

### TRAVEL EXPENSE VOUCHER

WASHINGTON STATE UNIVERSITY  
PULLMAN, WA 99164-1025

#### CONTROLLER'S OFFICE USE ONLY

PAYMENT REQ. NO.	RECEIVED DATE 10/26/2017	CONTROLLER'S OFFICE Jaclyn Gregg Signature On File 11/01/2017
PURPOSE Meeting	COMMENTS	
AUTO-ENTER DATA? <input checked="" type="checkbox"/>		

CLAIMANT NAME, TITLE, MAILING ADDRESS Mary Jo Gonzales <b>14</b>	WSU D or SSN * <b>47</b>	TRIP START DATE 08/23/2017	TRIP END DATE 08/30/2017
PURPOSE OF TRIPS (S) Traveling to American Samoa with President Kirk Schulz and a contingent of community leaders to meet with various key constituents in order to build the relationship between WSU and the Samoan community.	PRIMARY DESTINATION American Samoa	OFFICIAL RESIDENCE Pullman, WA	
<input type="checkbox"/> Check if the claimant is not a U.S. citizen and enter visa type.	PREPARER'S NAME Lisa Blumenshein	OFFICIAL STATION Pullman, WA	
	PREPARER E-MAIL lisa_b@wsu.edu	PREPARER'S PHONE 509-335-0845	
	VISA TYPE	MAIL CODE 1066	TA NUMBER MJG18

TRIP INFORMATION				FOOD AND LODGING				State of WA Per Diem Map Domestic U.S. Per Diem Map				AUTOMOBILE		TOTAL PER DAY		
DATE	FROM	TO	HOUR		BREAKFAST		LUNCH		DINNER		ROOM RATE	TOTAL FOOD & LODGING	MILEAGE			
			DEPART	RETURN	LOCATION	RATE	LOCATION	RATE	LOCATION	RATE			PT-PT	VICINITY	TOTAL MILEAGE COSTS	
08/23	Spokane, WA	Pago Pago, AS	6am		Not Claimed		Not Claimed		Not Claimed		156.45	156.45	74.7		39.96	196.41
08/24					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
08/25					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
08/26					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
08/27	Pago Pago, AS	Apia, Samoa	12:30pm		Not Claimed		Not Claimed		Not Claimed		307.66	307.66				307.66
08/28	Apia, Samoa	Honolulu, HI		8:05am	Not Claimed		Not Claimed		Not Claimed		521.44	521.44				521.44
08/29					Not Claimed		Not Claimed		Not Claimed		283.76	283.76				283.76
08/30		Pullman, WA		11:50pm	Not Claimed		Not Claimed		Not Claimed				74.7		39.96	39.96
											<b>TOTALS</b>	1,738.66	149.4		79.92	1,818.58

I claim the exception to the maximum lodging amount and certify that the following exception condition per BPPM 95.06 exists:

Rule No.  
**3**

#### OTHER EXPENSES — Attach Required Receipts

DATE	PAID TO	FOR	AMOUNT
08/28/2017	Tradewinds Hotel	Ford Van - Car Hire	175.00
08/25/2017	Tradewinds Hotel	Meeting with Samoan community/WSU alumni	2,667.00
09/15/2017	Citi Credit Card	Foreign Transaction Fee	12.17
08/30/2017	Spokane Intl Airport	Parking Fee	80.00

**TRAVEL DETAILS**  
VP Gonzales drove her personal vehicle to Spokane GEG. Traveled from Spokane to Seattle to Honolulu to Pago Pago to Apia and back the same route. Two night trip from Pago Pago to Apia, Independent Samoa (a one hour island hop flight crossing the international date line.)Held hotel rooms in Pago Pago during this trip to Apia, so there are dual hotel charges for the nights of 8/27 & 8/28/17. Independent

ACCOUNT CODE							
FUND	SUBF	PROG	BUDGET	PROJECT	OBJ	SUB	AMOUNT
846	02	17A	1170	7899	04	FA	1,424.27
846	02	17A	1170	7899	04	FA	314.39
846	02	17A	1170	7899	04	FW	80.00
846	02	17A	1170	7899	04	FK	175.00
846	02	17A	1170	7899	04	FW	12.17
846	02	17A	1141	3225	03	BR	2,167.00
846	02	17A	1141	3225	03	FH	500.00

**CERTIFICATION AND APPROVAL**  Check if additional signatures are required. See page 2.

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

Signature On File 10/20/2017 mj\_gonzales@wsu.edu **Mary Gonzales**

CLA MANT'S SIGNATURE E-MAIL ADDRESS TYPED NAME OF CLAIMANT  
 Signature On File 10/24/2017 gkdruffel@wsu.edu **Ginger Druffel**

TRAVELER'S SUPERVISOR E-MAIL ADDRESS TYPED NAME OF SUPERVISOR  
 Signature On File 10/25/2017 mollie.holt@wsu.edu **Mollie Holt**

EXPENDITURE AUTHORITY E-MAIL ADDRESS TYPED NAME OF EXPENDITURE AUTHORITY

<b>TOTAL TRAVEL EXPENSE</b>	4,752.75
<b>Controller Correction</b> (see comments above)	
<b>Limit total reimbursement to this amount</b>	
<b>Less Travel Advance</b>	
<b>DUE WSU (enclose check)</b>	
<b>AMOUNT DUE CLAIMANT</b>	4,752.75

Obj/Sub codes -- 01 MT: Meals taxable--same day travel; 04 AA: Meals/lodging (In-state); 04 AF: Personal mileage (In-state); 04 AG: Rental cars & gas for rental cars (In-state); 04 AW: Other (In-state); Out of state subobjects: BA, BF, BG, BW

Create/Edit Direct Deposit

WSU1005-CONTR023-0814

\* WSU is requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code. When required, WSU will use disclosed social security numbers for IRS reporting purposes only.

**ATTACHMENT TO TRAVEL EXPENSE VOUCHER**

CLAIMANT NAME, TITLE, MAILING ADDRESS <b>Mary Jo Gonzales PO Box 691 Pullman WA 99163</b>	START DATE OF TRIP <b>08/23/2017</b>
--	---

TRIP INFORMATION				FOOD AND LODGING								AUTOMOBILE			TOTAL PER DAY	
DATE	FROM	TO	HOUR		BREAKFAST		LUNCH		DINNER		ROOM RATE	TOTAL FOOD & LODGING	MILEAGE			TOTAL MILEAGE COSTS
			DEPART	RETURN	LOCATION	RATE	LOCATION	RATE	LOCATION	RATE			PT-PT	VICINITY		

OTHER EXPENSES — Attach Required Receipts					ADDITIONAL COMMENTS/JUSTIFICATION									
DATE	PAID TO	FOR		AMOUNT										
			<input type="checkbox"/>											
			<input type="checkbox"/>											
			<input type="checkbox"/>											
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			<input type="checkbox"/>											
					ADDITIONAL ACCOUNT CODES									
					FUND	SUBF	PROG	BUDGET	PROJECT	OBJ	SUB	AMOUNT		
					846	02	17A	1170	7899	04	FF	79.92		
			<input type="checkbox"/>											
			<input type="checkbox"/>											
			<input type="checkbox"/>											
			<input type="checkbox"/>											
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			<input type="checkbox"/>											
			<input type="checkbox"/>											
			<input type="checkbox"/>											
					ADDITIONAL APPROVAL SIGNATURES									
					X _____ TRAVELER'S SUPERVISOR    E-MAIL ADDRESS    TYPED NAME OF SUPERVISOR X Signature On File    10/26/2017 vmurray@wsu.edu    Victoria Murray									
					_____ EXPENDITURE AUTHORITY    E-MAIL ADDRESS    TYPED NAME OF EXPENDITURE AUTHORITY									

All amounts entered are included in totals shown on the first page.



# Sheraton®

SAMOA  
AGGIE GREY'S  
HOTEL & BUNGALOWS

Ms. Mary Jo Gonzales

**14**

United States of America

Room No: 4005  
Conf No: 552208175  
Arrival: 27/08/17  
Departure: 29/08/17  
Cashier: 32  
Booking Ref:

Membership: SPG A 52290930790

ACCOUNT SUMMARY

PAGE (S)

1 of 1

Date	Description	Reference	Debit	Credit
27/08/17	Accommodation & Breakfast	<i>less breakfast of 80.07</i>	412.84 - 332.77	} 382.69
27/08/17	GST15%		58.18 - 49.92	
28/08/17	Miscellaneous Other	Room# 4005 : CHECK# 1252241	5.00 - Not reimbursed	
28/08/17	Accommodation & Breakfast	<i>less breakfast of 79.89</i>	411.94 - 332.05	} 410.24
28/08/17	GST15%		58.04 - 49.81	
29/08/17	CREDIT CARD FEE 3%		28.38 - 28.38	
29/08/17	Visa Card		<u>792.93</u>	974.38

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

TOTAL	974.38	974.38
TOTAL CHARGES	974.38	
TOTAL INCLUDES GST15%	123.39	
(WST) BALANCE	0.00	GST INCLUDED

Guest Signature \_\_\_\_\_

Merchant ID  
Transaction ID 72839  
Approval Code  
Approval Amount

Credit Card # VA XXXXXXXXXXXX **18**  
Credit Card Expiry XX/XX  
Capture Method VA  
Transaction Amount 974.38

**Tradewinds Hotel**  
 PO Box 999  
 Pago Pago, American Samoa 96799  
 (1684) 699 1000  
 info@tradewinds.as

VAT INVOICE

VAT ID:

Mary Jo Gonzales  
 Po Box 641066  
 Pullman, WA 99163  
 USA

Room	Folio	CheckIn	CheckOut	Balance
306	137370	08/23/2017	08/28/2017	0.00
Extras				

Reference: RS-3880

Date	Room	Description / Voucher	Charges	Credits	Balance
08/25/2017	306	Conference Room -Pool Area - 50 Paxes @ \$10PP	500.00	- Room	500.00
08/25/2017	306	Function Food - 50 Paxes @ \$35PP	1,750.00	} Food	2,250.00
08/25/2017	306	Function Beverage - 1 Cooler Lemonade	20.00	} Beverage	2,270.00
08/25/2017	306	Equator Restaurant - CK: 101 Tradewinds Hotel	397.00	} Staff Charge	2,667.00
08/28/2017	306	Visa - Ref#002306		2,667.00	0.00

**Tradewinds Hotel**  
 PO Box 999  
 Pago Pago, American Samoa 96799  
 (1684) 699 1000  
 info@tradewinds.as

Page 1 of 1  
**VAT INVOICE**  
 VAT ID:

Mary Jo Gonzales  
 Po Box 641066  
 Pullman, WA 99163  
 USA

Room	Folio	CheckIn	CheckOut	Balance
306	137370	08/23/2017	08/28/2017	0.00
Rental				

Reference: RS-3880

Date	Room	Description / Voucher	Charges	Credits	Balance
08/28/2017	306	Car Hire - Ford Van R#927	175.00		175.00
08/28/2017	306	Visa - Ref#002306		175.00	0.00

SJF  
 08/28/2017 06:09 PM

*Thank you for staying at Tradewinds Hotel!  
 Your "Home" away from Home!*

**Tradewinds Hotel**  
 PO Box 999  
 Pago Pago, American Samoa 96799  
 (1684) 699 1000  
 info@tradewinds.as

**VAT INVOICE**

VAT ID:

Mary Jo Gonzales  
 Po Box 641066  
 Pullman, WA 99163  
 USA

Room	Folio	CheckIn	CheckOut	Balance
306	137370	08/23/2017	08/28/2017	0.00
Master Folio				

Reference: RS-3880

Date	Room	Description / Voucher	Charges	Credits	Balance
				782.25	-782.25
08/23/2017	306	Visa - Ref# 002166			-633.25
08/23/2017	306	Room Taxable	149.00		-625.80
08/23/2017	306	ASG Room Tax - 5%	7.45		-476.80
08/24/2017	306	Room Taxable	149.00		-469.35
08/24/2017	306	ASG Room Tax - 5%	7.45		-320.35
08/25/2017	306	Room Taxable	149.00		-312.90
08/25/2017	306	ASG Room Tax - 5%	7.45		-163.90
08/26/2017	306	Room Taxable	149.00		-156.45
08/26/2017	306	ASG Room Tax - 5%	7.45		-7.45
08/27/2017	306	Room Taxable	149.00		0.00
08/27/2017	306	ASG Room Tax - 5%	7.45		74.50
08/28/2017	306	Day Room Use - Late Check Out At 6pm	74.50		0.00
08/28/2017	306	Visa - Ref#002306		74.50	0.00
		<b>Balance Due</b>			
		<b>Summary and Taxes</b>			
		Taxable Sales	819.50		
		ASG Room Tax - 5%	37.25		

*Thank you for staying at Tradewinds Hotel!  
 Your "Home" away from Home!*

**CARDHOLDER SUMMARY**

MARY-JO GONZALES  
 New Charges

Card ending in **18**  
**\$3,657.79**

**ACCOUNT SUMMARY**

Sale Date	Post Date	Description	Amount
<b>Payments, Credits and Adjustments</b>			
08/23		PAYMENT THANK YOU	-\$500.00
09/08		PAYMENT THANK YOU	-\$1,000.00

MARY-JO GONZALES  
 Standard Purchases

08/23	08/23	PRINCE WAIKIKI HONOLULU HI	\$283.76
PHONE NUMBER:			
FOLIO NUMBER:			
ARRIVE: 00/00/00 DEPART: 00/00/00			
08/28	08/28	TRADEWINDS HOTEL PAGOPAGO AS	\$2,916.50
	08/29	SHERATON SAMOA HOTEL APIA WS	
974.38 TALA			
Subject to Foreign Fee			
			<b>\$405.88</b>
09/11	09/11	PIZZA HUT 027734 PULLMAN WA	\$51.65

**Fees Charged**

09/15		FOREIGN TRANSACTION FEE	\$12.17
<b>TOTAL FEES FOR THIS PERIOD</b>			<b>\$12.17</b>

**Interest Charged**

09/15		INTEREST CHARGED TO STANDARD PURCH	\$32.28
<b>TOTAL INTEREST FOR THIS PERIOD</b>			<b>\$32.28</b>

**2017 totals year-to-date**

Total fees charged in 2017	<b>\$12.17</b>
Total interest charged in 2017	<b>\$41.79</b>

**Interest charge calculation**

Days in billing cycle: 31

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance type	Annual percentage rate (APR)	Balance subject to interest rate	Interest charge
<b>PURCHASES</b>			
Standard Purch	16.24% (V)	\$2,340.61 (D)	\$32.28
<b>ADVANCES</b>			
Standard Adv	26.24% (V)	\$0.00 (D)	\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account. APRs followed by (V) may vary. Balances followed by (D) are determined by the daily balance method (including current transactions).

**Costco Cash Rewards Summary**



**Total Costco Cash Rewards Balance:**  
**\$152.98**

**Costco Cash Rewards Summary**

Costco Cash Rewards balance as of last statement ..... +\$43.25  
 Earned this period ..... +\$109.73

**Total Costco Cash Rewards Balance Year To Date: \$152.98**

**Costco Cash Rewards Earned This Period**

4% on eligible gas worldwide, including gas at Costco<sup>1</sup> ..... +\$0.00  
 3% on restaurants ..... +\$1.55  
 3% on eligible travel worldwide ..... +\$108.18  
 2% on Costco and Costco.com ..... +\$0.00  
 1% on all other purchases ..... +\$0.00

**Total Earned: \$109.73**

» Visit [citi.com/Costco](http://citi.com/Costco) for more information

<sup>1</sup> Up to \$7,000 per year in purchases, then 1% cash back

578702



Home > Currency Tools > Currency Converter

# Currency Converter

Currency Converter

Historical Exchange Rates

Live Exchange Rates

Transfer Money

print

Currency I Have:

Samoan Tala

WST ▾

Currency I Want:

US Dollar

USD ▾

AMOUNT:

I have this much to exchange



AMOUNT:

I want to buy something at this price

163.176

Want to transfer money? [Try our Money Transfer service](#)

INTERBANK +/- 0% ▾

DATE: ◀ Aug 28, 2017 ▶

HELP

Personal Money  
Transfer

SIGN  
UP

Corporate FX  
Payments

LEARN  
MORE

Automated  
Rates API

LEARN  
MORE

Online Trading  
Platform

DEMO  
ACCOUNT

[Rate Details](#)

[Traveler's Cheatsheet](#)





Ms. Mary Jo Gonzales

**14**

United States

Company Name:

Group Name:

INVOICE

Room No. : 0620  
 Arrival : 08-28-17  
 Departure : 08-30-17  
 Folio No. : 251424  
 Conf. No. : 4242570  
 Cashier No. : 247  
 Booking No. :

Date	Description	Charges	Credits
08-28-17	Deposit Transferred at Check-In		283.76
08-28-17	Room Charge	249.00	
08-28-17	General Excise Tax	11.73	
08-28-17	Occupancy Tax	23.03	
08-29-17	Honolulu Coffee Company Room# 0620 : CHECK# 1103	12.57	— Not reimbursed
08-29-17	Room Service Lunch Food Room# 0620 : CHECK# 0346959	40.76	— Not reimbursed
08-29-17	Room Charge	249.00	
08-29-17	General Excise Tax	11.73	
08-29-17	Occupancy Tax	23.03	
08-30-17	American Express XXXXXXXXXXXX <b>18</b> 02/21		337.09

<b>Total Charges</b>	620.85	
<b>Total Credits</b>		620.85
<b>Balance</b>		<b>0.00</b>

Guest Signature

# Currency Converter

[Currency Converter](#)[Historical Exchange Rates](#)[Live Exchange Rates](#)[Transfer Money](#)[print](#)

Currency I Have:

Samoan Tala

WST ▾

AMOUNT:

382.69

I have this much to exchange



Currency I Want:

US Dollar

USD ▾

AMOUNT:

151.207

I want to buy something at this price

Want to transfer money? [Try our Money Transfer service](#)

INTERBANK +/- 0% ▾

DATE: ▾ Aug 27, 2017 ▸

[HELP](#)

Personal Money  
Transfer

SIGN  
UP

Corporate FX  
Payments

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Online Trading  
Platform

DEMO  
ACCOUNT

[Rate Details](#)[Traveler's Cheatsheet](#)

Spokane Int'l Airport  
9000 W. Airport Dr. # 204  
Spokane, 99224

Main EX La 08/30/17 23:22  
Cashier 39  
Receipt 053089

Short-term parking tkt  
GARGE - No. 056367  
08/23/17 06:43  
08/30/17 23:22  
Period 7d16h40'  
(TAX) \$80.00  
-----  
Total \$80.00

Payment Received

Sale  
Date: 08/30/17 23:22  
Terminal Id: 0002243  
Trans.Ref.: 60650  
Auth Code: 341189  
Entry Type: Swipe  
PAN: xxxxxxxxxxxx 18  
Amount: 80.00 US  
APPROVED

Sub Total \$80.00

88888888 - 1/1 10/05/08

(http://www.randmcnally.com) Crowne Plaza - New Orleans, LA \$117  
**\$109.98**  
 6% Off

# Mileage Calculator

The Rand McNally mileage calculator will help you determine the mileage between any two destinations.

### Enter Starting Point

A Pullman (Whitmai

### Enter Ending Point

B Spokane, (Spokar

Get Mileage

### Mileage:

74.7 miles

*R2 = 149.40 total miles*

### Time:

1 hrs 24 min

Get Directions for This Route

Holiday Inn - Lake Buena Vista, FL  
~~\$123.99~~  
**\$119.04**

Lodging			Out of State	Foreign	Total	
Date	Vendor	Place	Amt US	Amt US	Amt US	Amt WST
8/23/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/24/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/25/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/26/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/27/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/27/2017	Sheraton Hotel	Independent Samoa		151.21		382.69
8/28/2017	Tradewinds Hotel	Pago Pago American Samoa	74.50			0
8/29/2017	Sheraton Hotel	Independent Samoa		163.18		410.24
8/28/2017	Prince Waikiki Hotel	Honolulu, HI	283.76			
8/29/2017	Prince Waikiki Hotel	Honolulu, HI	283.76			
			<b>\$1,424.27</b>	<b>\$314.39</b>	<b>\$1,738.66</b>	<b>792.93</b>

Other Expenses				
Date	Vendor	Place	Amt US	For
8/28/2017	Tradewinds Hotel	Pago Pago American Samoa	175.00	To move WSU group from meeting to meeting on 8/26/17
8/28/2017	Tradewinds Hotel	Pago Pago American Samoa	2,667.00	Public forum/open meeting with Samoan community, WSU alumni, and WSU contingent
8/30/2017	Spokane Intl Airport	Spokane, WA	80.00	Parking fee
9/15/2017	Citi	Apia, Independent Samoa	12.17	Foreign transaction fee on credit card used to pay for rooms in Apia.
8/30/2017	Mary Jo Gonzales	Pullman to Spokane	79.92	Personal Vehicle Mileage
			<b>\$3,014.09</b>	

**Grand Total Due Traveler \$4,752.75**

Flights		
Date	Arrivals	Times
8/23/2017	Drive to GEG from Pullman	6am
8/23/2017	Leave GEG	8:09am
8/23/2017	Arrive Seattle	10:17am
8/23/2017	Arrive Honolulu	1:17pm
8/23/2017	Arrive Pago Pago	9:30pm
8/27/2017	Arrive Apia	1:30pm Crossing international date line-going from 8/26 to 8/27
8/28/2017	Arrive Pago Pago	8:05am Crossing international date line-going from 8/29 to 8/28
8/28/2017	Arrive Honolulu	6am
8/30/2017	Arrive Seattle	7:55pm
8/30/2017	Arrive Spokane	10:34pm
8/30/2017	Arrive Pullman	11:45pm

**Notes**

Traveled from Pullman to Spokane, Spokane to Seattle, Seattle to Honolulu, Honolulu to Pago Pago, American Samoa. Took a two night trip to Apia, Independent Samoa, from Pago Pago (a one hour island hop flight crossing the international date line). Held hotel rooms in Pago Pago during this trip to Apia, so there are dual hotel charges for the night of 8/27/17 and 8/28/17. Independent Samoa utilizes the Samoan Tala. Currency conversions for hotel in Apia attached. American Samoa utilizes the US Dollar. Dept of State per diem rate for the Samoan Islands is \$186.00 for lodging. Tradewinds and Sheraton Hotels were under per diem, Prince Waikiki was over per diem but already being charged on 17a account. The traveler claimed no M&IE.

TA No.

MJG18

## TRAVEL AUTHORITY

WASHINGTON STATE UNIVERSITY  
PULLMAN, WA 99164-1025

See 95.05 for additional instructions.

TRAVEL PLAN				
NAME OF TRAVELER <b>Mary Jo Gonzales</b>	WSU ID NO. <b>47</b>	TITLE Vice President	DEPARTMENT Student Affairs	MAIL CODE <b>1066</b>
PURPOSE OF TRIP / EXCEPTIONS / RESTRICTIONS / FURTHER DETAILS Part 1 of trip: Traveling to American Samoa to meet with various key constituents in order to build the relationship between the American Samoan Community and Washington State University. Part 2 of trip: Attending WSU Foundation event in Honolulu, Hawaii, with President Kirk Schulz. Please note Blanket TA on file (Ref. MJG approved by Ginger Druffel)				DATE PREPARED <b>6/22/2017</b>
				PREPARER'S NAME <b>Karly Gomez</b>
				PREPARER'S TELEPHONE <b>335-2355</b>
ITINERARY				Check all that are authorized:
DATE	FROM	TO	HEADQUARTERS	<input type="checkbox"/> Domestic Speaker Fee (under \$10,000 only)
8/23/-8/28/17	Pullman, WA	American Samoa & Independent Samoa	Tradewinds Hotel or other lodging TBD	<input checked="" type="checkbox"/> Rental Car
8/29-8/30/17		Honolulu, Hawaii	TBD	<input checked="" type="checkbox"/> Exceptions (Explain in Exceptions above)
				Enter Lodging Exception Rule Number if Applicable <b>2</b>

## TRAVEL FUNDED BY THIRD PARTY

<input type="checkbox"/> Check if a third party is supporting this travel.)	NAME OF THIRD PARTY ENTITY (Enter the name of the entity supporting the travel. See 95.16.)
---	---

## RESEARCH-RELATED TRAVEL (See EP27.)

**NOTE:** If this investigator receives any funding from a Public Health Service (PHS) entity or a non-PHS source that has adopted the PHS regulations, the investigator must submit an online SFI Travel Disclosure form through MyResearch. For instructions and a list of complying non-PHS entities, see COI website.

**TRAVEL PLAN AUTHORIZATION:** I have determined that this travel plan is the most economical means available to accomplish the purposes described above without compromising personal safety. I have determined that payment for lodging, if authorized, is more economical than returning the traveler to the official station or residence. I have noted and approved the exceptions as indicated.

DEAN/DIRECTOR/CHAIR/APPR. OFFICIAL NAME AND TITLE <b>Blanket TA on file- Approved by Ginger Druffel</b>	DEAN/DIRECTOR/CHAIR/APPR. OFFICIAL SIGNATURE	DATE
--	--	------

## CONFERENCE REGISTRATION

<input type="checkbox"/> Check if conference expenses are to be paid directly by Accounts Payable. Attach a completed registration form and enter amount.	REGISTRATION AMT.
---	-------------------

## TRAVEL ADVANCE

MAILING ADDRESS OF TRAVELER	<input type="checkbox"/> Mail to traveler's address. <input type="checkbox"/> Hold	HOLD TELEPHONE	AUTHORIZED EXPENSES (Estimated meal and lodging expenses, not to exceed rates in 95.19.)
-----------------------------	---	----------------	--

**EMPLOYEE TRAVEL ADVANCE AGREEMENT:** I agree to submit an itemized Travel Expense Voucher justifying the expenditure of this advance by the tenth day of the month following the travel. I agree to return any unexpended portion of this advance with the Travel Expense Voucher immediately after completion of travel. In case of failure to file a Travel Expense Voucher or any other default, I authorize WSU to withhold the amount of this advance from my paycheck.

TRAVELER'S SIGNATURE/DATE

**GUARANTEE FOR ADVANCE OF FUNDS TO NONEMPLOYEE STUDENT:** I hereby certify that the nonemployee student recipient of these funds has been informed of the Washington State University policies and procedures regarding travel advance. In the event that the recipient of these funds fails to submit proper documentation for the expended portion of this advance plus return of any unexpended amount by the final accounting date indicated on the request form, I authorize any outstanding balance to be charged to the 17A account indicated below.

ACCOUNT (17A-Budget-Project) <b>17A - -</b>	AUTHORIZED SIGNER NAME AND TITLE	AUTHORIZED SIGNER SIGNATURE	DATE
--	----------------------------------	-----------------------------	------

CONTROLLER ONLY
PAYMENT REQUEST NO.
DATE
TRAVEL SERVICES

## ACCOUNT INFORMATION

FUND	SFUND	PROG	BUDGET	PROJECT	OBJECT	SUBOBJ	NET AMNT
<b>846</b>	<b>02</b>	<b>17A</b>	<b>1170</b>	<b>7899</b>	<b>04</b>		<b>100%</b>

**From:** [Jill Huffman](#)  
**To:** [Gomez, Karly](#)  
**Subject:** FW: POLYNESIAN Confirmation #694505  
**Date:** Tuesday, August 22, 2017 4:30:23 PM  
**Attachments:** [~WRD000.jpg](#)  
[Confirmation 694505 POLYNESIAN.html](#)

For Kirk and Jack

**From:** Polynesian Airlines [mailto:no-reply@polynesianairlines.ws]  
**Sent:** Tuesday, August 22, 2017 4:28 PM  
**To:** Jill Huffman  
**Subject:** POLYNESIAN Confirmation #694505



**POLYNESIAN AIRLINES**  
PO Box 599  
Apia  
SAMOA

**Confirmation number: 694505**

Receipt and Itinerary as of Tue-22Aug2017 12:27

This itinerary and receipt is confirmation of your flight booking on a Polynesian Airlines' (OL) flight and it is only valid for carriage if it shows full payment of your airfare in the Payment Summary Section. Please have a copy available at check-in along with your valid Passport or Certificate of Identity. Carriage of passengers and checked-in baggage is subject to the accompanying Conditions of Contract, applicable laws and Polynesian Airlines' Conditions of Carriage. For more information, please visit our website [www.polynesianairlines.com](http://www.polynesianairlines.com)

Check-in time for all Polynesian Airlines' flights is 2 hours prior to the scheduled departure time of flights. Check-in for all flights close 30 minutes prior to the scheduled departure time of flights. Polynesian Airlines will not accept any passenger for carriage regardless of whether you hold a confirmed booking on the flight once the check-in has closed.

**WASHINGTON STATE UNIVERSITY**  
PO BOX 641610  
PULLMAN WA 99164  
US

**ITINERARY:**

FROM/TO	FLIGHT	STOPS	DEPARTURE	ARRIVAL
PPG ( PAGO PAGO, AMERICAN SAMOA) / FGI ( FAGALII INTERNATIONAL AIRPORT, SAMOA)	OL - 247	0	Sat-26Aug2017 12:30	Sun-27Aug2017 13:05

Passenger(s)	Charge Description	Original Amount	Amount
--------------	--------------------	-----------------	--------

<b>SCHULZ, KIRK</b>	AIR - WEB:AIR	44.80 USD	44.80 USD
	FUEL - Fuel Surcharge Shorthaul - PPG	15.00 USD	15.00 USD
	TAX - AS Passenger Facility Charge - PPG	4.50 USD	4.50 USD
	TAX - Insurance Surcharge - PPG	3.00 USD	3.00 USD

<b>THOMPSON, JACK</b>	AIR - WEB:AIR	44.80 USD	44.80 USD
	FUEL - Fuel Surcharge Shorthaul - PPG	15.00 USD	15.00 USD
	TAX - AS Passenger Facility Charge - PPG	4.50 USD	4.50 USD
	TAX - Insurance Surcharge - PPG	3.00 USD	3.00 USD

ITINERARY:				
FROM/TO	FLIGHT	STOPS	DEPARTURE	ARRIVAL
FGI ( FAGALII INTERNATIONAL AIRPORT, SAMOA) / PPG ( PAGO PAGO, AMERICAN SAMOA)	OL - 216	0	Tue-29Aug2017 07:30	Mon-28Aug2017 08:05

Passenger(s)	Charge Description	Original Amount	Amount
--------------	--------------------	-----------------	--------

<b>SCHULZ, KIRK</b>	AIR - WEB:AIR	44.80 USD	44.80 USD
	FUEL - Fuel Surcharge Shorthaul - FGI	15.00 USD	15.00 USD
	TAX - AFC Adult - FGI	29.90 USD	29.90 USD



TAX - Insurance Surcharge - FGI 3.00 USD 3.00 USD

THOMPSON, JACK AIR - WEB:AIR 44.80 USD 44.80 USD

FUEL - Fuel Surcharge Shorthaul - FGI 15.00 USD 15.00 USD

TAX - AFC Adult - FGI 29.90 USD 29.90 USD

TAX - Insurance Surcharge - FGI 3.00 USD 3.00 USD

<b>Reservation Totals:</b>	Air fare	179.20 USD
	Tax	140.80 USD
	Special Service	0.00 USD
	<b>TOTAL</b>	<b>320.00 USD</b>

<b>Payment Summary:</b>	WASHINGTON STATE UNIVERSITY 22Aug2017, DOKU 18	320.00 USD	320.00 USD
	<b>TOTAL PAYMENTS</b>		<b>320.00 USD</b>

### IMPORTANT REMINDERS

#### FARES and FEES

- Fares are subject to availability at the time of purchase.
- Fares and schedules are subject to change without prior notice.
- Fares are subject to the following change and cancellation fees once itineraries have been purchased and issued:
  - For Fagalii or Apia / Pago Pago / Fagalii or Apia itineraries – WST50.00 per change per person PLUS any fare differential
  - For Pago Pago / Fagalii or Apia / Pago Pago itineraries - USD22.00 per change per person PLUS any fare differential
- Change and cancellation fees only apply to bookings for Adults and Children. Infants are exempt from these fees.
- Fares are non-refundable once itineraries have been purchased. The value of these fares less the applicable cancellation fee will be transferred into a voucher to be utilized for future travel to be taken within 12 months from your original book date. Unused vouchers will expire after 12 months and will automatically have no value. Vouchers are transferable.
- Failure to change or cancel your reservation prior to flight departure constitutes a no-show. This

will result in your losing 50% of the base fare of your no-show segment plus the applicable cancellation fee.

- Fares include mandatory government taxes and airline surcharges including the Airport Facility Charge that applies for all outbound travel from Fagalii International Airport for adult and children passengers aged 2 years and above who board a Polynesian operated flight or any other international flight from Fagalii International Airport, including international transit passengers. Infant passengers under the age of 2 years are exempt from paying the Airport Facility Charge.

## **FREE BAGGAGE ALLOWANCE**

### **Carry-on Baggage**

For adult passengers over 12 years – Maximum 1 piece not exceeding 5 kilograms.

For children and infant passengers up to 11 years inclusive – Maximum 1 piece not exceeding 3 kilograms.

**IMPORTANT NOTICE: For safety reasons, Polynesian Airlines does not permit the carriage of bulky items onboard the aircraft cabin regardless of whether they weigh 5 kilograms or less. Carry-on baggage must fit under the seat in front of you and must be presented at the time of check-in to ensure its weight is accounted for during the flight planning process. Polynesian Airlines reserves the right to confiscate any bulky carry-on baggage during the boarding process and customers will pay for the freight costs to send the items to their final destination.**

### **Check-in Baggage**

For adult passengers over 12 years - Maximum 2 pieces not exceeding a combined total weight of 20 kilograms (44lbs).

For children passengers 2 to 11 years inclusive – Maximum 1 piece not exceeding 10 kilograms (22lbs).

Infant passengers under 2 years are not entitled to free check-in baggage allowance.

## **EXCESS BAGGAGE CHARGES**

Polynesian Airlines charges the following excess baggage fees for any check-in baggage weight that exceeds the maximum free baggage allowances allocated:

From Fagalii or Apia to Pago Pago WST5.00 per excess kilogram

From Pago Pago to Fagalii or Apia USD5.00 per excess kilogram

The carriage of any excess baggage accepted by Polynesian Airlines on a stand-by basis for check-in is subject to availability of space and weight at the time the flight closes.

## **SPECIAL SERVICES**

Polynesian Airlines offers the following special services subject to payment of a nominal fee as listed below:

Unaccompanied Minors - WST30.00 for travel Fagalii or Apia / Pago Pago / Fagalii or Apia and USD30.00 for travel Pago Pago / Fagalii or Apia / Pago Pago

Wheelchairs - WST30.00 ex Fagalii or Apia and USD30.00 ex Pago Pago

Surfboard Surcharge – WST120.00 for the Fagalii or Apia / Pago Pago sector and USD50.00 for the Pago Pago / Fagalii or Apia sector

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check-in if you turn up when the check-in counter has closed even if your flight is still at the gate and has not departed.

Failure to check-in on time can result in the Airline treating you as a no-show passenger. This can lead to additional costs in the form of cancellation fees and additional collection of airfares after the Airline has applied its no-show penalty.

#### **IDENTIFICATION AT CHECK-IN**

All passengers including children and infants must produce a valid identification at check-in either in the form of an official travel document such as a Passport or Certificate of Identity with the applicable visa or entry permit and paid itinerary from the Airline. Polynesian Airlines has the right to refuse carriage for any passenger whose travel documents do not comply with the entry requirements of the country of his or her destination. In all such cases, the Airline shall treat the passenger as having no-showed on his or her booked flight and shall apply its no-show policy accordingly.

#### **SECURITY MESSAGE**

Polynesian Airlines takes the security of its passengers onboard its flights very seriously. Any individual who exhibits disruptive or threatening behavior will not be allowed to board or will be removed from the flight. Federal legislation permits penalties to include substantial fines, imprisonment or both for any person convicted of making threats against aviation even if they are made as a joke or hoax. In addition to any action law enforcement agencies may take against a passenger, Polynesian Airlines reserves the right to seek recovery of any financial loss suffered as a direct or indirect result of such threats.

#### **DANGEROUS GOODS**

There are certain goods which cannot be taken onboard or carried in your Check-in Baggage. Please refer to our Terms and Conditions attached for more information or visit our website [www.polynesianairlines.com](http://www.polynesianairlines.com)

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#### **CONTACT US**

##### **Apia, Samoa**

Ground Floor, NPF Building, Beach Road

Telephone: + 685 21261 / 22172

Facsimile: + 685 24950

**Office Hours: Mon – Fri 8:30am – 5:00pm, Sat 8:00am – 12:00noon**

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Facsimile: + 685 25201

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Telephone: + 684 6999126 / 6999127

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##### **Email**

[enquiries@polynesianairlines.com](mailto:enquiries@polynesianairlines.com)

##### **Website**



**From:** [Jill Huffman](#)  
**To:** [Gomez, Karly](#)  
**Subject:** FW: POLYNESIAN Confirmation #694510  
**Date:** Tuesday, August 22, 2017 4:55:20 PM  
**Attachments:** [~WRD000.jpg](#)  
[Confirmation 694510 POLYNESIAN.html](#)

For Mary Jo and Gary.

**From:** Polynesian Airlines [mailto:no-reply@polynesianairlines.ws]  
**Sent:** Tuesday, August 22, 2017 4:54 PM  
**To:** Jill Huffman  
**Subject:** POLYNESIAN Confirmation #694510



**POLYNESIAN AIRLINES**  
PO Box 599  
Apia  
SAMOA

**Confirmation number: 694510**

Receipt and Itinerary as of Tue-22Aug2017 12:53

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**WASHINGTON STATE UNIVERSITY**  
PO BOX 641610  
PULLMAN WA 99164  
US

**ITINERARY:**

FROM/TO	FLIGHT	STOPS	DEPARTURE	ARRIVAL
PPG ( PAGO PAGO, AMERICAN SAMOA) / FGI ( FAGALII INTERNATIONAL AIRPORT, SAMOA)	OL - 247	0	Sat-26Aug2017 12:30	Sun-27Aug2017 13:05

Passenger(s)	Charge Description	Original Amount	Amount
--------------	--------------------	-----------------	--------

**GONZALES, MARY JO** AIR - WEB:AIR 44.80 USD 44.80 USD

FUEL - Fuel Surcharge Shorthaul - PPG 15.00 USD 15.00 USD

TAX - AS Passenger Facility Charge - PPG 4.50 USD 4.50 USD

TAX - Insurance Surcharge - PPG 3.00 USD 3.00 USD

**JENKINS, GARY** AIR - WEB:AIR 44.80 USD 44.80 USD

FUEL - Fuel Surcharge Shorthaul - PPG 15.00 USD 15.00 USD

TAX - AS Passenger Facility Charge - PPG 4.50 USD 4.50 USD

TAX - Insurance Surcharge - PPG 3.00 USD 3.00 USD

**ITINERARY:**

FROM/TO	FLIGHT	STOPS	DEPARTURE	ARRIVAL
FGI ( FAGALII INTERNATIONAL AIRPORT, SAMOA) / PPG ( PAGO PAGO, AMERICAN SAMOA)	OL - 216	0	Tue-29Aug2017 07:30	Mon-28Aug2017 08:05

Passenger(s)	Charge Description	Original Amount	Amount
--------------	--------------------	-----------------	--------

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TAX - AFC Adult - FGI 29.90 USD 29.90 USD

TAX - Insurance Surcharge - FGI 3.00 USD 3.00 USD

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TAX - AFC Adult - FGI 29.90 USD 29.90 USD

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	<b>TOTAL</b>	<b>320.00 USD</b>

<b>Payment Summary:</b>	WASHINGTON STATE UNIVERSITY 22Aug2017, DOKU 18	320.00 USD	320.00 USD
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##### **Pago Pago, American Samoa**

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Facsimile: + 684 69992109

**Office Hours: Mon – Fri 8:00am – 5:00pm, Sat 8:00am – 12:00noon**

##### **Email**

[enquiries@polynesianairlines.com](mailto:enquiries@polynesianairlines.com)

##### **Website**



CLAIMANT NAME, TITLE, MAILING ADDRESS Gary Jenkins <b>51</b>	WSU ID OR SSN * <b>47</b>	TRIP START DATE 08/23/2017	TRIP END DATE 08/30/2017
PURPOSE OF TRIP(S) Traveling to American Samoa with President Kirk Schulz and Vice President Mary Jo Gonzales to meet with various key constituents in order to build the relationship between WSU and Somoan	PRIMARY DESTINATION American Samoa	OFFICIAL RESIDENCE Pullman, WA	
<input type="checkbox"/> Check if the claimant is not a U.S. citizen and enter visa type.	PREPARER'S NAME Lisa Blumenshein	OFFICIAL STATION Pullman, WA	
	PREPARER E-MAIL lisa_b@wsu.edu	PREPARER'S PHONE 509-335-0845	
	VISA TYPE	MAIL CODE 1066	TA NUMBER GJ823

## TRAVEL EXPENSE VOUCHER

WASHINGTON STATE UNIVERSITY  
PULLMAN, WA 99164-1025

### CONTROLLER'S OFFICE USE ONLY

PAYMENT REQ. NO.	RECEIVED DATE	CONTROLLER'S OFFICE
PURPOSE	COMMENTS	
AUTO-ENTER DATA?	<input type="checkbox"/>	

TRIP INFORMATION			FOOD AND LODGING				State of WA Per Diem Map		Domestic U.S. Per Diem Map		AUTOMOBILE			TOTAL PER DAY		
DATE	FROM	TO	HOUR		BREAKFAST		LUNCH		DINNER		ROOM RATE	TOTAL FOOD & LODGING	MILEAGE		TOTAL MILEAGE COSTS	
			DEPART	RETURN	LOCATION	RATE	LOCATION	RATE	LOCATION	RATE			PT-PT	VICINITY		
08/23	Pullman, WA	Pago Pago, AS	5:00am		Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
08/24					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
8/25					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
8/26					Not Claimed		Not Claimed		Not Claimed		156.45	156.45				156.45
8/27	Pago Pago, AS	Apia, Samoa	12:30pm		Not Claimed		Not Claimed		Not Claimed		307.33	307.33				307.33
8/28	Apia, Samoa	Pago Pago, AS		8:05am	Not Claimed		Not Claimed		Not Claimed		226.72	226.72				226.72
8/29					Not Claimed		Not Claimed		Not Claimed							
8/30		Pullman, WA		12:23am												
<b>TOTALS</b>											1159.85				1159.85	

I claim the exception to the maximum lodging amount and certify that the following exception condition per BPPM 95.06 exists

Rule No.

**TOTALS** 1159.85

### OTHER EXPENSES — Attach Required Receipts

DATE	PAID TO	FOR	AMOUNT
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

#### TRAVEL DETAILS

Traveled from Pullman to Seattle, Seattle to Honolulu, Honolulu to Pago Pago, American Samoa. Took a two night trip to Apia, Independent Samoa, from Pago Pago (a one hour island hop flight crossing the international date line). Held hotel rooms in Pago Pago during this trip to Apia, so there are dual hotel charges for the night of 8/27/17 and 8/28/17. Independent Samoa utilizes the Samoan Tala. Currency conversions for hotel in Apia attached. American

ACCOUNT CODE							
FUND	SUBF	PROG	BUDGET	PROJECT	OBJ	SUB	AMOUNT
		17A	1170	7899	04	BA	856.75
		17A	1170	7899	04	FA	303.10

#### CERTIFICATION AND APPROVAL

Check if additional signatures are required. See page 2.

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

X  9/27/17 <small>CLAIMANT'S SIGNATURE      DATE</small>	Gary Jenkins <small>TYPED NAME OF CLAIMANT</small>
X  9/29/17 <small>TRAVELER'S SUPERVISOR      DATE</small>	Mary Jo Gonzales <small>TYPED NAME OF SUPERVISOR</small>
X <small>EXPENDITURE AUTHORITY      DATE</small>	Mollie Hat <small>TYPED NAME OF EXPENDITURE AUTHORITY</small>

**TOTAL TRAVEL EXPENSE** 1159.85

Controller Correction (see comments above)

Total reimbursement amount limit

Less Travel Advance

**DUE WSU (enclose check)**

**AMOUNT DUE CLAIMANT** 1159.85

Obj/Sub codes — 01 MT: Meals taxable—same day travel; 04 AA: Meals/odging (In-state); 04 AF: Personal mileage (In-state); 04 AG: Rental cars & gas for rental cars (In-state); 04 AW: Other (In-state); Out of state subobjects: BA, BF, BG, BW

FMP 1/5/15      WSU1005-CONTR023-1214

\* WSU is requiring that non-WSU individuals requesting payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code. When required, WSU will use disclosed social security numbers for IRS reporting purposes only.



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

**Country: SAMOA ISLANDS**  
**Publication Date: 09/01/2017**

<b>Country Name</b>	<b>Post Name</b>	<b>Season Begin</b>	<b>Season End</b>	<b>Maximum Lodging Rate</b>	<b>M &amp; IE Rate</b>	<b>Maximum Per Diem Rate</b>	<b>Footnote</b>	<b>Effective Date</b>
SAMOA ISLANDS	Samoa	01/01	12/31	186	114	300	N/A	06/01/2012

**Tradewinds Hotel**  
 PO Box 999  
 Pago Pago, American Samoa 96799  
 (1684) 699 1000  
 info@tradewinds.as

**VAT INVOICE**

VAT ID:

Gary Jenkins  
 260 SE Kamiaken St  
 Pullman, WA 99163  
 USA

Room	Folio	CheckIn	CheckOut	Balance
(205)	137369	08/23/2017	08/28/2017	0.00
Master Folio				

Reference: RS-3871

Date	Room	Description / Voucher	Charges	Credits	Balance
08/23/2017	205	Visa - Ref 002165		782.25	-782.25
08/23/2017	205	Room Taxable	149.00		-633.25
08/23/2017	205	ASG Room Tax - 5%	7.45		-625.80
08/24/2017	205	Room Taxable	149.00		-476.80
08/24/2017	205	ASG Room Tax - 5%	7.45		-469.35
08/25/2017	205	Room Taxable	149.00		-320.35
08/25/2017	205	ASG Room Tax - 5%	7.45		-312.90
08/26/2017	205	Room Taxable	149.00		-163.90
08/26/2017	205	ASG Room Tax - 5%	7.45		-156.45
08/27/2017	205	Room Taxable	149.00		-7.45
08/27/2017	205	ASG Room Tax - 5%	7.45		0.00
08/28/2017	205	Day Room Use - Late Check Out @ 6pm	74.50		74.50
08/28/2017	205	Visa - REF#002302		74.50	0.00
		<b>Balance Due</b>			<b>0.00</b>
		<b>Summary and Taxes</b>			
		Taxable Sales	819.50		
		ASG Room Tax - 5%	37.25		

**CUSTOMER COPY**  
 ANZ  
 TRADEWINDS HOTEL  
 PO BOX 999  
 OTTOVILLE  
 American Samoa  
 TERMINAL ID 08802025  
 MERCH ID 0088000001652  
 REFERENCE NO 002302  
 CARD NUMBER 18 CR  
 VISA  
 SALE 74.50  
 TOTAL USD 74.50  
 08/28/17 17:46  
 APPROVED 611206  
 Thank You  
 Please Come Again



# Sheraton

SAMOA  
AGGIE GREY'S  
HOTEL & BUNGALOWS

Mr. Gary Jenkins

**51**

United States of America

PLEASE RETAIN RECEIPT FOR  
YOUR RECORD

JENKINS, GARY

SIGNATURE APPROVED(00)

Auth ID: 598834  
ARN: 000008 STAN: 000295  
TIME: 29AUG 2017 US:53 CREDIT  
TOTAL SALE HST56.60  
HST56.60

SALE

TERMINAL ID: 05149101  
MERCHANT ID: 9263302481  
APREXTNL SAIPED  
BATCH: 060191 LHV:000008  
EXP:10-20

\*\*CUSTOMER RECEIPT\*\*

SHERATON SAMOA  
AGGIE'S HOTEL F-0 1  
VAISIGANO  
APIA, SAMOA  
850000000342



Room No: 0113  
Conf No: 882204917  
Arrival: 27/08/17  
Departure: 29/08/17  
Cashier: 32  
Booking Ref:

Membership: **18** ACCOUNT SUMMARY PAGE (S) 1 of 1

Date	Description	Reference	Debit	Credit
23/08/17	Deposit Transferred at C/I			22.75
23/08/17	CREDIT CARD FEE 3%		22.75	
27/08/17	Deposit Transferred at C/I	accommodation deposit		758.35
27/08/17	Feast Restaurant Dinner Food	Room# 0113 : CHECK# 1163169	65.00	
27/08/17	Feast Restaurant Dinner Food	Room# 0113 : CHECK# 1163169	-16.25	
27/08/17	Accommodation		332.77	
27/08/17	GST15%		49.92	
28/08/17	Accommodation		332.05	
28/08/17	GST15%		49.81	

*Conversion into  
US dollars  
Attached*

*764.55  
Samoa Tala*

TOTAL	836.05	781.10
TOTAL CHARGES	836.05	
TOTAL INCLUDES GST15%	106.09	
(WST) BALANCE	54.95	GST INCLUDED

Guest Signature

[Home](#) > [Currency Tools](#) > [Currency Converter](#)

# Currency Converter

[Currency Converter](#)[Historical Exchange Rates](#)[Live Exchange Rates](#)[Transfer Money](#)[print](#)

Currency I Have:

 Samoan Tala WST ▾

AMOUNT:

I have this much to exchange

381.86

Currency I Want:

 US Dollar USD ▾


AMOUNT:

I want to buy something at this price

150.879

Want to transfer money? [Try our Money Transfer service](#)INTERBANK +/- 0% ▾DATE: ◀ Aug 27, 2017 ▶[HELP](#) 

# Currency Converter

[Currency Converter](#)[Historical Exchange Rates](#)[Live Exchange Rates](#)[Transfer Money](#)[print](#)**Currency I Have:** **Samoa Tala** **WST** ▼**AMOUNT:**

I have this much to exchange

**382.69****Currency I Want:** **US Dollar** **USD** ▼**AMOUNT:**

I want to buy something at this price

**152.218**Want to transfer money? [Try our Money Transfer service](#)**INTERBANK +/-**

0% ▼

**DATE:**

◀ Aug 28, 2017 ▶

**HELP** ⓘ



Lodging			Out of State	Foreign	Total	
Date	Vendor	Place	Amt US	Amt US	Amt US	Amt WST
8/23/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/24/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/25/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/26/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/27/2017	Tradewinds Hotel	Pago Pago American Samoa	156.45			0
8/27/2017	Sheraton Hotel	Independent Samoa		150.88		381.86
8/28/2017	Tradewinds Hotel	Pago Pago American Samoa	74.50			0
8/28/2017	Sheraton Hotel	Independent Samoa		152.22		382.69
			<b>\$856.75</b>	<b>\$303.10</b>	<b>\$1,159.85</b>	<b>764.55</b>

Flights		
Date	Arrivals	Times
8/23/2017	Leave Pullman	5am
8/23/2017	Arrive Seattle	10:17am
8/23/2017	Arrive Honolulu	4:45pm
8/23/2017	Arrive Pago Pago	9:30pm
8/26/2017	Arrive Apia	1:30pm Crossing international date line-going from 8/26 to 8/27
8/29/2017	Arrive Pago Pago	8:05am Crossing international date line-going from 8/29 to 8/28
8/28/2017	Arrive Honolulu	6am
8/29/2017	Arrive Seattle	7:55pm
8/30/2017	Arrive Pullman	12:23am

Gary Jenkins is not a WSA employee. Please mail a check to him for reimbursement.

**Notes**  
 Traveled from Pullman to Seattle, Seattle to Honolulu, Honolulu to Pago Pago, American Samoa.  
 Took a two night trip to Apia, Independent Samoa, from Pago Pago (a one hour island hop flight crossing the international date line).  
 Held hotel rooms in Pago Pago during this trip to Apia, so there are dual hotel charges for the night of 8/27/17 and 8/28/17.  
 Independent Samoa utilizes the Samoan Tala. Currency conversions for hotel in Apia attached.  
 American Samoa utilizes the US Dollar. Dept of State per diem rate for the Samoan Islands is \$186.00 for lodging.  
 Both hotels used were under the maximum lodging per diem rate.  
 The food charged on the Sheraton, Independent Samoa, invoice was not claimed for reimbursement.  
 The traveler claimed no M&IE.

**From:** [Trips@globaltrav.com](mailto:Trips@globaltrav.com)  
**Cc:** [Blumenshein\\_Lisa\\_L; jillz@globaltrav.com](mailto:Blumenshein_Lisa_L; jillz@globaltrav.com); [gary.jenkins@pullman-wa.gov](mailto:gary.jenkins@pullman-wa.gov); Gomez, Karly; Druffel, Ginger K  
**Subject:** Travel Itinerary JENKINS 08.23.2017 PPG  
**Date:** Wednesday, June 28, 2017 5:01:23 PM  
**Attachments:** [P2XTZV.pdf](#)

Created 6/28/2017 6:01 PM MDT



For a single calendar entry click [here](#)

**Travel Itinerary**

Agency Booking Confirmation Number: P2XTZV

**Passenger Names**

JENKINS/GARY LEE

[Phone Contacts](#)

Please verify itinerary for accuracy

Alaska Airlines - Flight Number 2211		Confirmation: EUZQJB
<b>Departure</b> Wed, 08/23/2017 5:00 AM <b>Departure City</b> Pullman, WA ( <a href="#">PUW</a> ) <b>Departing Terminal</b> <b>Status</b> Confirmed	<b>Arrival</b> Wed, 08/23/2017 6:09 AM <b>Arrival City</b> Seattle, WA ( <a href="#">SEA</a> ) <b>Arrival Terminal</b> <b>Class of Service</b> L - Economy	<b>Equipment</b> DH4  <b>Travel Time</b> 1 hour(s) 09 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Operating Carrier Baggage Info</a> <a href="#">Weather</a> 
Operated By HORIZON AIR AS ALASKAHORIZON Seat Assignments JENKINS/GARY LEE - 02A KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO AS		

Alaska Airlines - Flight Number 851		Confirmation: EUZQJB
<b>Departure</b> Wed, 08/23/2017 10:17 AM <b>Departure City</b> Seattle, WA ( <a href="#">SEA</a> ) <b>Departing Terminal</b> <b>Status</b> Confirmed	<b>Arrival</b> Wed, 08/23/2017 1:17 PM <b>Arrival City</b> Honolulu, HI ( <a href="#">HNL</a> ) <b>Arrival Terminal</b> M <b>Class of Service</b> L - Economy	<b>Equipment</b> 73J <b>Meal</b> FF <b>Travel Time</b> 6 hour(s) 00 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a> 
Seat Assignments JENKINS/GARY LEE - 11F KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO AS		

Hawaiian Airlines - Flight Number 465		Confirmation: VDWBKO
<b>Departure</b> Wed, 08/23/2017 4:45 PM <b>Departure City</b> Honolulu, HI ( <a href="#">HNL</a> ) <b>Departing Terminal</b> Z <b>Status</b> Confirmed	<b>Arrival</b> Wed, 08/23/2017 9:30 PM <b>Arrival City</b> Pago Pago, American Samoa ( <a href="#">PPG</a> ) <b>Arrival Terminal</b> <b>Class of Service</b> X - Economy	<b>Equipment</b> 763 <b>Meal</b> Dinner <b>Travel Time</b> 5 hour(s) 45 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a>
<b>Seat Assignments</b> SEATS ASSIGNED AT AIRPORT KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO HA		

Hawaiian Airlines - Flight Number 466		Confirmation: VDWBKO
<b>Departure</b> Mon, 08/28/2017 11:30 PM <b>Departure City</b> Pago Pago, American Samoa ( <a href="#">PPG</a> ) <b>Departing Terminal</b> <b>Status</b> Confirmed	<b>Arrival</b> Tue, 08/29/2017 6:00 AM <b>Arrival City</b> Honolulu, HI ( <a href="#">HNL</a> ) <b>Arrival Terminal</b> M <b>Class of Service</b> Q - Economy	<b>Equipment</b> 763 <b>Meal</b> Snack <b>Travel Time</b> 5 hour(s) 30 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a>
<b>Seat Assignments</b>		

SEATS ASSIGNED AT AIRPORT  
KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO HA

**Alaska Airlines - Flight Number 894** Confirmation: EUZQJB

Departure Tue, 08/29/2017 11:00 AM	Arrival Tue, 08/29/2017 7:55 PM	Equipment 73H
Departure City Honolulu, HI ( <a href="#">HNL</a> )	Arrival City Seattle, WA ( <a href="#">SEA</a> )	Meal FF
Departing Terminal M	Arrival Terminal	Travel Time 5 hour(s) 55 minute(s)
Status Confirmed	Class of Service Q - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments JENKINS/GARY LEE - 12F  
KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO AS

**Alaska Airlines - Flight Number 2158** Confirmation: EUZQJB

Departure Tue, 08/29/2017 11:24 PM	Arrival Wed, 08/30/2017 12:23 AM	Equipment DH4
Departure City Seattle, WA ( <a href="#">SEA</a> )	Arrival City Pullman, WA ( <a href="#">PUW</a> )	Travel Time 0 hour(s) 59 minute(s)
Departing Terminal	Arrival Terminal	<a href="#">Add flight to Calendar</a>
Status Confirmed	Class of Service Q - Economy	<a href="#">Baggage Info</a>
		<a href="#">Operating Carrier Baggage Info</a>
		<a href="#">Weather</a>

Operated By HORIZON AIR AS ALASKAHORIZON  
Seat Assignments JENKINS/GARY LEE - 03A  
KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO AS

**Invoice Detail**

Name JENKINS/GARY LEE		
Alaska Airlines Ticket 0278608467450	Issue Date 06/28/2017	Amount \$1,850.16
Invoice Number 260403507		
VI Ending in: 18		
Professional Fee 8900694437913	Issue Date 06/28/2017	Amount \$30.00
VI Ending in: 18		
		Total Fare USD \$1,880.16
		Total Amount Due 0.00

**Frequent Flyer Info**

Alaska Airlines 18

**General Remarks**

This ticket is non-refundable  
Failure to cancel at least 1 hour prior to departure  
will result in the forfeiture of the entire ticket value  
\*\*\*\*\*  
Federal law prohibits certain hazardous materials such  
as aerosols and flammable liquids aboard the aircraft.  
For details and a complete list of restricted items go to  
[HTTP://WWW.FAA.GOV/ABOUT/INITIATIVES/HAZMAT\\_SAFETY/](http://www.faa.gov/about/initiatives/hazmat_safety/)  
WASHINGTON STATE SELLER OF TRAVEL REGISTRATION NUMBER: 7187  
AIR:GOVT ISSUED PHOTO-ID REQUIRED FOR ALL PASSENGERS OVER AGE 18  
\*\*\*INTERNATIONAL TRAVEL INCLUDING CANADA AND MEXICO REQUIRES  
A VALID PASSPORT AND/OR VISA. SEE [WWW.TRAVEL.STATE.GOV](http://www.travel.state.gov)  
FOR ENTRY/EXIT REQUIREMENTS\*\*\*  
ORDERED BY:KARLY

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For a single calendar entry click [here](#)**Travel Itinerary**Agency Booking Confirmation Number: **P2XTZV****Passenger Names**

JENKINS/GARY LEE

[Phone Contacts](#)

Please verify itinerary for accuracy

**Alaska Airlines - Flight Number 2211**

Confirmation: EUZQJB

<b>Departure:</b> Wed, 08/23/2017 5:00 AM	<b>Arrival:</b> Wed, 08/23/2017 6:09 AM	<b>Equipment:</b> DH4
<b>Departure City:</b> Pullman, WA ( <a href="#">PUW</a> )	<b>Arrival City:</b> Seattle, WA ( <a href="#">SEA</a> )	
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 1 hour(s) 09 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> L - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Operating Carrier Baggage Info</a>
		<a href="#">Weather</a>

Operated By HORIZON AIR AS ALASKAHORIZON

Seat Assignments: JENKINS/GARY LEE - 02A

KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO: AS

**Alaska Airlines - Flight Number 851**

Confirmation: EUZQJB

<b>Departure:</b> Wed, 08/23/2017 10:17 AM	<b>Arrival:</b> Wed, 08/23/2017 1:17 PM	<b>Equipment:</b> 73J
<b>Departure City:</b> Seattle, WA ( <a href="#">SEA</a> )	<b>Arrival City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Meal:</b> FF
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b> M	<b>Travel Time:</b> 6 hour(s) 00 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> L - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments: JENKINS/GARY LEE - 11F

KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO: AS

**Hawaiian Airlines - Flight Number 465**

Confirmation: VDWBKO

<b>Departure:</b> Wed, 08/23/2017 4:45 PM	<b>Arrival:</b> Wed, 08/23/2017 9:30 PM	<b>Equipment:</b> 763
<b>Departure City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Arrival City:</b> Pago Pago, American Samoa ( <a href="#">PPG</a> )	<b>Meal:</b> Dinner
<b>Departing Terminal:</b> Z	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 5 hour(s) 45 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> X - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:

SEATS ASSIGNED AT AIRPORT

KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO: HA

**Hawaiian Airlines - Flight Number 466**

Confirmation: VDWBKO

<b>Departure:</b> Mon, 08/28/2017 11:30 PM	<b>Arrival:</b> Tue, 08/29/2017 6:00 AM	<b>Equipment:</b> 763
<b>Departure City:</b> Pago Pago, American Samoa ( <a href="#">PPG</a> )	<b>Arrival City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Meal:</b> Snack
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b> M	<b>Travel Time:</b> 5 hour(s) 30 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> Q - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:

SEATS ASSIGNED AT AIRPORT

KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO: HA

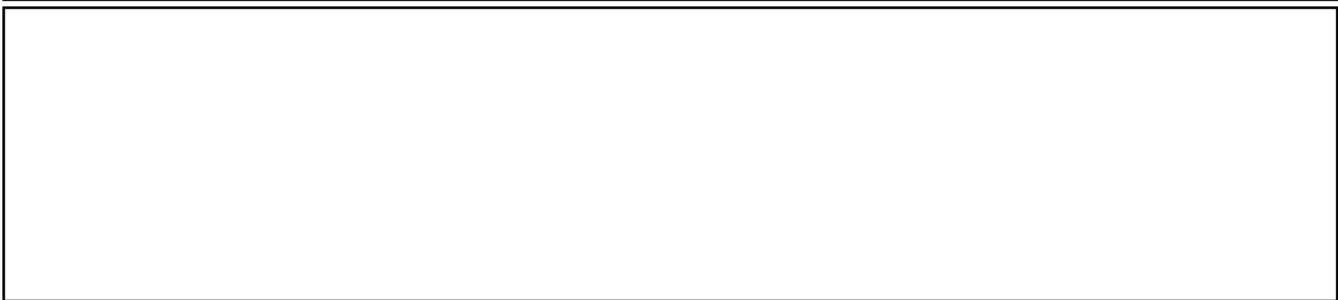
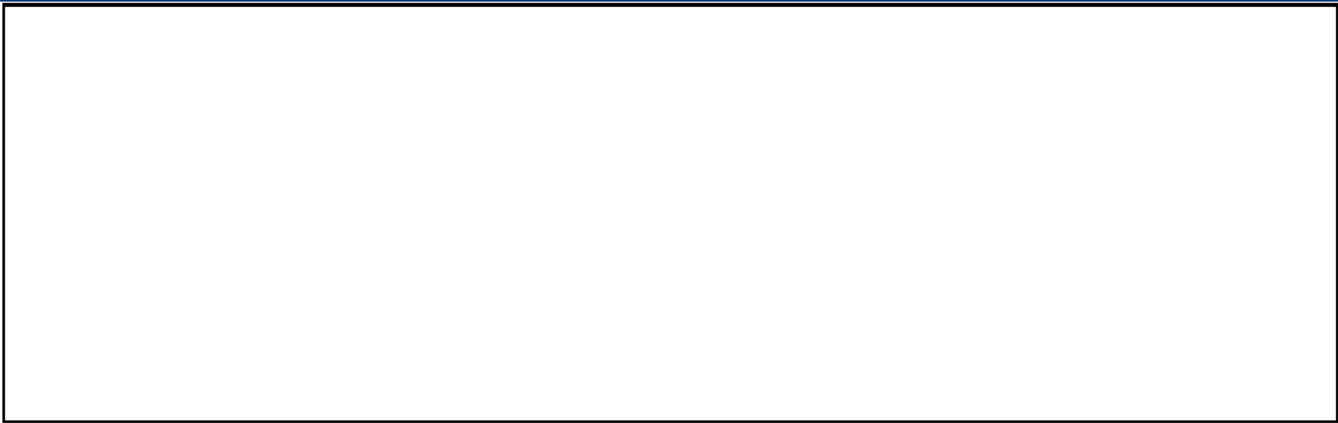
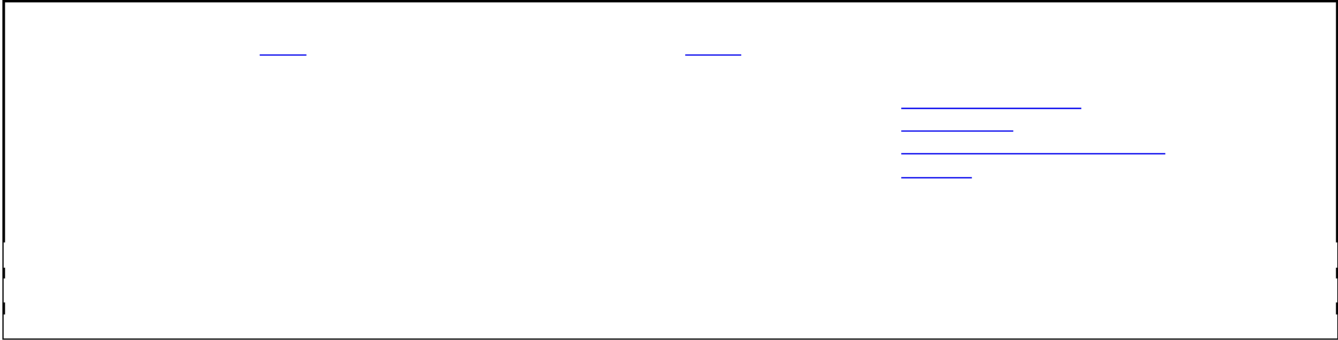
**Alaska Airlines - Flight Number 894**

Confirmation: EUZQJB

<b>Departure:</b> Tue, 08/29/2017 11:00 AM	<b>Arrival:</b> Tue, 08/29/2017 7:55 PM	<b>Equipment:</b> 73H
<b>Departure City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Arrival City:</b> Seattle, WA ( <a href="#">SEA</a> )	<b>Meal:</b> FF
<b>Departing Terminal:</b> M	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 5 hour(s) 55 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> Q - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments: JENKINS/GARY LEE - 12F

KTN/TSA PRECHECK FOR JENKINS/GARY LEE WAS SENT TO: AS



For a single calendar entry click [here](#)**Travel Itinerary**Agency Booking Confirmation Number: **ZJZS92****Passenger Names****GONZALES/MARY JO**[Phone Contacts](#)

Please verify itinerary for accuracy

**Alaska Airlines - Flight Number 2369****Confirmation: OJMRXH**

<b>Departure:</b> Wed, 08/23/2017 8 09 AM	<b>Arrival:</b> Wed, 08/23/2017 9:25 AM	<b>Equipment:</b> DH4
<b>Departure City:</b> Spokane, WA ( <a href="#">GEG</a> )	<b>Arrival City:</b> Seattle, WA ( <a href="#">SEA</a> )	
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 1 hour(s) 16 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> Y - Economy	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Operating Carrier Baggage Info</a>
		<a href="#">Weather</a>

Operated By HORIZON AIR AS ALASKAHORIZON

Seat Assignments:GONZALES/MARY JO - 03B

KTN/TSA PRECHECK FOR GONZALES/MARY JO WAS SENT TO:AS

**Alaska Airlines - Flight Number 851****Confirmation: OJMRXH**

<b>Departure:</b> Wed, 08/23/2017 10:17 AM	<b>Arrival:</b> Wed, 08/23/2017 1:17 PM	<b>Equipment:</b> 73J
<b>Departure City:</b> Seattle, WA ( <a href="#">SEA</a> )	<b>Arrival City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Meal:</b> Lunch
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b> M	<b>Travel Time:</b> 6 hour(s) 00 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> F - First	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:GONZALES/MARY JO - 03D

KTN/TSA PRECHECK FOR GONZALES/MARY JO WAS SENT TO:AS

**Hawaiian Airlines - Flight Number 465****Confirmation: KSDTCN**

<b>Departure:</b> Wed, 08/23/2017 4:45 PM	<b>Arrival:</b> Wed, 08/23/2017 9:30 PM	<b>Equipment:</b> 763
<b>Departure City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Arrival City:</b> Pago Pago, American Samoa ( <a href="#">PPG</a> )	<b>Meal:</b> Dinner
<b>Departing Terminal:</b> Z	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 5 hour(s) 45 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> J - First	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:GONZALES/MARY JO - 02G

KTN/TSA PRECHECK FOR GONZALES/MARY JO WAS SENT TO:HA

**Hawaiian Airlines - Flight Number 466****Confirmation: KSDTCN**

<b>Departure:</b> Mon, 08/28/2017 11:30 PM	<b>Arrival:</b> Tue, 08/29/2017 6:00 AM	<b>Equipment:</b> 763
<b>Departure City:</b> Pago Pago, American Samoa ( <a href="#">PPG</a> )	<b>Arrival City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Meal:</b> Snack
<b>Departing Terminal:</b>	<b>Arrival Terminal:</b> M	<b>Travel Time:</b> 5 hour(s) 30 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> J - First	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:GONZALES/MARY JO - 02G

KTN/TSA PRECHECK FOR GONZALES/MARY JO WAS SENT TO:HA

**Alaska Airlines - Flight Number 894****Confirmation: OJMRXH**

<b>Departure:</b> Wed, 08/30/2017 11:00 AM	<b>Arrival:</b> Wed, 08/30/2017 7:55 PM	<b>Equipment:</b> 73J
<b>Departure City:</b> Honolulu, HI ( <a href="#">HNL</a> )	<b>Arrival City:</b> Seattle, WA ( <a href="#">SEA</a> )	<b>Meal:</b> Lunch
<b>Departing Terminal:</b> M	<b>Arrival Terminal:</b>	<b>Travel Time:</b> 5 hour(s) 55 minute(s)
<b>Status:</b> Confirmed	<b>Class of Service:</b> F - First	<a href="#">Add flight to Calendar</a>
		<a href="#">Baggage Info</a>
		<a href="#">Weather</a>

Seat Assignments:GONZALES/MARY JO - 01D



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