MAY 19  
Departure/ Виїзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 30 MAY 19  
Cashier No./ Касир : 255  
Invoice No./ Рахунок N: (b) (6)  
World of Hyatt :

COPY OF INVOICE/ КОПІЯ РАХУНКУ

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
18 MAY 19	Accommodation	(b) (6)	6,322.30	
19 MAY 19	Accommodation		6,322.30	
20 MAY 19	Grill Asia Breakfast Food	Room# (b) (6) CHECK# (b) (6)	206.22	
20 MAY 19	Accommodation	(b) (6)	6,328.37	
21 MAY 19	CC Visa			19,179.19
	XXXXXXXXXXXX (b) (6)	XX/XX		

World Of Hyatt Summary

<b>Total/ Всього</b>	<b>19,179.19</b>	<b>19,179.19</b>
VAT Excluded/ Баланс без податків	15,982.66 UAH	
VAT 20%/ ПДВ 20%	3,196.53 UAH	
City Tax / Місцевий збір	0.00 UAH	
Excise Tax 5% / Акцизний збір 5%	0.00 UAH	
VAT Included/ Баланс з податками	19,179.19 UAH	
<b>Balance/ Баланс</b>	<b>0.00 UAH</b>	

No Membership to be credited.

Join World Of Hyatt today and start earning points for stays, dining and more.  
Visit WorldOfHyatt.com.

Summary invoice, please see front desk for eligibility details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

DOE-Department of Energy (ETS2)  
 DC

b6  
 Sale Invoice No: (b) (6)  
 Date Issued: 5/20/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

Traveler Type	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	Total Fare
From	To	Airline/Vendor Flight	A/L Depart		Arrive	
Buchan/Samuel I Service Fee	(b) (6)	b6 Service Fees ARC	5/20/2019		0AAROS	54.89
Buchan/Samuel I Intl Air	(b) (6) Exch (b) (6)	United	5/21/2019	5/21/2019	0AAROS	818.00
KBP Kiev-Borispol	FRA Frankfurt	9097	UA	5/21/2019 2:05 PM	5/21/2019 3:40 PM	
FRA Frankfurt	IAD Washington -Dulles	933	UA	5/21/2019 5:10 PM	5/21/2019 8:00 PM	

Payments Applied To This Invoice					
(b) (6)	Received	5/20/2019	Pymt For Inv #	(b) (6)	-818.00
	Received	5/20/2019	Pymt For Inv #	b6	-54.89
					-872.89

**Invoice Total 872.89**  
**Payment Total -872.89**  
**Balance Due 0.00**





ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

DOE-Department of Energy (ETS2)  
 DC

b6  
 Sale Invoice No: (b) (6)  
 Date Issued: 5/16/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

Traveler	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	Total Fare	
Type	From	To	Airline/Vendor	Flight	A/L	Depart	Arrive
Buchan/Samuel I	(b) (6)		5/16/2019				0AAROS
Service Fee							54.89
							Service Fees ARC
Buchan/Samuel I	(b) (6)		5/17/2019	5/22/2019			0AAROS
Intl Air							3,120.23
	IAD Washington	FRA Frankfurt	United	989	UA	5/17/2019 5:25 PM	5/18/2019 7:20 AM
	-Dulles						
	FRA Frankfurt	KBP Kiev-Borispol	9148	UA	5/18/2019 9:50 AM		5/18/2019 1:15 PM
	KBP Kiev-Borispol	FRA Frankfurt	9097	UA	5/22/2019 2:05 PM		5/22/2019 3:40 PM
	FRA Frankfurt	IAD Washington	933	UA	5/22/2019 5:10 PM		5/22/2019 8:00 PM
		-Dulles					
Buchan/Samuel I	(b) (6)		5/18/2019	5/22/2019			0AAROS
Hotel							Guaranteed To: (b) (6)
							b6
							Hyatt Regency Kiev Ukraine
							5 A Tarasova Street
							Kiev UA 01001
							+380 (44) 581-1234

Payments Applied To This Invoice					
(b) (6)	Received	5/16/2019	Pymt For Inv #	(b) (6)	-3,120.23
	Received	5/16/2019	Pymt For Inv #		-54.89
					<u>-3,175.12</u>
					<b>Invoice Total 3,175.12</b>
					<b>Payment Total -3,175.12</b>
					<b>Balance Due 0.00</b>

**Document Header Information**

Document Type:	Vch	Document Name:	VCH288553
Travel Authorization Number:	0AAROS	Trip Name:	Trip from Washington to Kiev
TA Date:	05/31/19	Currency:	USD
Organization:	GDOEHQ1B1	Current Status:	PAID
Purpose:	MISSION (OPERATIONAL)	Document Detail:	Trip to Kiev Ukraine
Type Code:	Single Trip		

**Traveler Profile**

Name:	Buchan, Samuel I	TID:	41170
Organization:	GDOEHQ1B1	Title:	
Duty Station:	Washington, DC	Security Cl:	
Card:	DOE TRAVELER	Office Address:	1000 Independence Avenue SW  Washington, DC 20585
EMAIL:	samuel.buchan@hq.doe.gov	Office Phone:	202-586-0222
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number:	1			
Purpose:	Trip to Kiev Ukraine			
Itinerary Locations				
From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/21/19	KYIV, UKR	MISSION (OPERATIONAL)	243.00 / 131.00

**Document Totals**

Total Expenses:	5,477.02
Reimbursable Expenses:	1,414.26
Non-Reimbursable Expenses:	4,062.76
Advance Applied:	.00
Net to Traveler:	1,414.26
Net to Government:	4,062.76
Pay to Charge Card:	.00

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	3,938.23	.00
Lodging-PerDiem	752.80	.00
M&IE-PerDiem	589.50	.00
Transportation	71.96	.00
Transxn Fees	124.53	.00
Total Expenses:	5,477.02	.00

**Trip 1 Details**

**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		3,938.23
COMM-CARR	United			.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	902.50

**Trip Itinerary**



**Air**

**Friday May 17, 2019**

**IAD-Washington, DC (USA) to FRA-Frankfurt, Germany**

May 17 United 0989  
Washington, DC (USA) (Dulles Apt) 05/17/2019 5:25PM  
Confirmation Number: (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/18/2019 7:20AM

Flight Information  
Distance 4068 miles  
No Seat Assigned

b6

Emissions 1586.5 lbs of CO2  
Cost 3,938.23 USD

**IAD-Washington, DC (USA) to FRA-Frankfurt, Germany**

May 17 United 0989  
Washington, DC (USA) (Dulles Apt) 05/17/2019 5:25PM  
Confirmation Number: (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/18/2019 7:20AM

Flight Information  
Distance 4068 miles  
No Seat Assigned

b6

Emissions 1586.5 lbs of CO2  
Cost 3,938.23 USD

**Saturday May 18, 2019**

**FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)**

May 18 United 9148  
Frankfurt, Germany 05/18/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/18/2019 1:15PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 422.7 lbs of CO2

**FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)**

May 18 United 9148  
Frankfurt, Germany 05/18/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/18/2019 1:15PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 422.7 lbs of CO2

**Hotel**

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 18 Checking in: 05/18/2019

Checking out: 05/22/2019  
Total Rate: 808.00 EUR

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 18 Checking in: 05/18/2019

Checking out: 05/22/2019  
Total Rate: 808.00 EUR

**Air**

**Tuesday May 21, 2019**

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 383.4 lbs of CO2

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

Emissions 383.4 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933

Frankfurt, Germany 05/21/2019 5:10PM

Confirmation Number: (b) (6)

b6

Duration: 8 Hours 50 Minutes Nonstop

Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

**Flight Information**

Distance 4068 miles

No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933

Frankfurt, Germany 05/21/2019 5:10PM

Confirmation Number (b) (6)

b6

Duration: 8 Hours 50 Minutes Nonstop

Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

**Flight Information**

Distance 4068 miles

No Seat Assigned

Emissions 1586.5 lbs of CO2

**Expenses**

Trip#: 1	Total Non-Per Diem Expenses:	4,134.72	Total Per Diem Expenses:	1,342.30	
Date	Description	Category	Cost	Pay Method	Per Diem
05/16/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/17/2019	Airline Flight	Com. Carrier	3,938.23	CBA	
05/17/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/17/2019	Taxi	Transportation	71.96	CASH	
05/18/2019	Lodging	Lodging-PerDiem	250.85	CASH	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/18/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/19/2019	Lodging	Lodging-PerDiem	250.85	CASH	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Lodging	Lodging-PerDiem	251.10	CASH	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/20/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/21/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/31/2019	TDY Voucher Fee	Transxn Fees	14.75	CBA	

b6

**Per Diem Allowances**

Trip#: 1 Total Per Diem Allowances: 1,342.30

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/17/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/18/2019	243.00/131.00	250.85	250.85	131.00	131.00	
05/19/2019	243.00/131.00	250.85	250.85	131.00	131.00	
05/20/2019	243.00/131.00	251.10	251.10	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQ1B1 Label: 19 19\_20 Acct Code: IA\_1 (b) (6) 5,477.02

b6

Expense Category: Com. Carrier Fiscal Year: 2019 Amount: 3,938.23

Expense Category: Lodging-PerDiem Fiscal Year: 2019 Amount: 752.80

Expense Category: M&IE-PerDiem Fiscal Year: 2019 Amount: 589.50

Expense Category: Transportation Fiscal Year: 2019 Amount: 71.96

Expense Category: Transxn Fiscal Year: 2019 Amount: 124.53

## Payment Detail Information

b6

Organization Label	Accounting String	Payment Method	Amount
GDOEHQ1B119 19_20 IA_1	(b) (6)	CASH	1,414.26
GDOEHQ1B119 19_20 IA_1		CBA	4,062.76
<b>Totals by Label</b>			
GDOEHQ1B119 19_20 IA_1 Total			5,477.02
<b>Totals by Payment Method</b>			
CASH Total			1,414.26
CBA Total			4,062.76

## Attachments

Attachments Exist

## Receipt Checklist

Date	Description	Cost
05/17/19	AIR Airline Flight	\$3,938.23
05/18/19	Lodging	\$250.85
05/19/19	Lodging	\$250.85
05/20/19	Lodging	\$251.10

## Audits

Audit Name	Result	Reason
TRAVEL DATE OVERLAP	FAIL	OVERLAPS WITH TRIP: AUTH382823 Trip overlaps with another trip in the system.
	Traveler Justification:	Duplicate authorization due to updated lodging information.
TRIP DURATION	FAIL	TRIP DURATION GREATER THAN 0 DAYS I have reviewed the requirements to accomplish the mission and determined that alternate means of communication such as video and teleconferencing are insufficient to accomplish the objectives of the travel without eroding mission objectives. ** If travel is required, was the use of non-refundable tickets considered? **
	Traveler Justification:	authorized to complete mission operations.
ACTUALS AUTHORIZED	FAIL	MAXIMUM AUTHORIZED LODGING COST EXCEEDED - 05/18/2019 Actual lodging and/or M&IE costs were Not Approved on Authorization . Remove voucher to amend authorization.
	Traveler Justification:	Actual Lodging authorized due to mission requirements.
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.
	Traveler Justification:	Actual Lodging authorized due to mission requirements.
PMT METH AUTHORIZED	FAIL	Lodging ON 05/18/19 HAS PMT METHOD OF CASH - DOES NOT MATCH AUTH PAYMENT METHOD, IBA
	Traveler Justification:	Traveler paid with personal credit card.
RESERVATION PAYMENT METHOD	FAIL	The payment method [CASH] does not match the payment method used for the reservation [IBA] for travel date 05/18/2019. Go to Expenses tab, verify payment methods are correct for airline, train, rental car and hotel. If the pre-audit remains, enter a justification confirming the payment method is correct and confirm the credit card information is up to date in traveler's profile.
	Traveler Justification:	Traveler paid with personal credit card.

## Document History 10/16/2019 Vch: VCH288553

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/31/2019	6:37AMEST	Yates, Angela L.	
SIGN VOUCHER	06/18/2019	9:29AMEST	Buchan, Samuel I	
ADJUSTED	06/19/2019	6:13AMEST	Yates, Angela L.	
ADJUSTED	06/21/2019	1:33PMEST	MORROW, LORI Patricia	

REVIEWED	06/21/2019	1:43PMEST	MORROW, LORI Patricia
ADJUSTED	06/21/2019	1:44PMEST	MORROW, LORI Patricia
REVIEWED	06/21/2019	1:46PMEST	MORROW, LORI Patricia
ADJUSTED	06/25/2019	9:10AMEST	Brito, Claudette F
ADJUSTED	06/25/2019	12:38PMEST	MORROW, LORI Patricia
APPROVED VOUCHER	06/25/2019	12:44PMEST	Rodrigue, Michael Louis
PENDING	06/25/2019	12:44PMEST	SYSUTILITY
Voucher Processing	06/25/2019	4:07PMEST	User, EAI
PAID	06/27/2019	8:09AMEST	User, EAI

**I certify that the electronic signatures listed above are valid and on file**

\_\_\_\_\_

**SIGNED DATE**

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Document Header Information**

Document Type:	Vch	Document Name:	VCH291946
Travel Authorization Number:	0AARHG	Trip Name:	Trip from Washington to Kiev, Ukraine
TA Date:	06/20/19	Currency:	USD
Organization:	GDOEHQSEC	Current Status:	PAID
Purpose:	MISSION (OPERATIONAL)	Document Detail:	Staff for Sec Perry: To attend the American Wind Energy Assicoation Board in Houston, TX with the Secretary Perry. This trip was cancelled. This trip was changed to a Presidential Inauguration Ceremony for Volodymyr Zelensky, and meeting with government officials.
Type Code:	Single Trip		

**Traveler Profile**

Name:	McCormack, Brian Vaughan	TID:	41206
Organization:	GDOEHQSEC	Title:	
Duty Station:	Washington DC	Security Cl:	
Card:	DOE TRAVELER	Office Address:	,
EMAIL:	andrea.yuzon@hq.doe.gov	Office Phone:	202-586-4699
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number:	1
Purpose:	Staff for Sec Perry: To attend the American Wind Energy Assicoation Board in Houston, TX with the Secretary Perry. This trip was cancelled. This trip was changed to a Presidential Inauguration Ceremony for Volodymyr Zelensky, and meeting with government officials.

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/22/19	KYIV, UKR	MISSION (OPERATIONAL)	243.00 / 131.00

**Document Totals**

Total Expenses:	5,412.93
Reimbursable Expenses:	1,111.54
Non-Reimbursable Expenses:	4,301.39
Advance Applied:	.00
Net to Traveler:	607.21
Net to Government:	4,301.39
Pay to Charge Card:	504.33

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	4,081.83	.00
Lodging-PerDiem	484.74	.00
M&IE-PerDiem	491.25	.00
Other	52.80	.00
Transportation	68.00	.00
Transxn Fees	234.31	.00
Total Expenses:	5,412.93	.00

**Trip 1 Details**



**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		4,081.83

b6

COMM-CARR	Lufthansa	(b) (6)		.00
COMM-CARR	United		b6	.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	676.30

### Trip Itinerary

**From: IAD-Washington, DC (USA) (Dulles Apt) TO: MUC-Munich, Germany**

#### Air

#### Saturday May 18, 2019

#### IAD-Washington, DC (USA) to MUC-Munich, Germany

May 18 United 0106 Duration: 8 Hours 15 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM Munich, Germany 05/19/2019 7:40AM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 4249 miles  
 No Seat Assigned

Emissions 1657.1 lbs of CO2  
 Cost 4,081.83

#### IAD-Washington, DC (USA) to MUC-Munich, Germany

May 18 United 0106 Duration: 8 Hours 15 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM Munich, Germany 05/19/2019 7:40AM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 4249 miles  
 No Seat Assigned

Emissions 1657.1 lbs of CO2  
 Cost 4,081.83

#### IAD-Washington, DC (USA) to MUC-Munich, Germany

May 18 United 0106 Duration: 8 Hours 15 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM Munich, Germany 05/19/2019 7:40AM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 4249 miles  
 No Seat Assigned

Emissions 1657.1 lbs of CO2  
 Cost 4,081.83

#### IAD-Washington, DC (USA) to MUC-Munich, Germany

May 18 United 0106 Duration: 8 Hours 15 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM Munich, Germany 05/19/2019 7:40AM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 4249 miles  
 No Seat Assigned

Emissions 1657.1 lbs of CO2  
 Cost 4,081.83

#### Sunday May 19, 2019

#### MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris)

May 19 Lufthansa 2544 Duration: 2 Hours 10 Minutes Nonstop  
 Munich, Germany 05/19/2019 12:35PM Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 868 miles  
 No Seat Assigned

Emissions 373.2 lbs of CO2

#### MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris)

May 19 Lufthansa 2544 Duration: 2 Hours 10 Minutes Nonstop  
 Munich, Germany 05/19/2019 12:35PM Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM  
 Confirmation Number: (b) (6)

Flight Information b6  
 Distance 868 miles  
 No Seat Assigned

Emissions 373.2 lbs of CO2

#### MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris)

May 19 Lufthansa 2544 Duration: 2 Hours 10 Minutes Nonstop  
 Munich, Germany 05/19/2019 12:35PM Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM  
 Confirmation Number: (b) (6)

Flight Information b6

Emissions 373.2 lbs of CO2



Distance 868 miles  
No Seat Assigned

Emissions 373.2 lbs of CO2

**MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris)**

May 19 Lufthansa 2544  
Munich, Germany 05/19/2019 12:35PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 10 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM

b6

Flight Information  
Distance 868 miles  
No Seat Assigned

Emissions 373.2 lbs of CO2

**Hotel**

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

**Air**

**Tuesday May 21, 2019**

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 383.4 lbs of CO2

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 383.4 lbs of CO2

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 383.4 lbs of CO2

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 383.4 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933

Duration: 8 Hours 50 Minutes Nonstop

AMERICAN  
OVERSIGHT

Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
Frankfurt, Germany 05/21/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2



Expenses

Trip#: 1	Total Non-Per Diem	4,436.94	Total Per Diem	975.99
Date	Description	Category	Cost	Pay Method
				Per

Date	Description	Category	Amount	Account	Diem
05/16/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/18/2019	Airline Flight	Com. Carrier	4,081.83	CBA	
05/18/2019	Lodging	Lodging-PerDiem	.00	IBA	*
05/18/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/18/2019	Internet Usage Fee	Other	13.98	CASH	
Comment: WiFi United Airlines					
05/19/2019	Lodging	Lodging-PerDiem	242.37	IBA	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Lodging	Lodging-PerDiem	242.37	IBA	*
Comment: Hyatt Regency Kyiv, Ukraine b6					
05/20/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	International Transx Fee	Other	4.84	IBA	
05/20/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/21/2019	Lodging	Lodging-PerDiem	.00	IBA	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/21/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/21/2019	Internet Usage Fee	Other	33.98	CASH	
Comment: WiFi United Airlines					
05/21/2019	Parking	Transportation	68.00	CASH	
Comment: Parking at IAD Airport.					
05/22/2019	M&IE	M&IE-PerDiem	.00	CASH	*
06/20/2019	TDY Voucher Fee	Transxn Fees	14.75	IBA	

**Per Diem Allowances**

Trip#: 1 Total Per Diem Allowances: 975.99

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/18/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/19/2019	243.00/131.00	242.37	242.37	131.00	131.00	
05/20/2019	243.00/131.00	242.37	242.37	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	131.00	131.00	
05/22/2019	243.00/131.00	0.00	0.00	0.00	0.00	

**Account Summary for the Selected Trip**

Org: GDOEHQSEC	Label: 19 S1 FOREIGN	Acct Code: (b) (6)	5,412.93
Expense Category: Com. Carrier	Fiscal Year: 2019	Amount: 4,081.83	
Expense Category: Lodging-PerDiem	Fiscal Year: 2019	Amount: 484.74	
Expense Category: M&IE-PerDiem	Fiscal Year: 2019	Amount: 491.25	
Expense Category: Other	Fiscal Year: 2019	Amount: 52.80	
Expense Category: Transportation	Fiscal Year: 2019	Amount: 68.00	
Expense Category: Transxn Fees	Fiscal Year: 2019	Amount: 234.31	
<b>Total:</b>			<b>5,412.93</b>

**Payment Detail Information**

Organization Label	Accounting String	Payment Method	Amount
GDOEHQSEC 19 S1 FOREIGN	(b) (6)	CASH	607.21
GDOEHQSEC 19 S1 FOREIGN		CBA	4,301.39
GDOEHQSEC 19 S1 FOREIGN		IBA	504.33

**Totals by Label**

GDOEHQSEC 19 S1 FOREIGN Total <sup>(b) (6)</sup>

5,412.93

**Totals by Payment Method**

b6

CASH Total	607.21
CBA Total	4,301.39
IBA Total	504.33

**Attachments**

Attachments Exist

**Receipt Checklist**

Date	Description	Cost
05/18/19	AIR Airline Flight	\$4,081.83
05/18/19	Lodging	\$0.00
05/19/19	Lodging	\$242.37
05/20/19	Lodging	\$242.37
05/21/19	Lodging	\$0.00

**Audits**

Audit Name	Result	Reason
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.
	Traveler	The Actual Rate is mission essential for this trip.
	Justification:	
TRIP DURATION	FAIL	TRIP DURATION GREATER THAN 0 DAYS I have reviewed the requirements to accomplish the mission and determined that alternate means of communication such as video and teleconferencing are insufficient to accomplish the objectives of the travel without eroding mission objectives. ** If travel is required, was the use of non-refundable tickets considered? **
	Traveler	2 day trip with S1 for a Predisential Inaugration Ceremony fin Kyiv Ukrain
	Justification:	
ACTUALS AUTHORIZED	FAIL	MAXIMUM AUTHORIZED LODGING COST EXCEEDED - 05/19/2019 Actual lodging and/or M&IE costs were Not Approved on Authorization . Remove voucher to amend authorization.
	Traveler	The Actual Rate is Mission Essential
	Justification:	
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.
	Traveler	The Actual Rate is Mission Essential
	Justification:	
M&IE OVERRIDE	FAIL	Per Diem M&IE amount has been Overridden for trip date: 05/22/19 Please explain override to M&IE.
	Traveler	Per Diem M& IE not needed
	Justification:	
TRAVEL EXPS AUTHRZED	FAIL	MODE NOT AUTHORIZED: PARK A travel mode was not found on the authorization. This may include air fare, train fare, or mileage costs.
	Traveler	Parking at IAD Airport has been Approved.
	Justification:	

**Document History 09/18/2019 Vch: VCH291946**

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	06/20/2019	1:44PMEST	Younger, Treva Demetrius	
SIGN VOUCHER	06/20/2019	2:12PMEST	Younger, Treva Demetrius	
VCH AUDITOR REVIEWED	06/21/2019	10:42AMEST	BALLANTINE, ROSSANA S	
APPROVED VOUCHER	06/21/2019	10:59AMEST	Gerdes, Stanley A	
PENDING	06/21/2019	10:59AMEST	SYSUTILITY	
Voucher Processing	06/21/2019	4:07PMEST	User, EAI	
PAID	06/25/2019	6:07AMEST	User, EAI	

I certify that the electronic signatures listed above are valid and on file

SIGNED DATE  
OVERSIGHT

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Yuzon, Andrea**

**From:** Brian McCormack <brian (b) (6)> b6  
**Sent:** Wednesday, June 12, 2019 7:44 AM  
**To:** McCormack, Brian  
**Subject:** [EXTERNAL] Fwd: United Airlines Inflight Wi-Fi Receipt - Flight 106

Begin forwarded message:

**From:** [UnitedAirlines@united.com](mailto:UnitedAirlines@united.com)  
**Date:** May 18, 2019 at 9:25:05 PM EDT  
**To:** BRIAN (b) (6) b6  
**Subject:** United Airlines Inflight Wi-Fi Receipt - Flight 106



**Inflight Wi-Fi Receipt**  
 Network provided by Panasonic

Issue Date: 5/18/2019

<b>Traveler</b> Brian McCormack	<b>Receipt Number</b> (b) (6) <span style="color: red;">b6</span>
<b>Method of Payment</b> VI xxxx xxxx xxxx (b) (6) <span style="color: red;">b6</span>	<b>Cardholder Name</b> Brian McCormack

**FLIGHT INFORMATION**

Day	Date	Flight	Departure City	Arrival City
Saturday	May 18, 2019	106	Washington, DC, US (IAD)	Munich, DE (MUC)

**CHARGES**

Description	Quantity	Charges
Basic Internet:1h	1	\$6.99 USD

After using our Wi-Fi service, please take a moment to tell us [about your Wi-Fi experience](#)

**TOTAL** **\$6.99 USD**

**Additional Information**

- We are expanding our Inflight Wi-Fi network. Learn more at [united.com/WiFi](http://united.com/WiFi)
- **Tip:** MileagePlus® members can switch Internet access to another device while in flight. Learn about free enrollment and benefits at [united.com/MileagePlus](http://united.com/MileagePlus)
- If you experience technical difficulty or system outage from your United Wi-Fi purchase today and would like to request a refund, please visit the [Refunds section of united.com](#) to submit your request. We apologize for the inconvenience. A member of our team will respond to your inquiry.

**From:** Brian McCormack <brian<sup>(b) (6)</sup>> b6  
**Sent:** Wednesday, June 12, 2019 7:44 AM  
**To:** McCormack, Brian  
**Subject:** [EXTERNAL] Fwd: United Airlines Inflight Wi-Fi Receipt - Flight 106

Begin forwarded message:

**From:** [UnitedAirlines@united.com](mailto:UnitedAirlines@united.com)  
**Date:** May 18, 2019 at 5:56:04 PM EDT  
**To:** BRIAN<sup>(b) (6)</sup> b6  
**Subject:** United Airlines Inflight Wi-Fi Receipt - Flight 106



**Inflight Wi-Fi Receipt**  
 Network provided by Panasonic

Issue Date: 5/18/2019

<b>Traveler</b> Brian McCormack	<b>Receipt Number</b> (b) (6) <span style="float: right;">b6</span>
<b>Method of Payment</b> VI xxxx xxxx xxxx <sup>(b) (6)</sup> <span style="float: right;">b6</span>	<b>Cardholder Name</b> Brian McCormack

**FLIGHT INFORMATION**

Day	Date	Flight	Departure City	Arrival City
Saturday	May 18, 2019	106	Washington, DC, US (IAD)	Munich, DE (MUC)

**CHARGES**

Description	Quantity	Charges
Basic	1	\$6.99 USD
Internet: 1h		

After using our Wi-Fi service, please take a moment to tell us about your Wi-Fi experience

**TOTAL** **\$6.99 USD**

**Additional Information**

- We are expanding our Inflight Wi-Fi network. Learn more at [united.com/WIFI](http://united.com/WIFI)
- Tip: MileagePlus® members can switch Internet access to another device while in flight. Learn about free enrollment and benefits at [united.com/MileagePlus](http://united.com/MileagePlus)
- If you experience technical difficulty or system outage from your United Wi-Fi purchase today and would like to request a refund, please visit the [Refunds section of united.com](http://united.com/refunds) to submit your request. We apologize for the inconvenience. A member of our team will respond to your inquiry.

From: Brian McCormack <brian (b) (6)> b6  
 Sent: Wednesday, June 12, 2019 7:43 AM  
 To: McCormack, Brian  
 Subject: [EXTERNAL] Fwd: United Airlines Inflight Wi-Fi Receipt - Flight 933

Begin forwarded message:

From: [UnitedAirlines@united.com](mailto:UnitedAirlines@united.com)  
 Date: May 21, 2019 at 12:28:28 PM EDT  
 To: BRIAN (b) (6) b6  
 Subject: United Airlines Inflight Wi-Fi Receipt - Flight 933



Inflight Wi-Fi Receipt  
 Network provided by Panasonic

Issue Date: 5/21/2019

<b>Traveler</b> Brian McCormack	<b>Receipt Number</b> (b) (6) b6
<b>Method of Payment</b> VI xxxx xxxx xxxx (b) (6) b6	<b>Cardholder Name</b> Brian McCormack

**FLIGHT INFORMATION**

Day	Date	Flight	Departure City	Arrival City
Tuesday	May 21, 2019	933	Frankfurt, DE (FRA)	Washington, DC, US (IAD)

**CHARGES**

Description	Quantity	Charges
Basic	1	\$16.99 USD
Internet: 1h		

After using our Wi-Fi service, please take a moment to tell us [about your Wi-Fi experience](#)

**TOTAL** \$16.99 USD

**Additional Information**

- We are expanding our Inflight Wi-Fi network. Learn more at [united.com/WiFi](http://united.com/WiFi)
- Tip: MileagePlus® members can switch Internet access to another device while in flight. Learn about free enrollment and benefits at [united.com/MileagePlus](http://united.com/MileagePlus)
- If you experience technical difficulty or system outage from your United Wi-Fi purchase today and would like to request a refund, please visit the [Refunds section of united.com](#) to submit your request. We apologize for the inconvenience. A member of our team will respond to your inquiry.



**Yuzon, Andrea**

**From:** Brian McCormack <brian<sup>(b) (6)</sup>> b6  
**Sent:** Wednesday, June 12, 2019 7:43 AM  
**To:** McCormack, Brian  
**Subject:** [EXTERNAL] Fwd: United Airlines Inflight Wi-Fi Receipt - Flight 933

Begin forwarded message:

**From:** [UnitedAirlines@united.com](mailto:UnitedAirlines@united.com)  
**Date:** May 21, 2019 at 4:06:19 PM EDT  
**To:** BRIAN<sup>(b) (6)</sup> b6  
**Subject:** United Airlines Inflight Wi-Fi Receipt - Flight 933



**Inflight Wi-Fi Receipt**  
 Network provided by Panasonic

Issue Date: 5/21/2019

<b>Traveler</b> Brian McCormack	<b>Receipt Number</b> (b) (6)
<b>Method of Payment</b> VI xxxx xxxx xxxx <sup>(b) (6)</sup> <span style="color: red;">b6</span>	<b>Cardholder Name</b> Brian McCormack

**FLIGHT INFORMATION**

Day	Date	Flight	Departure City	Arrival City
Tuesday	May 21, 2019	933	Frankfurt, DE (FRA)	Washington, DC, US (IAD)

**CHARGES**

Description	Quantity	Charges
Basic Internet:1h	1	\$16.99 USD

After using our Wi-Fi service, please take a moment to tell us about your Wi-Fi experience

**TOTAL** **\$16.99 USD**

**Additional Information**

- We are expanding our Inflight Wi-Fi network. Learn more at [united.com/WiFi](http://united.com/WiFi)
- **Tip:** MileagePlus® members can switch Internet access to another device while in flight. Learn about free enrollment and benefits at [united.com/MileagePlus](http://united.com/MileagePlus)
- If you experience technical difficulty or system outage from your United Wi-Fi purchase today and would like to request a refund, please visit the [Refunds section of united.com](#) to submit your request. We apologize for the inconvenience. A member of our team will respond to your inquiry.

IAD Airport

FULLES  
INTL AIRPORT  
(703) 572-4500  
RECEIPT A66

ENTRY TIME:  
05/18/19 15:33  
EXIT TIME:  
05/21/19 20:10  
PARK-DLR.: HRS:MIN  
3:04:37  
AMOUNT:  
\$ 68.00

3:33 pm

8:10 pm

\$ 68.00

KIND OF PAYMENT:  
CREDITCARD (b)(6)  
XXXXXXXXXXXX  
XXXX  
AUTH. CODE

b6

THANK YOU FOR YOUR  
VISIT



USO V3.T0915.85CC  
 Printec EMV Kernel  
 Райффайзен Банк Аваль  
**Готель**  
**"Хаятт Редженсі Київ"**  
 м. Київ,  
 Вул. Тарасової, 5А  
 21.05.2019 12:22:21  
**СПЛАТА ПРЕАВТОРИЗАЦІЇ**  
 Visa Credit  
 (b) (6)

MCCORMACK / BRIAN  
**СУМА: 12,734.13 ГРН**

Mr Brian Vaughan McCormack

Ukraine

КАСИР: .....  
 6292530 Терм: H0137711  
 40004.4660 AY47  
 ЗВІТ: 114  
 2110 Квитанція: 001597  
 Код транз.: 913917004380  
 Дякуємо за візит!

Hyatt Regency Kyiv  
 5, A. Tarasova Street  
 01001 Kyiv, Ukraine

Phone 380 44 581 1234  
 Fax 380 44 581 1235  
 E-Mail kyiv.regency@hyatt.com  
 kyiv.regency.hyatt.com

Room No./ Кімната (b) (6)  
 Arrival/ Заїзд : 19 MAY 19  
 Departure/ Виїзд : 21 MAY 19  
 Page No./ Сторінка : 1 of 1  
 Date/ Дата : 21 MAY 19  
 Cashier No./ Касир :

World of Hyatt

**INFORMATION INVOICE/ ІНФОРМАЦІЙНИЙ РАХУНОК**

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Accommodation	(b) (6) b6	6,364.03	242.37
20 MAY 19	Accommodation		6,370.10	242.37

**World Of Hyatt Summary**

**Total/ Всього 12,734.13 0.00**

No Membership to be credited.

VAT Excluded/ Баланс без податків 10,542.23 UAH

Join World Of Hyatt today and start earning points for stays, dining and more. Visit WorldOfHyatt.com.

VAT 20%/ ПДВ 20% 2,108.45 UAH

City Tax / Місцевий збір 83.46 UAH

Excise Tax 5% / Акцизний збір 5% 0.00 UAH

Summary invoice, please see front desk for eligibility details.

VAT Included/ Баланс з податками 12,734.13 UAH

**Balance/ Баланс 12,734.13 UAH**

484.74

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

Int'l Fee 4.84



USD 13.0978.0500  
 Printer: EMV Kernel  
 Райффайзен Банк Аваль  
 Готель  
 "Хайат Редженсі Київ"  
 м. Київ,  
 Вул. Тарасової, 5А  
 21.05.2019 12:21:05  
 СПЛАТА  
 МІСЦ. КРЕДИТ

(b) (6)

b6

MCCORMACK / BRIAN  
 СУМА: 3,150.40GRN  
 6252530 Term: H013711  
 40004.4660 AV47  
 3811: 114  
 2110 Квiтанцiя: 001596  
 Код транз.: 914112001959  
 Код авторизацiї: 066050  
 дякуємо за вiзит!

Mr Brian Vaughan McCormack

Ukraine

Hyatt Regency Kyiv  
 5, A. Tarasova Street  
 01001 Kyiv, Ukraine

Phone 380 44 581 1234  
 Fax 380 44 581 1235  
 E-Mail kyiv.regency@hyatt.com  
 kyiv.regency.hyatt.com

Room No./ Кiмната (b) (6) b6  
 Arrival/ Заїзд : 19 MAY 19  
 Departure/ Виїзд : 21 MAY 19  
 Page No./ Сторiнка : 1 of 1  
 Date/ Дата : 21 MAY 19  
 Cashier No./ Касир : 9997

World of Hyatt

INFORMATION INVOICE/ IНФОРМАЦIЙНИЙ РАХУНОК

DATE DATA	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Lobby Lounge Lunch Food	Room (b) (6) CHECK (b) (6) Ter	198.00	
19 MAY 19	Bar on 8	Room : CHE 528	840.40	
20 MAY 19	Bar on 8	Room CHECK#	2,112.00	

b6

World Of Hyatt Summary

Total/ Всього 3,150.40 0.00

No Membership to be credited.

Join World Of Hyatt today and start earning points for stays, dining and more.  
 Visit WorldOfHyatt.com.

Summary invoice, please see front desk for eligibility details.

VAT Excluded/ Баланс без податків 2,588.23 UAH  
 VAT 20%/ ПДВ 20% 517.65 UAH  
 City Tax / Мiсцевий збiр 0.00 UAH  
 Excise Tax 5% / Акцизний збiр 5% 44.52 UAH  
 VAT Included/ Баланс з податками 3,150.40 UAH  
 Balance/ Баланс 3,150.40 UAH

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

MIE USD \$ 119.92



Phone:(205) 444-1665  
Toll Free:(888) 205-2369  
doeagents@adtrav.com

Friday, May 17, 2019 4:55 PM  
Booking Locator: (b) (6)

After Hours/VIT Code: (b) (6)  
service nonstop 24/7/365

b6

**BRIAN VAUGHAN  
MCCORMACK**  
Department of Energy

**Ticket(s) Issued**  
This is your travel invoice

**TRAVEL AUTHORIZATION APPROVED**

**NOTE: Please verify all dates, times, and destinations listed on this itinerary. Immediately notify your ADTRAV agent of any discrepancies. Adjustments made after ticketing may increase the cost.**

**Washington, DC, US - to - Kiev, UA**  
Saturday, May 18 ▶ Wednesday, May 22

Traveler: BRIAN VAUGHAN MCCORMACK	
Traveler Info: n/a	
Trip Includes: Air,Hotel Segments	Date Created: May 16, 2019
Booked By: MCCORMACK/B	Booking Source: Agent
Transaction Type: Exchange	Date Ticketed/Confirmed: May 16, 2019

**Washington, DC, US - to - Munich, DE** Check In  
Departs: Saturday - May 18 b6 **Flight# 0106**

<b>SUPPLIER RECORD LOCATOR</b> (b) (6)	
Carrier: United Airlines	
Departs: Washington Dulles International Airport (IAD)	Saturday - May 18 - 5:25 PM
Arrives: Munich International Airport (MUC) (Terminal:TERMINAL 2)	Sunday - May 19 - 7:40 AM <span style="float:right">b6</span>
Seat #: 26G	Ticket #: (b) (6)
Carrier Locator: (b) (6) <span style="float:right">b6</span>	Meal: N/A
Status: Segment Confirmed	Info: Stops: 0, Time: 8.15, Miles: 4246
Class: ECONOMY (S)	Equipment: Boeing 777 (2 Engine Jet)
Frequent Flyer: (b) (6) <span style="float:right">b6</span>	
Remarks	

**Munich, DE - to - Kiev Ukraine, UA** Check In  
Departs: Sunday - May 19 b6 **Flight# 2544**

<b>SUPPLIER RECORD LOCATOR</b> (b) (6)	
Carrier: Lufthansa <span style="float:right">b6</span>	

AMERICAN OVERSIGHT

**Departs:** Munich International Airport (MUC) Sunday - May 19 - 12:35 PM  
(Terminal:TERMINAL 2)

**Arrives:** Borispol Airport (KBP) Sunday - May 19 - 3:45 PM

**Seat #:** Airport Check-in **Ticket #:** (b) (6)

b6

**Carrier Locator:** (b) (6)

b6

**Meal:** N/A

**Status:** Segment Confirmed

**Info:** Stops: 0, Time: 2.10,  
Miles: 859

**Class:** ECONOMY (Y)

**Equipment:** 32A

**Frequent Flyer:** (b) (6)

b6

**Remarks**



**Hyatt**  
**Sunday - May 19 - to - Wednesday - May 22**

**HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES**

**Hotel:** Hyatt Regency Kiev  
5 A Tarasova Street  
Kiev Ua 01001  
Phone: 380-44-5811234  
Fax: 380-44-5811235

**Check In:** Sunday - May 19

**Check Out:** Wednesday - May 22

**Confirmation:** (b) (6)

b6

**Rate Info:** 202.00 EUR **Per Diem Rate:** \$140.00

**Other Info:** Number of Rooms: 1, Number of Guests:(b) (6)

Room Description: KNGFPLP

FEDROOMS 1 KING BED

C CANCEL 24 HOURS PRIOR TO ARRIV

CITY 1 KING BED (b) (6)

b6

(b) (6)

TTX 4 05 TTL TAX

TSC 0.00 TTL SURCHARGE

TP 610.05 EUR APPROX. TTL PRICE

TD INCLUDES TAXES AND SURCHARGES

**Corporate Membership:** (b) (6)

b6

**Personal Membership:**

**INVOICE AND PAYMENT RECEIPT**

**AIRFARE UNITED AIRLINES**

TICKET (b) (6) ISSUED 5/16/2019

INVOICE (b) (6) CHARGED TO (b) (6)

b6

\$ 626.60

**SERVICE FEE-AIR DOMESTIC FULL SERVICE**

\$ 35.95

**SERVICE FEE-AGENT RESERVATIONS VIP SERVICE DOMESTIC**

\$ 18.94

RECEIPT (b) (6) ISSUED 5/16/2019

**TOTAL CHARGES 5/16/2019 1030A**

b6

\$ 681.49

**PAYMENT RECEIVED 5/16/2019 1030A**

-\$ 681.49

AIRFARE UNITED AIRLINES



TICKET (b) (6)	ISSUED 5/17/2019	\$ 964.70
INVOICE (b) (6)	CHARGED TO (b) (6) b6	
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.30
RECEIPT (b) (6)	ISSUED 5/17/2019	
INVOICE (b) (6)	CHARGED TO (b) (6) b6	
<b>TOTAL CHARGES 5/17/2019 1057A</b>		<b>\$ 1,019.59</b>
<b>PAYMENT RECEIVED 5/17/2019 1057A</b>		<b>-\$ 1,019.59</b>
ORIGINAL TICKET NUMBER (b) (6)		\$ 964.70
NEW TICKET NUMBER (b) (6)	b6	\$ 2,172.60
AIRFARE DIFFERENCE		\$ 1,207.90
ADDITIONAL COLLECTION		\$ 1,207.90
TICKET (b) (6)	ISSUED 5/17/2019	
INVOICE (b) (6)	TO (b) (6) b6	
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.34
SERVICE FEE-TOTAL		
RECEIPT (b) (6)	ISSUED 5/17/2019	
INVOICE (b) (6)	CHARGED TO (b) (6) b6	
<b>TOTAL CHARGES 5/17/2019 0501P</b>		<b>\$ 1,262.79</b>
<b>PAYMENT RECEIVED 5/17/2019 0501P</b>		<b>-\$ 1,262.79</b>
<b>BALANCE DUE AS OF 05/17/2019 0456 P</b>		<b>\$ 0.00</b>

REMARKS

CREDIT CARD REQUIRED AT CHECK-IN  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES  
CHECK-IN TIMES ARE 90 MINUTES PRIOR FOR DOMESTIC FLIGHTS  
OR 120 MINUTES FOR INTERNATIONAL FLIGHTS  
PREFERRED SEAT NOT AVAIL. CHECKS CONT. UNTIL DEPART DATE  
YOUR SPECIAL MEAL HAS BEEN REQUESTED IF APPLICABLE  
INTERNATIONAL TRAVELERS PLEASE RE-CONFIRM YOUR  
INTERNATIONAL FLIGHTS 72 HOURS PRIOR TO DEPARTURE  
TO AVOID POSSIBLE CANCELLATION  
PASSPORT REQUIRED FOR INTERNATIONAL TRAVEL  
VISA MAY BE REQUIRED FOR TRAVEL ITINERARY  
CHECK WWW.CDC.GOV/TRAVEL FOR TRAVEL HEALTH ADVISORIES  
PROPER DOCUMENTATION IS REQUIRED FOR ENTRY INTO ARRIVAL COUNTRY  
AIRPORT FEES MAY BE COLLECTED UPON ARRIVAL OR DEPARTURE  
CHECK WWW.DHS.GOV/TRAVEL-ALERTS FOR COUNTRY TRAVEL ADVISORIES  
LH2544 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
ALL LUFTHANSA AIRFARES INCLUDE A 17.50  
NON-REFUNDABLE FEE FROM THE AIRLINE.  
DOT REQUIRES ADTRAV DISPLAY BAG ALLOWANCES AND SERVICE CHARGES OR PROVIDE A  
HYPERLINK WHERE BAGGAGE INFORMATION IS AVAILABLE.  
FOR THIS TRIP PLEASE VISIT THE LINK(S) LISTED BELOW  
FOR Lufthansa VISIT <http://www.lufthansa.com/us/en/Free-baggage-rules>

**Note:** Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids aboard the aircraft. For complete information on these restrictions, contact your airline or go to [www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/).

ADTRAV Government :: 4555 Southlake Parkway :: Birmingham AL, 35244

Phone: (888) 205-2369 :: 24/7/365

Fax: (205) 444-4829

[doeagents@adtrav.com](mailto:doeagents@adtrav.com)





Phone:(205) 444-1665  
Toll Free:(888) 205-2369  
doeagents@adtrav.com

Monday, May 20, 2019 9:00 AM  
Booking Locator: (b) (6)

After Hours/VIT Code: (b) (6)  
service nonstop 24/7/365

b6

**BRIAN VAUGHAN**  
**MCCORMACK**  
Department of Energy

**Ticket(s) Issued**  
This is your travel invoice

**TRAVEL AUTHORIZATION APPROVED**

**NOTE: Please verify all dates, times, and destinations listed on this itinerary. Immediately notify your ADTRAV agent of any discrepancies. Adjustments made after ticketing may increase the cost.**



**Munich, DE - to - Kiev, UA**  
Sunday, May 19 ► Tuesday, May 21

Traveler: BRIAN VAUGHAN MCCORMACK

Traveler Info: n/a

Trip Includes: Air,Hotel Segments

Date Created: May 16, 2019

Booked By: MCCORMACK/B

Booking Source: Agent

Transaction Type: Original

Date Ticketed/Confirmed: May 16, 2019



**Munich, DE - to - Kiev Ukraine, UA**  
Departs: Sunday - May 19

Check In

Flight# 2544

**SUPPLIER RECORD LOCATOR** (b) (6)

Carrier: Lufthansa

b6

Departs: Munich International Airport (MUC)  
(Terminal:TERMINAL 2) Sunday - May 19 - 12:35 PM

Arrives: Borispol Airport (KBP)  
(Terminal:TERMINAL D - INTL/DOMESTIC) Sunday - May 19 - 3:45 PM

Seat #: Airport Check-in

Ticket #: (b) (6)

b6

Carrier Locator: (b) (6)

b6

Meal: N/A

Status: Segment Confirmed

Info: Stops: 0, Time: 2.10,  
Miles: 859

Class: ECONOMY (Y)

Equipment: 32A

Frequent Flyer: (b) (6)

b6

Remarks



**Hyatt**  
Sunday - May 19 - to - Wednesday - May 22

**HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID**

AMERICAN OVERSIGHT



**CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES**

**Hotel:** Hyatt Regency Kiev  
 5 A Tarasova Street  
 Kiev Ua 01001  
 Phone: 380-44-5811234  
 Fax: 380-44-5811235

**Check In:** Sunday - May 19

**Check Out:** Wednesday - May 22

**Confirmation:** (b) (6)

b6

**Rate Info:** 202.00 EUR **Per Diem Rate:** \$140.00

**Other Info:** Number of Rooms: 1, Number of Guests (b) (6)

Room Description: KNGFPLP  
 FEDROOMS 1 KING BED  
 C CANCEL 24 HOURS PRIOR TO ARRIV  
 CITY 1 KING BED (b) (6)

b6

TTX 4.05 TTL TAX  
 TSC 0.00 TTL SURCHARGE  
 TP 610.05 EUR APPROX. TTL PRICE  
 TD INCLUDES TAXES AND SURCHARGES

**Corporate Membership:** (b) (6)

b6

**Personal Membership:**



**Kiev Ukraine, UA - to - Frankfurt, DE**  
**Departs: Tuesday - May 21**

**Check In**

**Flight# 9097**

**SUPPLIER RECORD LOCATOR-** (b) (6)

b6

**Carrier:** United Airlines **Operated by:** LUFTHANSA

**Departs:** Borispol Airport (KBP) Tuesday - May 21 - 2:05 PM  
 (Terminal:TERMINAL D - INTL/DOMESTIC)

**Arrives:** Frankfurt International Airport (FRA) Tuesday - May 21 - 3:40 PM  
 (Terminal:TERMINAL 1)

**Seat #:** Airport Check-in **Ticket #:** (b) (6)

b6

**Carrier Locator:** (b) (6)

b6

**Meal:** N/A

**Status:** Segment Confirmed **Info:** Stops: 0, Time: 2.35, Miles: 975

**Class:** ECONOMY (M) **Equipment:** 32A

**Frequent Flyer:** (b) (6)

b6

**Remarks**



**Frankfurt, DE - to - Washington, DC, US**  
**Departs: Tuesday - May 21**

**Check In**

**Flight# 0933**

**SUPPLIER RECORD LOCATOR-** (b) (6)

b6

**Carrier:** United Airlines

**Departs:** Frankfurt International Airport (FRA) Tuesday - May 21 - 5:10 PM  
 (Terminal:TERMINAL 1)

AMERICAN OVERSIGHT

**Arrives:** Washington Dulles International Tuesday - May 21 - 8:00 PM  
Airport (IAD)

**Seat #:** 33C

**Ticket #:** (b) (6)

b6

**Carrier Locator:** (b) (6)

b6

**Meal:** N/A

**Status:** Segment Confirmed

**Info:** Stops: 0, Time: 8.50,  
Miles: 4065

**Class:** ECONOMY (M)

**Equipment:** Boeing 777 (2 Engine Jet)

**Frequent Flyer:** (b) (6)

b6

**Remarks**

**INVOICE AND PAYMENT RECEIPT**

**AIRFARE UNITED AIRLINES**

TICKET (b) (6) ISSUED 5/16/2019 \$ 626.60  
INVOICE (b) (6) CHARGED TO (b) (6) b6

SERVICE FEE-AIR DOMESTIC FULL SERVICE \$ 35.95  
SERVICE FEE-AGENT RESERVATIONS VIP SERVICE DOMESTIC \$ 18.94  
RECEIPT (b) (6) ISSUED 5/16/2019

**TOTAL CHARGES 5/16/2019 1030A b6 \$ 681.49**

**PAYMENT RECEIVED 5/16/2019 1030A -\$ 681.49**

**AIRFARE UNITED AIRLINES**

TICKET (b) (6) ISSUED 5/17/2019 \$ 964.70  
INVOICE (b) (6) CHARGED TO (b) (6) b6

SERVICE FEE-AIR INTERNATIONAL FULL SERVICE \$ 41.55  
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL \$ 13.30  
RECEIPT (b) (6) ISSUED 5/17/2019

INVOICE (b) (6) CHARGED TO (b) (6) b6

**TOTAL CHARGES 5/17/2019 1057A \$ 1,019.59**

**PAYMENT RECEIVED 5/17/2019 1057A -\$ 1,019.59**

ORIGINAL TICKET NUMBER (b) (6) \$ 964.70

NEW TICKET NUMBER (b) (6) b6 \$ 2,172.60

AIRFARE DIFFERENCE \$ 1,207.90

**ADDITIONAL COLLECTION**

TICKET (b) (6) ISSUED 5/17/2019 \$ 1,207.90

INVOICE (b) (6) TO (b) (6) b6

SERVICE FEE-AIR INTERNATIONAL FULL SERVICE \$ 41.55

SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL \$ 13.34

**SERVICE FEE-TOTAL**

RECEIPT (b) (6) ISSUED 5/17/2019 \$ 1,207.90

INVOICE (b) (6) CHARGED TO (b) (6) b6

**TOTAL CHARGES 5/17/2019 0501P \$ 1,262.79**

**PAYMENT RECEIVED 5/17/2019 0501P -\$ 1,262.79**

**AIRFARE UNITED AIRLINES**

TICKET (b) (6) ISSUED 5/20/2019 \$ 1,909.23  
INVOICE (b) (6) CHARGED TO (b) (6) b6



SERVICE FEE-AIR INTERNATIONAL FULL SERVICE	\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL	\$ 13.30
RECEIPT <sup>(b) (6)</sup> ISSUED 5/20/2019	
INVOICE <sup>(b) (6)</sup> CHARGED TO <sup>(b) (6)</sup>	b6
<b>TOTAL CHARGES 5/20/2019 0846A</b>	<b>\$ 1,964.12</b>
<b>PAYMENT RECEIVED 5/20/2019 0846A</b>	<b>-\$ 1,964.12</b>
<b>BALANCE DUE AS OF 05/20/2019 0900 A</b>	<b>\$ 0.00</b>

REMARKS

CREDIT CARD REQUIRED AT CHECK-IN  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES  
CHECK-IN TIMES ARE 90 MINUTES PRIOR FOR DOMESTIC FLIGHTS  
OR 120 MINUTES FOR INTERNATIONAL FLIGHTS  
PREFERRED SEAT NOT AVAIL. CHECKS CONT. UNTIL DEPART DATE  
YOUR SPECIAL MEAL HAS BEEN REQUESTED IF APPLICABLE  
INTERNATIONAL TRAVELERS PLEASE RE-CONFIRM YOUR  
INTERNATIONAL FLIGHTS 72 HOURS PRIOR TO DEPARTURE  
TO AVOID POSSIBLE CANCELLATION  
PASSPORT REQUIRED FOR INTERNATIONAL TRAVEL  
VISA MAY BE REQUIRED FOR TRAVEL ITINERARY  
CHECK WWW.CDC.GOV/TRAVEL FOR TRAVEL HEALTH ADVISORIES  
PROPER DOCUMENTATION IS REQUIRED FOR ENTRY INTO ARRIVAL COUNTRY  
AIRPORT FEES MAY BE COLLECTED UPON ARRIVAL OR DEPARTURE  
CHECK WWW.DHS.GOV/TRAVEL-ALERTS FOR COUNTRY TRAVEL ADVISORIES  
LH2544 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
ALL LUFTHANSA AIRFARES INCLUDE A 17.50  
NON-REFUNDABLE FEE FROM THE AIRLINE.  
UA9097 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
DOT REQUIRES ADTRAV DISPLAY BAG ALLOWANCES AND SERVICE CHARGES OR PROVIDE A  
HYPERLINK WHERE BAGGAGE INFORMATION IS AVAILABLE.  
FOR THIS TRIP PLEASE VISIT THE LINK(S) LISTED BELOW  
FOR Lufthansa VISIT <http://www.lufthansa.com/us/en/Free-baggage-rules>

**Note:** Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids aboard the aircraft. For complete information on these restrictions, contact your airline or go to [www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/).

ADTRAV Government :: 4555 Southlake Parkway :: Birmingham AL, 35244  
Phone: (888) 205-2369 :: 24/7/365  
Fax: (205) 444-4829  
[doeagents@adtrav.com](mailto:doeagents@adtrav.com)

**Document Header Information**

Document Type:	Vch	Document Name:	VCH292670
Travel Authorization Number:	0AARQF	Trip Name:	Trip from Washington to Kiev
TA Date:	06/25/19	Currency:	USD
Organization:	GDOEHQ1B1	Current Status:	PAID
Purpose:	MISSION (OPERATIONAL) Document Detail: Meetings regarding corporate governance of Naftogaz, ENR programs.		
Type Code:	Single Trip		

**Traveler Profile**

Name:	Garrish, Theodore J	TID:	26195
Organization:	GDOEHQ1B1	Title:	
Duty Station:		Security Cl:	
Card:	CARD HOLDER	Office Address:	
EMAIL:	theodore.garrish@hq.doe.gov	Office Phone:	202-586-1145
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number:	1
Purpose:	Meetings regarding corporate governance of Naftogaz, ENR programs.

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/21/19	KYTV, UKR		243.00 / 131.00

**Document Totals**

Total Expenses:	5,373.54
Reimbursable Expenses:	1,089.06
Non-Reimbursable Expenses:	4,284.48
Advance Applied:	.00
Net to Traveler:	516.50
Net to Government:	4,284.48
Pay to Charge Card:	572.56

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	4,010.03	.00
Lodging-PerDiem	484.74	.00
M&IE-PerDiem	458.50	.00
Mileage	58.00	.00
Other	5.07	.00
Transportation	68.00	.00
Transxn Fees	289.20	.00
Total Expenses:	5,373.54	.00

**Trip 1 Details**

**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		3,273.03
COMM-CARR	United			.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	678.39

**Trip Itinerary**

**From: IAD-Washington, DC (USA) (Dulles Apt) TO: FRA-Frankfurt, Germany**

**Air**

**Saturday May 18, 2019**

**IAD-Washington, DC (USA) to FRA-Frankfurt, Germany**

May 18 United 0989  
Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM  
Confirmation Number: (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/19/2019 7:20AM

Flight Information **b6**  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2  
Cost 3,273.03 USD

**Sunday May 19, 2019**

**FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)**

May 19 United 9148  
Frankfurt, Germany 05/19/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/19/2019 1:15PM

Flight Information **b6**  
Distance 983 miles  
No Seat Assigned

Emissions 422.7 lbs of CO2

**Hotel**

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

**Air**

**Wednesday May 22, 2019**

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 22 United 9097  
Kiev, Ukraine (Borispol Apt) 05/22/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/22/2019 3:40PM

Flight Information **b6**  
Distance 983 miles  
No Seat Assigned

Emissions 422.7 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 22 United 0933  
Frankfurt, Germany 05/22/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/22/2019 8:00PM

Flight Information **b6**  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2

**Expenses**

Trip#: 1		Total Non-Per Diem	4,430.30	Total Per Diem	943.24
		Expenses:	Expenses:		
Date	Description	Category	Cost	Pay Method	Per Diem
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/18/2019	Airline Flight	Com. Carrier	4,010.03	CBA	
05/18/2019	Lodging	Lodging-PerDiem	.00	IBA	*
05/18/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/18/2019	Private Vehicle	Mileage	15.66	CASH	
05/18/2019	Travel Fee	Transxn Fees	54.89	CBA	

Comment: LB VIP Services		Lodging-PerDiem	242.25	IBA	*
05/19/2019	Lodging				
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Lodging	Lodging-PerDiem	242.49	IBA	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/20/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/21/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/21/2019	Private Vehicle	Mileage	42.34	CASH	
05/21/2019	Parking	Transportation	68.00	IBA	
05/23/2019	International Transx Fee	Other	5.07	IBA	
06/25/2019	TDY Voucher Fee	Transxn Fees	14.75	IBA	

**Per Diem Allowances**

Trip#: 1	Total Per Diem Allowances:	943.24
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Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/18/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/19/2019	243.00/131.00	242.25	242.25	131.00	131.00	
05/20/2019	243.00/131.00	242.49	242.49	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQ1B1	Label: 19 19_20	Acct Code:	b6	5,373.54
	IA 1	(b) (6)		
Expense Category: Com. Carrier	Fiscal Year: 2019	Amount: 4,010.03		
Expense Category: Lodging-PerDiem	Fiscal Year: 2019	Amount: 484.74		
Expense Category: M&IE-PerDiem	Fiscal Year: 2019	Amount: 458.50		
Expense Category: Mileage	Fiscal Year: 2019	Amount: 58.00		
Expense Category: Other	Fiscal Year: 2019	Amount: 5.07		
Expense Category: Transportation	Fiscal Year: 2019	Amount: 68.00		
Expense Category: Transxn Fees	Fiscal Year: 2019	Amount: 289.20		
<b>Total:</b>				<b>5,373.54</b>

**Payment Detail Information**

Organization	Label	Accounting String	Payment Method	Amount
GDOEHQ1B1	19 19_20 IA 1	(b) (6)	CASH	516.50
GDOEHQ1B1	19 19_20 IA_1		CBA	4,284.48
GDOEHQ1B1	19 19_20 IA_1		IBA	572.56

**Totals by Label**

GDOEHQ1B1 19 19_20 IA_1 Total	(b) (6)	5,373.54
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**Totals by Payment Method**

CASH Total	516.50
CBA Total	4,284.48
IBA Total	572.56

**Attachments**

Attachments Exist



**Receipt Checklist**

Date	Description	Cost
05/18/19	AIR Airline Flight	\$4,010.03

05/18/19	Lodging	\$0.00
05/19/19	Lodging	\$242.25
05/20/19	Lodging	\$242.49

### Audits

Audit Name	Result	Reason
INDIVIDUALLY BILLED ACCOUNT	FAIL	Airline Flight, dated 05/18/2019, for amount 3273.03 has a payment method of CBA while traveler has an individually billed account. There is an IBA credit card in the traveler's profile, and a CBA credit card was used for transportation costs. Please explain.
	Traveler Justification:	Traveler is traveling under VIP. VIP travel is charged to the House Account.
TRIP DURATION	FAIL	TRIP DURATION GREATER THAN 0 DAYS I have reviewed the requirements to accomplish the mission and determined that alternate means of communication such as video and teleconferencing are insufficient to accomplish the objectives of the travel without eroding mission objectives. ** If travel is required, was the use of non-refundable tickets considered? **
	Traveler Justification:	concur
INDIVIDUALLY BILLED ACCOUNT	FAIL	Travel Fee, dated 05/17/2019, for amount 54.89 has a payment method of CBA while traveler has an individually billed account. There is an IBA credit card in the traveler's profile, and a CBA credit card was used for transportation costs. Please explain.
	Traveler Justification:	VIP Traveler. Airfare charged to House Account
TRAVEL EXPS AUTHRZED	FAIL	MODE NOT AUTHORIZED: 1POC A travel mode was not found on the authorization. This may include air fare, train fare, or mileage costs.
	Traveler Justification:	POV and Parking authorized while on travel.

### Document History 01/30/2020 Vch: VCH292670

Copyright 1989-2009 Concur Government Edition: Concur Inc. Garrish, Theodore J. 26195

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	06/25/2019	11:27AMEST	Brito, Claudette F	
SIGN VOUCHER	06/26/2019	7:32AMEST	Brito, Claudette F	
ADJUSTED	06/26/2019	8:32AMEST	Brito, Claudette F	
REVIEWED	06/26/2019	9:20AMEST	MORROW, LORI Patricia	
APPROVED VOUCHER	06/26/2019	9:28AMEST	Rodrigue, Michael Louis	
PENDING	06/26/2019	9:29AMEST	SYSUTILITY	
REJECT	06/26/2019	4:07PMEST	User, EAI	
ADJUSTED	06/27/2019	5:48AMEST	Brito, Claudette F	
SIGN VOUCHER	06/27/2019	5:49AMEST	Brito, Claudette F	
ADJUSTED	06/27/2019	7:03AMEST	MORROW, LORI Patricia	
REVIEWED	06/27/2019	7:07AMEST	MORROW, LORI Patricia	
PAID	07/03/2019	7:08AMEST	User, EAI	

I certify that the electronic signatures listed above are valid and on file

\_\_\_\_\_  
SIGNED DATE

### Document Signatures

Traveler/Preparer Name:	_____
Traveler/Preparer Signature:	_____
Date:	_____
Approver Name:	_____
Approver Signature:	_____
Date:	_____

**Document Header Information**

Document Type: Vch Document Name: VCH292670  
 Travel Authorization Number: 0AARQF Trip Name: Trip from Washington to Kiev  
 TA Date: 06/25/19 Currency: USD  
 Organization: GDOEHQ1B1 Current Status: SIGN VOUCHER  
 Purpose: MISSION (OPERATIONAL) Document Detail: Meetings regarding corporate governance of Naftogaz, ENR programs.  
 Type Code: Single Trip

**Traveler Profile**

Name: Garrish, Theodore J TID: 26195  
 Organization: GDOEHQ1B1 Title:  
 Duty Station: Security Cl:  
 Card: CARD HOLDER Office Address:  
 EMAIL: theodore.garrish@hq.doc.gov Office Phone: 202-586-1145  
 Cell Phone: Alternate Phone:

**Document Information**

Trip Number: 1  
 Purpose: Meetings regarding corporate governance of Naftogaz, ENR programs.

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/21/19	KYIV, UKR		243.00 / 131.00

**Document Totals**

Total Expenses: 5,373.54  
 Reimbursable Expenses: 1,089.06  
 Non-Reimbursable Expenses: 4,284.48  
 Advance Applied: .00  
 Net to Traveler: 584.50  
 Net to Government: 4,284.48  
 Pay to Charge Card: 504.56

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	4,010.03	.00
Lodging-PerDiem	484.74	.00
M&IE-PerDiem	458.50	.00
Other	131.07	.00
Transxn Fees	289.20	.00
Total Expenses:	5,373.54	.00

**Trip 1 Details**

**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		3,273.03
COMM-CARR	United			.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	678.39



From: IAD-Washington, DC (USA) (Dulles Apt) TO: FRA-Frankfurt, Germany

Air

Saturday May 18, 2019

IAD-Washington, DC (USA) to FRA-Frankfurt, Germany

May 18 United 0989  
Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM  
Confirmation Number: (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/19/2019 7:20AM

Flight Information  
Distance 4068 miles  
No Seat Assigned

b6

Emissions 1586.5 lbs of CO2  
Cost 3,273.03 USD

Sunday May 19, 2019

FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)

May 19 United 9148  
Frankfurt, Germany 05/19/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/19/2019 1:15PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 422.7 lbs of CO2

Hotel

Hyatt

5, Alla Tarasova St Kiev 01001 44-581-1234

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
Total Rate: 606.00 EUR

Air

Wednesday May 22, 2019

KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)

May 22 United 9097  
Kiev, Ukraine (Borispol Apt) 05/22/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/22/2019 3:40PM

Flight Information  
Distance 983 miles  
No Seat Assigned

b6

Emissions 422.7 lbs of CO2

FRA-Frankfurt, Germany to IAD-Washington, DC (USA)

May 22 United 0933  
Frankfurt, Germany 05/22/2019 5:10PM  
Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
Washington, DC (USA) (Dulles Apt) 05/22/2019 8:00PM

Flight Information  
Distance 4068 miles  
No Seat Assigned

b6

(b) (6)

Emissions 1586.5 lbs of CO2

b6

Expenses

Theodore GARRISH

Trip#: 1

Total Non-Per Diem 4,430.30 Total Per Diem 943.24

Expenses: Expenses:

Date	Description	Category	Cost	Pay Method	Per Diem
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/18/2019	Airline Flight	Com. Carrier	4,010.03	CBA	
05/18/2019	Lodging	Lodging-PerDiem	.00	IBA	*
05/18/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/18/2019	Private Vehicle DOE to Airport	Other	15.66	CASH	
05/18/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/19/2019	Lodging	Lodging-PerDiem	242.25	IBA	*

Comment: Conf Num: (b) (6) arrival.	Cmt: Must cancel 24 hours prior to arrival.				
05/19/2019M&IE	b6	M&IE-PerDiem	131.00	CASH	*
05/20/2019Lodging		Lodging-PerDiem	242.49	IBA	*
Comment: Conf Num: (b) (6) arrival.	Cmt: Must cancel 24 hours prior to arrival.				
05/20/2019M&IE		M&IE-PerDiem	131.00	CASH	*
05/21/2019M&IE		M&IE-PerDiem	98.25	CASH	*
05/21/2019Private Vehicle Dulles to Home		Other	42.34	CASH	
05/21/2019Parking Dulles Airport		Other	68.00	CASH	
05/23/2019International Transx Fee		Other	5.07	IBA	
06/25/2019TDY Voucher Fee	(b) (6)	Transxn Fees	14.75	IBA	

b6

**Per Diem Allowances**  
 Trip#: 1 Total Per Diem Allowances: 1 Theodore GARRISH 943.24

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Cont%
05/18/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/19/2019	243.00/131.00	242.25	242.25	131.00	131.00	
05/20/2019	243.00/131.00	242.49	242.49	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQIB1	Label: 19 19_20 IA_1	Acct Code: (b) (6)	5,373.54
Expense Category: Com. Carrier	Fiscal Year: 2019 Amount: 4,010.03	b6	
Expense Category: Lodging-PerDiem	Fiscal Year: 2019 Amount: 484.74		
Expense Category: M&IE-PerDiem	Fiscal Year: 2019 Amount: 458.50		
Expense Category: Other	Fiscal Year: 2019 Amount: 131.07		
Expense Category: Transxn Fees	Fiscal Year: 2019 Amount: 289.20		
<b>Total:</b>			<b>5,373.54</b>

**Payment Detail Information**

Organization Label	Accounting String	Payment Method	Amount
GDOEHQIB1 19 19_20 IA_1	(b) (6)	CASH	584.50
GDOEHQIB1 19 19_20 IA_1		CBA	4,284.48
GDOEHQIB1 19 19_20 IA_1		IBA	504.56

**Totals by Label**  
 GDOEHQIB1 19 19\_20 IA\_1 Total (b) (6) 5,373.54

**Totals by Payment Method**

CASH Total	584.50
CBA Total	4,284.48
IBA Total	504.56

**Attachments** Attachments Exist

**Receipt Checklist**

Date	Description	Cost
05/18/19	AIR Airline Flight	\$4,010.03
05/18/19	Lodging	\$0.00
05/19/19	Lodging	\$242.25
05/20/19	Lodging	\$242.49



**Audits**

Audit Name	Result	Reason
INDIVIDUALLY BILLED ACCOUNT	FAIL	Airline Flight, dated 05/18/2019, for amount 3273.03 has a payment method of CBA while traveler has an individually billed account. There is an IBA credit card in the traveler's profile, and a CBA credit card was used for transportation costs. Please explain.
	Traveler Justification:	Traveler is traveling under VIP. VIP travel is charged to the House Account.
TRIP DURATION	FAIL	TRIP DURATION GREATER THAN 0 DAYS I have reviewed the requirements to accomplish the mission and determined that alternate means of communication such as video and teleconferencing are insufficient to accomplish the objectives of the travel without eroding mission objectives. ** If travel is required, was the use of non-refundable tickets considered? **
	Traveler Justification:	concur
EXPENSE THRESHOLD	FAIL	Ad hoc expense - Taxi DOE to IAD
	Traveler Justification:	Traveler is a VIP. POV expenses are approved.
INDIVIDUALLY BILLED ACCOUNT	FAIL	Travel Fee, dated 05/17/2019, for amount 54.89 has a payment method of CBA while traveler has an individually billed account. There is an IBA credit card in the traveler's profile, and a CBA credit card was used for transportation costs. Please explain.
	Traveler Justification:	Due to change in schedule there were flight changes.

**Document History 06/26/2019 Vch: VCH292670**

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	06/25/2019	11:27AMEST	Brito, Claudette F	
SIGN VOUCHER	06/26/2019	7:32AMEST	Brito, Claudette F	
ADJUSTED	06/26/2019	8:32AMEST	Brito, Claudette F	

**I certify that the electronic signatures listed above are valid and on file**

**SIGNED DATE**

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_  
 Traveler/Preparer Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Approver Name: \_\_\_\_\_  
 Approver Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Ted Garrish

(b) (6)

b6

Company Name/ Компанія Usa Embassy In Ukraine

Room No./ Кімната : (b) (6) **b6**  
Arrival/ Заїзд : 19 MAY 19  
Departure/ Виїзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 25 JUN 19  
Cashier No./ Касир : 239  
Invoice No./ Рахунок N : (b) (6) **b6**  
World of Hyatt : XXXXXX(b) (6)

**COPY OF INVOICE/ КОПІЯ РАХУНКУ**

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Accommodation	(b) (6)	6,322.30	
20 MAY 19	Grill Asia Breakfast Food	Room#(b) (6) CHECK#(b) (6)	206.22	\$235.951
20 MAY 19	Accommodation	(b) (6)	6,328.37	(\$236)
21 MAY 19	CC Visa			12,856.89
	XXXXXXXXXXXXX(b) (6)	XX/XX		

World Of Hyatt Summary	Total/ Всього	12,856.89	12,856.89
Bonus Codes:	VAT Excluded/ Баланс без податків	10,714.08 UAH	
Qualifying Nights: 2	VAT 20%/ ПДВ 20%	2,142.82 UAH	
Eligible Spend: 10,714.08	City Tax / Місцевий збір	0.00 UAH	
Redemption Elig ble: 206.22	Excise Tax 5% / Акцизний збір 5%	0.00 UAH	
Summary Invoice, please see front desk for eligible details.	VAT Included/ Баланс з податками	12,856.89 UAH	
	<b>Balance/ Баланс</b>	<b>0.00 UAH</b>	

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Ted Garrish

Room No./ Кімната : (b) (6) **b6**

(b) (6)

Arrival/ Заїзд : 19 MAY 19

Departure/ Виїзд : 21 MAY 19

**b6**

Page No./ Сторінка : 1 of 1

Date/ Дата : 25 JUN 19

Cashier No./ Касир : 239

Invoice No./ Рахунок N : (b) (6) **b6**

Company Name/ Компанія Usa Embassy In Ukraine

World of Hyatt : XXXXXX(b) (6)

**COPY OF INVOICE/ КОПІЯ РАХУНКУ**

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Accommodation		41.73	
20 MAY 19	Accommodation		41.73	\$1.55738
21 MAY 19	CC Visa			\$1.56
				83.46
				Rounded off to
				\$2.00
	XXXXXXXXXXXXX(b) (6)	XX/XX		

**World Of Hyatt Summary**

**Total/ Всього 83.46 83.46**

Bonus Codes:

Qualifying Nights: 2

Eligible Spend: 10,714.08

Redemption Eligible: 206.22

VAT Excluded/ Баланс без податків 0.00 UAH

VAT 20%/ ПДВ 20% 0.00 UAH

City Tax / Місцевий збір 83.46 UAH

Excise Tax 5% / Акцизний збір 5% 0.00 UAH

VAT Included/ Баланс з податками 83.46 UAH

**Balance/ Баланс 0.00 UAH**

Summary Invoice, please see front desk for eligible details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

**Signature/ Підпис** \_\_\_\_\_



Phone: (205) 444-1665  
 Toll Free: (888) 205-2369  
[doeagents@adtrav.com](mailto:doeagents@adtrav.com)

Saturday, May 18, 2019 11:52 AM  
**Booking Locator:** (b) (6)

**After Hours/VIT Code** (b) (6)  
 service nonstop 24/7/365

b6

**THEODORE JOHN GARRISH**  
 Department of Energy

**Ticket(s) Issued**  
 This is your travel invoice

**TRAVEL AUTHORIZATION APPROVED**

**NOTE: Please verify all dates, times, and destinations listed on this itinerary. Immediately notify your ADTRAV agent of any discrepancies. Adjustments made after ticketing may increase the cost.**

**Washington, DC, US - to - Kiev, UA**  
 Saturday, May 18 ► Tuesday, May 21

**Traveler:** THEODORE JOHN GARRISH  
**Traveler Info:** n/a  
**Trip Includes:** Air, Hotel Segments **Date Created:** May 17, 2019  
**Booked By:** GARRISH/T **Booking Source:** Agent  
**Transaction Type:** **Date Ticketed/Confirmed:** May 17, 2019

**Washington, DC, US - to - Frankfurt, DE**  
 Departs: Saturday - May 18

**Check In**  
**Flight# 0989**

b6

**SUPPLIER RECORD LOCATOR** (b) (6)

**Carrier:** United Airlines  
**Departs:** Washington Dulles International Airport (IAD) Saturday - May 18 - 5:25 PM  
**Arrives:** Frankfurt International Airport (FRA) (Terminal: TERMINAL 1) Sunday - May 19 - 7:20 AM  
**Seat #:** 34D **Ticket #:** (b) (6)

b6

**Carrier Locator:** (b) (6) **Meal:** N/A  
**Status:** Segment Confirmed **Info:** Stops: 0, Time: 7.55, Miles: 4065  
**Class:** ECONOMY (U) **Equipment:** Boeing 777 (2 Engine Jet)  
**Frequent Flyer:** (b) (6) **b6**

Remarks

**Frankfurt, DE - to - Kiev Ukraine, UA**  
 Departs: Sunday - May 19

**Check In**  
**Flight# 9148**

b6

**SUPPLIER RECORD LOCATOR** (b) (6)



Carrier: United Airlines Operated by: LUFTHANSA

Departs: Frankfurt International Airport (FRA) Sunday - May 19 - 9:50 AM  
(Terminal:TERMINAL 1)

Arrives: Borispol Airport (KBP) Sunday - May 19 - 1:15 PM  
(Terminal:TERMINAL D - INTL/DOMESTIC) b6

Seat #: Airport Check-in Ticket #: (b) (6)


Carrier Locator: (b) (6) b6 Meal: N/A

Status: Segment Confirmed Info: Stops: 0, Time: 2.25, Miles: 975

Class: ECONOMY (U) Equipment: Airbus Industrie (2 Engine Jet)

Frequent Flyer: (b) (6) b6

Remarks

 **Hyatt**  
Sunday - May 19 - to - Wednesday - May 22

**HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES HOTEL MUST BE CANCELLED BY 24 HOURS PRIOR TO 5/19/2019 TO AVOID CHARGES**

Hotel: Hyatt Regency Kiev  
5 A Tarasova Street  
Kiev Ua 01001  
Phone: 380-44-5811234  
Fax: 380-44-5811235

Check In: Sunday - May 19

Check Out: Wednesday - May 22

Confirmation: (b) (6) b6

Rate Info: 202.00 EUR Per Diem Rate: \$140.00

Other Info: Number of Rooms: 1, Number of Guests (b) (6)  
Room Description: KINGFPLP  
FEDROOMS 1 KING BED  
CITY 1 KING (b) (6)

C CANCEL 24 HOURS PRIOR TO ARRIV b6  
TTX 5.40 TTL TAX  
TSC 0.00 TTL SURCHARGE  
TP 813.40 EUR APPROX. TTL PRICE  
TD INCLUDES TAXES AND SURCHARGES

Corporate Membership: (b) (6) b6

Personal Membership:

 **Kiev Ukraine, UA - to - Frankfurt, DE**

[Check In](#)

SUPPLIER RECORD LOCATOR (b) (6)	
Carrier:	Lufthansa <span style="float: right;">b6</span>
Departs:	Borispol Airport (KBP) Tuesday - May 21 - 2:05 PM
Arrives:	Frankfurt International Airport (FRA) Tuesday - May 21 - 3:40 PM (Terminal:TERMINAL 1) <span style="float: right;">b6</span>
Seat #:	Airport Check-in Ticket #: (b) (6)
Carrier Locator:	(b) (6) <span style="float: right;">b6</span> Meal: N/A
Status:	Segment Confirmed Info: Stops: 0, Time: 2.35, Miles: 975
Class:	ECONOMY (Y) Equipment: 32A
Frequent Flyer:	(b) (6) <span style="float: right;">b6</span>
Remarks	

 **Frankfurt, DE - to - Washington, DC, US** Check In  
**Departs: Tuesday - May 21** **Flight# 0933**

SUPPLIER RECORD LOCATOR (b) (6)	
Carrier:	United Airlines <span style="float: right;">b6</span>
Departs:	Frankfurt International Airport (FRA) Tuesday - May 21 - 5:10 PM (Terminal:TERMINAL 1)
Arrives:	Washington Dulles International Tuesday - May 21 - 8:00 PM Airport (IAD) <span style="float: right;">b6</span>
Seat #:	46D Ticket #: (b) (6)
Carrier Locator:	(b) (6) <span style="float: right;">b6</span> Meal: N/A
Status:	Segment Confirmed Info: Stops: 0, Time: 8.50, Miles: 4065
Class:	ECONOMY (S) Equipment: Boeing 777 (2 Engine Jet)
Frequent Flyer:	(b) (6) <span style="float: right;">b6</span>
Remarks	

INVOICE AND PAYMENT RECEIPT

AIRFARE UNITED AIRLINES	
TICKET (b) (6)	ISSUED 5/17/2019
INVOICE (b) (6)	CHARGED TC(b) (6) <span style="float: right;">b6</span> \$ 3,273.03
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE	\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL	\$ 13.30
RECEIPT (b) (6)	ISSUED 5/17/2019
<b>TOTAL CHARGES 5/17/2019 0818A</b> <span style="float: right;">b6</span>	<b>\$ 3,327.92</b>
<b>PAYMENT RECEIVED 5/17/2019 0818A</b>	<b>-\$ 3,327.92</b>

AMERICAN OVERSIGHT



ORIGINAL TICKET NUMBER (b) (6)		\$ 3,273.03
NEW TICKET NUMBER (b) (6)	b6	\$ 1,731.20
AIRFARE DIFFERENCE		\$ (1,541.83)
EVEN EXCHANGE TICKET (b) (6) ISSUED 5/17/2019		\$ 0.00
INVOICE (b) (6)	b6	
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.34
SERVICE FEE-TOTAL RECEIPT (b) (6) ISSUED 5/17/2019		
INVOICE (b) (6) CHARGED TO (b) (6)	b6	
<b>TOTAL CHARGES 5/17/2019 1142A</b>		<b>\$ 54.89</b>
<b>PAYMENT RECEIVED 5/17/2019 1142A</b>		<b>-\$ 54.89</b>
ORIGINAL TICKET NUMBER (b) (6)		\$ 1,731.20
NEW TICKET NUMBER (b) (6)	b6	\$ 2,172.60
AIRFARE DIFFERENCE		\$ 441.40
ADDITIONAL COLLECTION TICKET (b) (6) ISSUED 5/17/2019		\$ 441.40
INVOICE (b) (6) TO (b) (6)	b6	
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.34
SERVICE FEE-TOTAL RECEIPT (b) (6) ISSUED 5/17/2019		
INVOICE (b) (6) CHARGED TO (b) (6)	b6	
<b>TOTAL CHARGES 5/17/2019 0459P</b>		<b>\$ 496.29</b>
<b>PAYMENT RECEIVED 5/17/2019 0459P</b>		<b>-\$ 496.29</b>
ORIGINAL TICKET NUMBER (b) (6)		\$ 2,172.60
NEW TICKET NUMBER (b) (6)	b6	\$ 1,731.20
AIRFARE DIFFERENCE		\$ (441.40)
EVEN EXCHANGE TICKET (b) (6) ISSUED 5/17/2019		\$ 0.00
INVOICE (b) (6)	b6	
SERVICE FEE-AIR INTERNATIONAL FULL SERVICE		\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL		\$ 13.34
SERVICE FEE-TOTAL RECEIPT (b) (6) ISSUED 5/17/2019		
INVOICE (b) (6) CHARGED TO (b) (6)	b6	
<b>TOTAL CHARGES 5/17/2019 0644P</b>		<b>\$ 54.89</b>
<b>PAYMENT RECEIVED 5/17/2019 0644P</b>		<b>-\$ 54.89</b>
ORIGINAL TICKET NUMBER (b) (6)		\$ 1,731.20
NEW TICKET NUMBER (b) (6)	b6	\$ 4,010.03
AIRFARE DIFFERENCE		\$ 2,278.83
ADDITIONAL COLLECTION TICKET (b) (6) ISSUED 5/18/2019		\$ 2,278.83
INVOICE (b) (6) TO (b) (6)	b6	

SERVICE FEE-AIR INTERNATIONAL FULL SERVICE	\$ 41.55
SERVICE FEE-AGENT RESERVATION VIP SERVICE INTERNATIONAL	\$ 13.34
SERVICE FEE-TOTAL	
RECEIPT <sup>(b) (6)</sup> ISSUED 5/18/2019	
INVOICE <sup>(b) (6)</sup> CHARGED TO <sup>(b) (6)</sup> b6	
<b>TOTAL CHARGES 5/18/2019 1126A</b>	<b>\$ 2,333.72</b>
<b>PAYMENT RECEIVED 5/18/2019 1126A</b>	<b>-\$ 2,333.72</b>
<b>BALANCE DUE AS OF 05/18/2019 1152 A</b>	<b>\$ 0.00</b>

REMARKS

UA9148 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
UA9097 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
INTERNATIONAL TRAVELERS PLEASE RE-CONFIRM YOUR  
INTERNATIONAL FLIGHTS 72 HOURS PRIOR TO DEPARTURE  
TO AVOID POSSIBLE CANCELLATION  
PASSPORT REQUIRED FOR INTERNATIONAL TRAVEL  
VISA MAY BE REQUIRED FOR TRAVEL ITINERARY  
CREDIT CARD REQUIRED AT CHECK-IN  
CHECK WWW.CDC.GOV/TRAVEL FOR TRAVEL HEALTH ADVISORIES  
PROPER DOCUMENTATION IS REQUIRED FOR ENTRY INTO ARRIVAL COUNTRY  
AIRPORT FEES MAY BE COLLECTED UPON ARRIVAL OR DEPARTURE  
CHECK WWW.DHS.GOV/TRAVEL-ALERTS FOR COUNTRY TRAVEL ADVISORIES  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES  
CHECK-IN TIMES ARE 90 MINUTES PRIOR FOR DOMESTIC FLIGHTS  
OR 120 MINUTES FOR INTERNATIONAL FLIGHTS  
PREFERRED SEAT NOT AVAIL. CHECKS CONT. UNTIL DEPART DATE  
YOUR SPECIAL MEAL HAS BEEN REQUESTED IF APPLICABLE  
LH2544 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
ALL LUFTHANSA AIRFARES INCLUDE A 17.50  
NON-REFUNDABLE FEE FROM THE AIRLINE.  
LH1491 ALL SEATS THIS FLIGHT ARE AIRPORT CHECK-IN ONLY  
DOT REQUIRES ADTRAV DISPLAY BAG ALLOWANCES AND SERVICE CHARGES OR PROVIDE A  
HYPERLINK WHERE BAGGAGE INFORMATION IS AVAILABLE.  
FOR THIS TRIP PLEASE VISIT THE LINK(S) LISTED BELOW  
FOR Lufthansa VISIT <http://www.lufthansa.com/us/en/Free-baggage-rules>

**Note:** Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids aboard the aircraft. For complete information on these restrictions, contact your airline or go to [www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/).

ADTRAV Government :: 4555 Southlake Parkway :: Birmingham AL, 35244  
Phone: (888) 205-2369 :: 24/7/365  
Fax: (205) 444-4829  
[doeagents@adtrav.com](mailto:doeagents@adtrav.com)





ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

DOE-Department of Energy (ETS2)  
 DC

b6  
 (b) (6)  
 Sale Invoice No:  
 Date Issued: 5/17/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	Flight	A/L	Depart	Arrive
From	To				
Garrish/Theodore John Service Fee	(b) (6)	5/17/2019		0AARQF	54.89
	Service Fees ARC				
Garrish/Theodore John Intl Air	(b) (6)	5/18/2019	5/22/2019	0AARQF	3,273.03
IAD Washington -Dulles	FRA Frankfurt	989	UA	5/18/2019 5:25 PM	5/19/2019 7:20 AM
FRA Frankfurt	KBP Kiev-Borispol	9148	UA	5/19/2019 9:50 AM	5/19/2019 1:15 PM
KBP Kiev-Borispol	FRA Frankfurt	9097	UA	5/22/2019 2:05 PM	5/22/2019 3:40 PM
FRA Frankfurt	IAD Washington -Dulles	933	UA	5/22/2019 5:10 PM	5/22/2019 8:00 PM

b6

Payments Applied To This Invoice				
(b) (6)	Received	5/17/2019	Pymt For Inv # (b) (6)	-3,273.03
b6	Received	5/17/2019	Pymt For Inv #	-54.89 ✓
				-3,327.92

b6

Invoice Total 3,327.92  
 Payment Total -3,327.92  
 Balance Due 0.00



ADTRAV  
4555 Southlake Pkwy  
Birmingham, AL 35244  
Phone 205-444-4800  
Fax 205-444-4826

b6

DOE-Department of Energy (ETS2)  
DC

Sale Invoice No: <sup>(b) (6)</sup>  
Date Issued: 5/17/2019  
Agent: Green/Brian  
Rec Loc: <sup>(b) (6)</sup>

b6

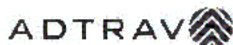
Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Garrish/Theodore John Service Fee	(b) (6) Service Fees ARC	5/17/2019		0AARQF	54.89 ✓

Payments Applied To This Invoice					
(b) (6)	Received	5/17/2019	Pymt For Inv # <sup>(b) (6)</sup>		-54.89

b6

b6

Invoice Total	54.89
Payment Total	-54.89
Balance Due	0.00



ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

Document 31

b6

DOE-Department of Energy (ETS2)  
 DC

Refund Invoice No: (b) (6)  
 Date Issued: 5/17/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Garrish/Theodore John Intl Air	(b) (6) United	5/18/2019	5/19/2019	0AARQF	-441.40
	Exch: (b) (6)				
IAD Washington -Dulles	FRA Frankfurt 989 UA	5/18/2019 5:25 PM		5/19/2019 7:20 AM	
FRA Frankfurt	KBP Kiev-Borispol 9148 UA	5/19/2019 9:50 AM		5/19/2019 1:15 PM	

Payments Applied To This Invoice				
(b) (6)	Made	5/17/2019	Pymt For Inv # (b) (6)	441.40

b6

b6

Invoice Total -441.40  
 Payment Total 441.40  
 Balance Due 0.00

DOE-Department of Energy (ETS2)  
 DC

b6  
 Sale Invoice No: <sup>(b) (6)</sup>  
 Date Issued: 5/17/2019  
 Agent: Green/Brian  
 Rec Loc: <sup>(b) (6)</sup>

b6

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare	
Type	Airline/Vendor	Flight	A/L	Depart	Arrive	
From	Ticket/Conf No	To				
Garrish/Theodore John Service Fee	(b) (6)			5/17/2019	0AARQF	54.89 ✓
				Service Fees ARC		
Garrish/Theodore John Intl Air	(b) (6)		United	5/18/2019	5/19/2019	441.40
	Exch: (b) (6)					
IAD Washington -Dulles	MUC Munich	106	UA	5/18/2019 5:25 PM	5/19/2019 7:40 AM	
MUC Munich	KBP Kiev-Borispol	2544	LH	5/19/2019 12:35 PM	5/19/2019 3:45 PM	

b6

b6

Payments Applied To This Invoice				
(b) (6)	Received	5/17/2019	Pynt For Inv # <sup>(b) (6)</sup>	-441.40
	Received	5/17/2019	Pynt For Inv #	-54.89
				-496.29

Invoice Total	496.29
Payment Total	-496.29
Balance Due	0.00



ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

Document 33

DOE-Department of Energy (ETS2)  
 DC

b6  
 Sale Invoice No: (b) (6)  
 Date Issued: 5/17/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

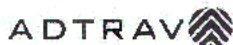
Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	Flight	A/L	Depart	Arrive
From	Ticket/Conf No	To			
Garrish/Theodore John	(b) (6)	5/17/2019		0AARQF	54.89 ✓
Service Fee	(b) (6)	Service Fees ARC			

Payments Applied To This Invoice					
(b) (6)	Received	5/17/2019	Pymt For Inv #	(b) (6)	-54.89
(b) (6)					

b6

b6

**Invoice Total 54.89**  
**Payment Total -54.89**  
**Balance Due 0.00**



ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

DOE-Department of Energy (ETS2)  
 DC

Refund Invoice No: <sup>(b) (6)</sup>  
 Date Issued: 5/17/2019  
 Agent: Green/Brian  
 Rec Loc: <sup>(b) (6)</sup>

b6

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Garrish/Theodore John Intl Air	<sup>(b) (6)</sup> United	5/18/2019	5/19/2019	0AARQF	-1,541.83
	Exch: <sup>(b) (6)</sup>				
IAD Washington -Dulles	FRA Frankfurt 989 UA	5/18/2019 5:25 PM		5/19/2019 7:20 AM	
FRA Frankfurt	KBP Kiev-Borispol 9148 UA	5/19/2019 9:50 AM		5/19/2019 1:15 PM	

Payments Applied To This Invoice				
<sup>(b) (6)</sup>	Made	5/17/2019	Pymt For Inv # <sup>(b) (6)</sup>	1,541.83

b6

b6

Invoice Total -1,541.83  
 Payment Total 1,541.83  
 Balance Due 0.00





ADTRAV  
 4555 Southlake Pkwy  
 Birmingham, AL 35244  
 Phone 205-444-4800  
 Fax 205-444-4826

DOE-Department of Energy (ETS2)  
 DC

b6  
 Sale Invoice No: (b) (6)  
 Date Issued: 5/18/2019  
 Agent: Green/Brian  
 Rec Loc: (b) (6)

b6

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Garrish/Theodore John Intl Air	(b) (6) b6 United	5/18/2019	5/21/2019	0AARQF	2,278.83
IAD Washington -Dulles	FRA Frankfurt 989 UA	5/18/2019 5:25 PM		5/19/2019 7:20 AM	
FRA Frankfurt	KBP Kiev-Borispol 9148 UA	5/19/2019 9:50 AM		5/19/2019 1:15 PM	
KBP Kiev-Borispol	FRA Frankfurt 1491 LH	5/21/2019 2:05 PM		5/21/2019 3:40 PM	
FRA Frankfurt	IAD Washington 933 UA	5/21/2019 5:10 PM		5/21/2019 8:00 PM	
	-Dulles				

Garrish/Theodore John Service Fee	(b) (6)	5/18/2019		0AARQF	54.89 ✓
				Service Fees ARC	

Garrish/Theodore John Hotel	(b) (6) b6	5/19/2019	5/22/2019	0AARQF Guaranteed To: (b) (6)	b6
				Hyatt Regency Kiev Ukraine 5 A Tarasova Street Kiev UA 01001 +380 (44) 581-1234	

Payments Applied To This Invoice				
(b) (6)	Received	5/18/2019	Pynt For Inv # (b) (6)	-2,278.83
	b6 Received	5/18/2019	Pynt For Inv #	b6 -54.89
	b6			-2,333.72

Invoice Total 2,333.72  
 Payment Total -2,333.72  
 Balance Due 0.00

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Ted Garrish

Room No./ Кімната : (b) (6) **b6**

(b) (6)

Arrival/ Заїзд : 19 MAY 19

Departure/ Виїзд : 21 MAY 19

**b6**

Page No./ Сторінка : 1 of 1

Date/ Дата : 25 JUN 19

Cashier No./ Касир : 239

Invoice No./ Рахунок N : (b) (6) **b6**

Company Name/ Компанія Usa Embassy In Ukraine

World of Hyatt : XXXXXX(b) (6)

**COPY OF INVOICE/ КОПІЯ РАХУНКУ**

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Accommodation	(b) (6)	6,322.30	
20 MAY 19	Grill Asia Breakfast Food	<b>b6</b> Room# (b) (6) CHECK# (b) (6)	206.22	\$235.951
20 MAY 19	Accommodation	(b) (6)	6,328.37	(\$236)
21 MAY 19	CC Visa			12,856.89
	XXXXXXXXXXXXX(b) (6)	XX/XX		

World Of Hyatt Summary	Total/ Всього	12,856.89	12,856.89
Bonus Codes:	VAT Excluded/ Баланс без податків	10,714.08 UAH	
Qualifying Nights: 2	VAT 20%/ ПДВ 20%	2,142.82 UAH	
Eligible Spend: 10,714.08	City Tax / Місцевий збір	0.00 UAH	
Redemption Elig ble: 206.22	Excise Tax 5% / Акцизний збір 5%	0.00 UAH	
Summary Invoice, please see front desk for eligible details.	VAT Included/ Баланс з податками	12,856.89 UAH	
	<b>Balance/ Баланс</b>	<b>0.00 UAH</b>	

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_



**Transactions (con't)**

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
05/24	05/21	4722	(b) (6)	5 JTB GLOBAL MARKETING & T TOKYO FOREIGN CURRENCY: 45,000 CONVERSION DATE: 05/21/2019	14000 JPY 411.11
05/24	05/24	0000		6 CROSS BORDER PROCESSING FEE	4.11
05/24	05/24	0000		7 CITIBANK MCV -	USA 75.00 PY



<b>FINANCE CHARGE SUMMARY</b>			Your Annual Percentage Rate (APR) is the annual interest rate on your account.	
Type of Balance	Annual Percentage Rates	Periodic Rate*	Balance Subject to Finance Charges	
PURCHASE AND FEES	0.00%	0.0000% (M)	\$0.00	
CASH	0.00%	0.0000% (M)	\$0.00	

\* (D) Daily Rate  
(M) Monthly Rate

**Document Header Information**

Document Type:	Vch	Document Name:	VCH287163
Travel Authorization Number:	0AAROO	Trip Name:	Trip from Washington to Kiev
TA Date:	05/23/19	Currency:	USD
Organization:	GDOEHQ1501	Current Status:	PAID
Purpose:	SPECIAL MISSION	Document Detail:	traveling with s1
Type Code:	Single Trip		

**Traveler Profile**

Name:	Szymanski, Jessica Murphy	TID:	41245
Organization:	GDOEHQ1501	Title:	Press Assistant
Duty Station:	HQ - Forrestal	Security Cl:	
Card:	DOE TRAVELER	Office Address:	1000 Independence Ave  washington DC, DC 20585
EMAIL:	jessica.szymanski@hq.doe.gov	Office Phone:	202-586-4940
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number: 1  
Purpose: traveling with s1

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/20/19	KYIV, UKR	SPECIAL MISSION	243.00 / 131.00

**Document Totals**

Total Expenses:	5,376.04
Reimbursable Expenses:	1,328.03
Non-Reimbursable Expenses:	4,048.01
Advance Applied:	.00
Net to Traveler:	589.50
Net to Government:	4,048.01
Pay to Charge Card:	738.53

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	3,938.23	.00
Lodging-PerDiem	723.78	.00
M&IE-PerDiem	589.50	.00
Transxn Fees	124.53	.00
Total Expenses:	5,376.04	.00

**Trip 1 Details****Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		3,938.23
COMM-CARR	United			.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	902.50

**Trip Itinerary**

From: IAD-Washington, DC (USA) (Dulles Apt) TO: FRA-Frankfurt, Germany

Air

Friday May 17, 2019

IAD-Washington, DC (USA) to FRA-Frankfurt, Germany

May 17 United 0989  
Washington, DC (USA) (Dulles Apt) 05/17/2019 5:25PM  
Confirmation Number (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/18/2019 7:20AM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2  
Cost 3,938.23 USD

IAD-Washington, DC (USA) to FRA-Frankfurt, Germany

May 17 United 0989  
Washington, DC (USA) (Dulles Apt) 05/17/2019 5:25PM  
Confirmation Number: (b) (6)

Duration: 7 Hours 55 Minutes Nonstop  
Frankfurt, Germany 05/18/2019 7:20AM

Flight Information b6  
Distance 4068 miles  
No Seat Assigned

Emissions 1586.5 lbs of CO2  
Cost 3,938.23 USD

Saturday May 18, 2019

FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)

May 18 United 9148  
Frankfurt, Germany 05/18/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/18/2019 1:15PM

Flight Information b6  
Distance 983 miles  
No Seat Assigned

Emissions 422.7 lbs of CO2

FRA-Frankfurt, Germany to KBP-Kiev, Ukraine (Boris)

May 18 United 9148  
Frankfurt, Germany 05/18/2019 9:50AM  
Confirmation Number: (b) (6)

Duration: 2 Hours 25 Minutes Nonstop  
Kiev, Ukraine (Borispol Apt) 05/18/2019 1:15PM

Flight Information b6  
Distance 983 miles  
No Seat Assigned

Emissions 422.7 lbs of CO2

Hotel

Hyatt

5, Alla Tarasova St Kiev 01001 44-581-1234

May 18 Checking in: 05/18/2019

Checking out: 05/22/2019  
Total Rate: 808.00 EUR

Hyatt

5, Alla Tarasova St Kiev 01001 44-581-1234

May 18 Checking in: 05/18/2019

Checking out: 05/22/2019  
Total Rate: 808.00 EUR

Air

Tuesday May 21, 2019

KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information b6  
Distance 983 miles  
No Seat Assigned

Emissions 383.4 lbs of CO2

KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)

May 21 United 9097  
Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
Frankfurt, Germany 05/21/2019 3:40PM

Flight Information b6  
Distance 983 miles  
No Seat Assigned

Emissions 383.4 lbs of CO2

FRA-Frankfurt, Germany to IAD-Washington, DC (USA)

AMERICAN  
OVERSIGHT

May 21 United 0933 Frankfurt, Germany 05/21/2019 5:10PM Confirmation Number: (b) (6) Duration: 8 Hours 50 Minutes Nonstop Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information Distance 4068 miles No Seat Assigned Emissions 1586.5 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933 Frankfurt, Germany 05/21/2019 5:10PM Confirmation Number: (b) (6) Duration: 8 Hours 50 Minutes Nonstop Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information Distance 4068 miles No Seat Assigned Emissions 1586.5 lbs of CO2

**Expenses**

Trip#: 1		Total Non-Per Diem Expenses:	4,062.76	Total Per Diem Expenses:	1,313.28
Date	Description	Category	Cost	Pay Method	Per Diem
05/16/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/17/2019	Airline Flight	Com. Carrier	3,938.23	CBA	
05/17/2019	Lodging	Lodging-PerDiem	.00	IBA	*
05/17/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/18/2019	Lodging	Lodging-PerDiem	241.26	IBA	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/18/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/19/2019	Lodging	Lodging-PerDiem	241.26	IBA	*
Comment: Conf Num (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Lodging	Lodging-PerDiem	241.26	IBA	*
Comment: Conf Num: (b) (6) Cmt: Must cancel 24 hours prior to arrival.					
05/20/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Travel Fee	Transxn Fees	54.89	CBA	
Comment: LB VIP Services					
05/21/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/23/2019	TDY Voucher Fee	Transxn Fees	14.75	IBA	

**Per Diem Allowances**

Trip#: 1		Total Per Diem Allowances:			1,313.28	
Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/17/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/18/2019	243.00/131.00	241.26	241.26	131.00	131.00	
05/19/2019	243.00/131.00	241.26	241.26	131.00	131.00	
05/20/2019	243.00/131.00	241.26	241.26	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQ1501	Label: 18	Acct Code:	(b) (6)	5,376.04
Expense Category: Com. Carrier		Fiscal Year: 2018	Amount: 3,938.23	
Expense Category: Lodging-PerDiem		Fiscal Year: 2018	Amount: 723.78	
Expense Category: M&IE-PerDiem		Fiscal Year: 2018	Amount: 589.50	
Expense Category: Transxn Fees		Fiscal Year: 2018	Amount: 124.53	
<b>Total:</b>			<b>5,376.04</b>	

**Payment Detail Information**

Organization Label	Accounting String	Payment Method	Amount
GDOEHQ150118 150000WA1721	(b) (6)	CASH	589.50
GDOEHQ150118 150000WA1721		CBA	4,048.01
GDOEHQ150118 150000WA1721		IBA	738.53

**Totals by Label**

GDOEHQ150118 150000WA1721	Total		5,376.04
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**Totals by Payment Method**

CASH Total	589.50
CBA Total	4,048.01
IBA Total	738.53

**Attachments**

Attachments Exist

**Receipt Checklist**

Date	Description	Cost
05/17/19	AIR Airline Flight	\$3,938.23
05/17/19	Lodging	\$0.00
05/18/19	Lodging	\$241.26
05/19/19	Lodging	\$241.26
05/20/19	Lodging	\$241.26

**Audits**

Audit Name	Result	Reason
ACTUALS AUTHORIZED	FAIL	MAXIMUM AUTHORIZED LODGING COST EXCEEDED - 05/18/2019 Actual lodging and/or M&IE costs were Not Approved on Authorization . Remove voucher to amend authorization.
	Traveler Justification:	traveling with s3 per diem not available
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.
	Traveler Justification:	traveling with s3 per diem not available

**Document History 01/30/2020 Vch: VCH287163****Copyright 1989-2009 Concur Government Edition: Concur Inc. Szymanski, Jessica Murphy. 41245**

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/23/2019	4:30AMEST	Herron, Vernon dewayne	
	05/28/2019	9:49AMEST	Herron, Vernon dewayne	
SIGN VOUCHER	05/28/2019	9:49AMEST	Herron, Vernon dewayne	
APPROVED VOUCHER	05/28/2019	9:52AMEST	ATKINSON, DEBRA Elaine	
PENDING	05/28/2019	9:52AMEST	SYSUTILITY	
Voucher Processing	05/28/2019	4:09PMEST	User, EAI	
PAID	05/30/2019	12:09PMEST	User, EAI	

I certify that the electronic signatures listed above are valid and on file

SIGNED DATE

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Hyatt Regency Kyiv  
5, A. Tarasova Street  
01001 Kyiv, Ukraine

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Jessica Murphy Szymanski

Ukraine

Room No./ Кімната (b) (6) **b6**  
Arrival/ Заїзд : 18 MAY 19  
Departure/ Виїзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 21 MAY 19  
Cashier No./ Касир :

World of Hyatt :

### INFORMATION INVOICE/ ІНФОРМАЦІЙНИЙ РАХУНОК

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
18 MAY 19	Accommodation	(b) (6)	6,364.03	
19 MAY 19	Accommodation		6,364.03	
20 MAY 19	Grill Asia Breakfast Food	Room# (b) (6) CHECK# (b) (6) <b>b6</b>	206.22	
20 MAY 19	Accommodation	(b) (6)	6,370.10	

#### World Of Hyatt Summary

<b>Total/ Всього</b>	<b>19,304.38</b>	<b>0.00</b>
No Membership to be credited.	VAT Excluded/ Баланс без податків	15,982.66 UAH
Join World Of Hyatt today and start earning points for stays, dining and more. Visit WorldOfHyatt.com.	VAT 20%/ ПДВ 20%	3,196.53 UAH
	City Tax / Місцевий збір	125.19 UAH
	Excise Tax 5% / Акцизний збір 5%	0.00 UAH
Summary invoice, please see front desk for eligibility details.	VAT Included/ Баланс з податками	19,304.38 UAH
	<b>Balance/ Баланс</b>	<b>19,304.38 UAH</b>

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_

**Document Header Information**

Document Type:	Vch	Document Name:	VCH287176
Travel Authorization Number:	0AARS6	Trip Name:	Trip from Washington to Munich
TA Date:	05/23/19	Currency:	USD
Organization:	GDOEHQ15	Current Status:	PAID
Purpose:	SPECIAL MISSION	Document Detail:	traveling with S1
Type Code:	Single Trip		

**Traveler Profile**

Name:	Vande Beek, Dirk John	TID:	42446
Organization:	GDOEHQ15	Title:	Director
Duty Station:	Washington DC	Security Cl:	
Card:	DOE TRAVELER	Office Address:	1000 independence Ave  washington, DC 20585
EMAIL:	dirk.vandebeek@hq.doe.gov	Office Phone:	202-586-1760
Cell Phone:		Alternate Phone:	

**Document Information**

Trip Number: 1  
Purpose: traveling with S1

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
05/18/19	05/21/19	KYIV, UKR	SPECIAL MISSION	243.00 / 131.00

**Document Totals**

Total Expenses:	5,359.71
Reimbursable Expenses:	1,088.21
Non-Reimbursable Expenses:	4,271.50
Advance Applied:	.00
Net to Traveler:	458.50
Net to Government:	4,271.50
Pay to Charge Card:	629.71

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	4,106.83	.00
Lodging-PerDiem	482.52	.00
M&IE-PerDiem	458.50	.00
Other	18.00	.00
Transportation	114.44	.00
Transxn Fees	179.42	.00
Total Expenses:	5,359.71	.00

**Trip 1 Details****Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		4,106.83
COMM-CARR	Lufthansa			.00
COMM-CARR	United			.00
COMM-CARR	United			.00
LODGE	Hyatt		Kiev	676.30

**Trip Itinerary**

From: IAD-Washington, DC (USA) (Dulles Apt) TO: MUC-Munich, Germany

**Air**

**Saturday May 18, 2019**

**IAD-Washington, DC (USA) to MUC-Munich, Germany**

May 18 United 0106  
 Washington, DC (USA) (Dulles Apt) 05/18/2019 5:25PM  
 Confirmation Number: (b) (6)

Duration: 8 Hours 15 Minutes Nonstop  
 Munich, Germany 05/19/2019 7:40AM

Flight Information b6  
 Distance 4249 miles  
 No Seat Assigned

Emissions 1657.1 lbs of CO2  
 Cost 4,106.83 USD

**Sunday May 19, 2019**

**MUC-Munich, Germany to KBP-Kiev, Ukraine (Boris)**

May 19 Lufthansa 2544  
 Munich, Germany 05/19/2019 12:35PM  
 Confirmation Number (b) (6)

Duration: 2 Hours 10 Minutes Nonstop  
 Kiev, Ukraine (Borispol Apt) 05/19/2019 3:45PM

Flight Information b6  
 Distance 868 miles  
 No Seat Assigned

Emissions 373.2 lbs of CO2

**Hotel**

**Hyatt**

**5, Alla Tarasova St Kiev 01001 44-581-1234**

May 19 Checking in: 05/19/2019

Checking out: 05/22/2019  
 Total Rate: 606.00 EUR

**Air**

**Tuesday May 21, 2019**

**KBP-Kiev, Ukraine (Boris to FRA-Frankfurt, Germany)**

May 21 United 9097  
 Kiev, Ukraine (Borispol Apt) 05/21/2019 2:05PM  
 Confirmation Number: (b) (6)

Duration: 2 Hours 35 Minutes Nonstop  
 Frankfurt, Germany 05/21/2019 3:40PM

Flight Information b6  
 Distance 983 miles  
 No Seat Assigned

Emissions 383.4 lbs of CO2

**FRA-Frankfurt, Germany to IAD-Washington, DC (USA)**

May 21 United 0933  
 Frankfurt, Germany 05/21/2019 5:10PM  
 Confirmation Number: (b) (6)

Duration: 8 Hours 50 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 05/21/2019 8:00PM

Flight Information b6  
 Distance 4068 miles  
 No Seat Assigned

Emissions 1586.5 lbs of CO2

**Expenses**

Date	Description	Category	Cost	Pay Method	Per Diem
Trip#: 1		Total Non-Per Diem Expenses:	4,418.69	Total Per Diem Expenses:	941.02
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/17/2019	Travel Fee	Transxn Fees	54.89	CBA	
	Comment: LB VIP Services				
05/18/2019	Airline Flight	Com. Carrier	4,106.83	CBA	
05/18/2019	Lodging	Lodging-PerDiem	.00	IBA	*
05/18/2019	M&IE	M&IE-PerDiem	98.25	CASH	*
05/18/2019	Internet Usage Fee	Other	18.00	IBA	
05/18/2019	Taxi	Transportation	54.44	IBA	
05/19/2019	Lodging	Lodging-PerDiem	241.26	IBA	*
	Comment: Conf Num: (b) (6) arrival.				
		Cmt: Must cancel 24 hours prior to arrival.			
05/19/2019	M&IE	M&IE-PerDiem	131.00	CASH	*
05/20/2019	Lodging	Lodging-PerDiem	241.26	IBA	*

Comment: Conf Num: (b) (6)		Cmt: Must cancel 24 hours prior to arrival.			
05/20/2019	M&IE		M&IE-PerDiem	131.00	CASH *
05/20/2019	Travel Fee	b6	Transxn Fees	54.89	CBA
Comment: LB VIP Services					
05/21/2019	Lodging		Lodging-PerDiem	.00	IBA *
Comment: Conf Num: (b) (6)		Cmt: Must cancel 24 hours prior to arrival.			
05/21/2019	M&IE		M&IE-PerDiem	98.25	CASH *
05/21/2019	Taxi		Transportation	60.00	IBA
05/23/2019	TDY Voucher Fee		Transxn Fees	14.75	IBA

**Per Diem Allowances**

Trip#: 1 Total Per Diem Allowances: 941.02

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
05/18/2019	243.00/131.00	0.00	0.00	98.25	98.25	
05/19/2019	243.00/131.00	241.26	241.26	131.00	131.00	
05/20/2019	243.00/131.00	241.26	241.26	131.00	131.00	
05/21/2019	243.00/131.00	0.00	0.00	98.25	98.25	

**Account Summary for the Selected Trip**

Org: GDOEHQ1501	Label: 18	Acct Code:	b6	5,359.71
	150000WA1721	(b) (6)		
Expense Category: Com.	Fiscal Year: 2018	Amount: 4,106.83		
Carrier				
Expense Category:	Fiscal Year: 2018	Amount: 482.52		
Lodging-PerDiem				
Expense Category: M&IE-	Fiscal Year: 2018	Amount: 458.50		
PerDiem				
Expense Category: Other	Fiscal Year: 2018	Amount: 18.00		
Expense Category:	Fiscal Year: 2018	Amount: 114.44		
Transportation				
Expense Category: Transxn	Fiscal Year: 2018	Amount: 179.42		
Fees				
Total:				5,359.71

**Payment Detail Information**

Organization	Label	Accounting String	b6	Payment Method	Amount
GDOEHQ150118	150000WA1721	(b) (6)		CASH	458.50
GDOEHQ150118	150000WA1721			CBA	4,271.50
GDOEHQ150118	150000WA1721			IBA	629.71

**Totals by Label**

GDOEHQ150118	150000WA1721	5,359.71
Total		

**Totals by Payment Method**

CASH Total	458.50
CBA Total	4,271.50
IBA Total	629.71

**Attachments**

Attachments Exist

**Receipt Checklist**

Date	Description	Cost
05/18/19	AIR Airline Flight	\$4,106.83
05/18/19	Lodging	\$0.00
05/19/19	Lodging	\$241.26

05/20/19	Lodging	\$241.26
05/21/19	Lodging	\$0.00

**Audits**

Audit Name	Result	Reason
ACTUALS AUTHORIZED	FAIL	MAXIMUM AUTHORIZED LODGING COST EXCEEDED - 05/19/2019 Actual lodging and/or M&IE costs were Not Approved on Authorization . Remove voucher to amend authorization.
	Traveler Justification:	traveling with s1 per diem not available
ACTUALS EXIST	FAIL	LODGING ACTUALS EXIST Lodging and/or M&IE costs over per diem require justification.
	Traveler Justification:	traveling with S1 per diem is not available
TRAVEL EXPS AUTHRZED	FAIL	MODE NOT AUTHORIZED: CAB A travel mode was not found on the authorization. This may include air fare, train fare, or mileage costs.
	Traveler Justification:	needed to get to meeting locations

**Document History 01/30/2020 Vch: VCH287176**

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/23/2019	6:26AMEST	Herron, Vernon dewayne	
SIGN VOUCHER	05/28/2019	9:34AMEST	Herron, Vernon dewayne	
APPROVED VOUCHER	05/28/2019	9:47AMEST	ATKINSON, DEBRA Elaine	
PENDING	05/28/2019	9:47AMEST	SYSUTILITY	
Voucher Processing	05/28/2019	4:09PMEST	User, EAI	
PAID	05/30/2019	12:09PMEST	User, EAI	

**I certify that the electronic signatures listed above are valid and on file**

\_\_\_\_\_  
SIGNED DATE

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_  
 Traveler/Preparer Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Approver Name: \_\_\_\_\_  
 Approver Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



Hyatt Regency Kyiv  
5, A. Tarasova Street  
01001 Kyiv, Ukraine

Phone 380 44 581 1234  
Fax 380 44 581 1235  
E-Mail kyiv.regency@hyatt.com  
kyiv.regency.hyatt.com

Mr Dirk Vande Beek

(b) (6)

b6

Room No./ Кімната (b) (6) b6  
Arrival/ Заїзд : 19 MAY 19  
Departure/ Виїзд : 21 MAY 19  
Page No./ Сторінка : 1 of 1  
Date/ Дата : 21 MAY 19  
Cashier No./ Касир :  
World of Hyatt : XXXXXX<sup>(b) (6)</sup> b6

### INFORMATION INVOICE/ ІНФОРМАЦІЙНИЙ РАХУНОК

DATE ДАТА	DESCRIPTION НАЙМЕНУВАННЯ	REFERENCE ПОСИЛАННЯ (b) (6)	DEBIT ДЕБЕТ	CREDIT КРЕДИТ
19 MAY 19	Accommodation		6,364.03	
20 MAY 19	Grill Asia Breakfast Food	Room# <sup>(b) (6)</sup> CHECK# <sup>(b) (6)</sup>	206.22	
20 MAY 19	Bar on 8 Dinner Beverage	b6 Room# CHECK# b6	480.00	
20 MAY 19	Room Service	Room# CHECK#	1,905.00	
20 MAY 19	Accommodation	(b) (6)	6,370.10	

#### World Of Hyatt Summary

Total/ Всього	15,325.35	0.00
VAT Excluded/ Баланс без податків	12,624.99 UAH	
VAT 20%/ ПДВ 20%	2,525.00 UAH	
City Tax / Місцевий збір	83.46 UAH	
Excise Tax 5% / Акцизний збір 5%	91.90 UAH	
VAT Included/ Баланс з податками.	15,325.35 UAH	
<b>Balance/ Баланс</b>	<b>15,325.35 UAH</b>	

Bonus Codes:  
Qualifying Nights: 2  
Eligible Spend: 11,093.24  
Redemption Eligible: 661.22

Summary Invoice, please see front desk for eligible details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Я згоден з тим, що з мене не знімається зобов'язання щодо сплати цього рахунку, і я несу особисту відповідальність у випадку, якщо зазначена особа, фірма чи асоціація, відмовляється здійснити повний або частковий розрахунок.

Signature/ Підпис \_\_\_\_\_



May 18, 2019, 3:19 PM

(b) (6)

APARTMENT TO DULLES AIRPORT

\$54.44

b6

Thanks for riding with

(b) (6)

(b) (6)

b6

● Pickup 3:19 PM

(b) (6)

b6

● Dropoff 4:05 PM

13301 Saarinen Cir, VA 20166

Lyft fare (32.66mi, 45m 51s)

\$43.55

Tip

\$10.89



### TAXICAB RECEIPT

Time: 5/21/2019

Date: \_\_\_\_\_

Origin of trip: DULLES

(b) (6)

Destination: \_\_\_\_\_

b6

Fare: 60.00 Sign: \_\_\_\_\_



**Inflight purchase receipt**

Issue Date: May 27, 2019

Invoice Number (b) (6)

b6

Cardholder Name

Method of Payment

BEE, D

(b) (6)

b6

Document Number 01615105927313

**FLIGHT INFORMATION**

Day, Date	Flight	Departure City Code	Arrival City Code
Tue, 21May19	UA933	Frankfurt, DE (FRA)	Washington, DC, US (IAD)

**ITEMS**

Description	Quantity	Price	Total
MINI	1	USD \$9.00	USD \$9.00
MINI	1	USD \$9.00	USD \$9.00
Total Price:			USD \$18.00

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\* For details, visit [UnitedExplorerCard.com](http://UnitedExplorerCard.com). Credit cards issued by Chase Bank USA, N.A.

