

Name: Commissioner Anne Castro
Location: Washington, DC
Purpose: FAA Settlement Hearing

IRS Pub 1542 **M&IE**
 \$71.00 (obtain from Per diem form on City's Intranet)

	5/2/2012	5/3/2012	Total Est Exps
Meal Provided:			
Per Diem	\$ 53.25	\$53.25	\$ 106.50
Lodging	380.26		380.26
Gas/Tolls/Parking	60.00	60.00	120.00
Conf Fees			-
Airfare/Car Rental	279.60		279.60
			\$ 886.36

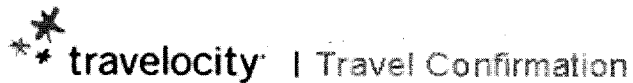
*** Travel day**

per diem reductions

Breakfast (B) 15% **\$10.65**
 Lunch (L) 35% **\$24.85**
 Dinner (D) 50% **\$35.50**

Lottier, Christine

From: Travelocity Customer Support [travelocity@travelocity.com]
Sent: Thursday, April 05, 2012 5:24 PM
To: Lottier, Christine
Subject: Travelocity Confirmation



Anne Mcmanus,

Thank you for booking your travel with Travelocity.

Your Travelocity Trip ID is: 5209 6588 8964

You can view your Trip Details by logging onto Travelocity.com

If any issues arise with your reservation before or during your trip, please contact us immediately.

**Customer Support**

In the US	1.888.872.8356	24 hours/7 days a week
Outside the US	1.210.521.5871	24 hours/7 days a week
En Español	1.866.828.3933	7am - 10pm CST

[How to change my trip](#)
[How to cancel my trip](#)
[Email Travelocity](#)

Flights


1 Round-Trip Ticket

All flight times are local to each city.

Wed, May 2, 2012

Depart: 02:25 pm Fort Lauderdale, FL (FLL)
Arrive: 04:55 pm Washington, DC (DCA)

[Online check-in code:](#) BR6B42


 US Airways, Flight 1221
Economy Class
Non-stop

Total Travel Time: 2 hrs 30 mins
Seat request: 16A

Thu, May 3, 2012

Depart: 02:50 pm Washington, DC (DCA)
Arrive: 05:20 pm Fort Lauderdale, FL (FLL)

[Online check-in code:](#) BR6B42

 US Airways, Flight 1715
Economy Class
Non-stop

Total Travel Time: 2 hrs 30 mins

Seat request: 17F

Passengers
ANNE MCMANUS CASTRO

E-ticket Numbers
0377050782814

Frequent Flier Information
Add your number at the airport.

[Flight policies](#)

Pricing

1 Adult:	\$258.00
Taxes & Fees:	\$21.60
Total:	\$279.60

Additional baggage fees may apply

We charged a total of \$279.60 to your Visa® xxxx-xxxx-xxxx-9064.

Complete Your Travel Plans for Washington Ronald Reagan National Airport



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Additional Information

Online Support

- [What if my flight schedule changes?](#)
- [What if I experience a problem during my trip?](#)
- [How can I change or cancel my trip?](#)
- [View all Travel Alerts](#)
- [View Frequently Asked Questions](#)

Travel Checklist

- **Printed itinerary** - Please print this information and take it with you on your trip.
- **Photo ID** - Every air passenger must have a valid government-issued photo ID (e.g. driver's license or passport). The name on the photo ID must match the passenger name in the reservation. Once the ticket has been issued the name on the ticket cannot be changed.
- **TSA Secure Flight Information** - Any information you provided has been added to your reservation.
- **Flight information** - Check for [flight and gate updates](#) prior to your departure. Some airlines allow you to pre-print your boarding pass with an [online check-in](#) feature.
- **Schedule changes** - The airline may change your flight itinerary at any time. If we are notified of an itinerary change, we will contact you by email and/or phone. If the airline has not provided you with an acceptable alternative itinerary, our agents will try to re-accommodate you according to the airline's policy and availability.
- **Security Procedures** - Check the TSA Web site (www.tsa.gov) for the most up-to-date information about security procedures. If you are departing from a non-U.S. airport, be sure to check that airport's security policies and pack accordingly.
- **Baggage guidelines** - Check with your airline for rules and prices for carry-on and checked baggage. Please review the carry-on baggage guidelines from the [Transportation Security Administration](#).

Policies

- Ticket is **non-refundable**.
- If Travel Protection has been purchased it is **non-refundable**.
- **Please review your itinerary immediately**. If any issues arise before or during your trip you must call us right away. Why? We work with our suppliers to resolve your concerns, so the only opportunity we have to help you is before your trip ends. If you wait until you return, it's too late.
- There are times when we are unable to confirm a reservation. In the rare event that this occurs, we will attempt to reach you by phone and email so that we can re-accommodate you. You must call us back

within 48 hours or we may not be able to honor your original booking price.

- Travelocity fees and airline charges will be shown as separate items on your credit card statement. Airline charges may also be listed separately for each passenger.

[Change Policies](#)

[Cancellation Policies](#)

[Domestic Flight Notice](#)

[International Flight \(Warsaw Convention\) Notice](#)

[View All Policies](#)

General Policies

Ticket is **non-refundable**.

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There are times when we are unable to confirm a reservation. In the rare event that this occurs, we will attempt to reach you by phone and email so that we can re-accommodate you. You must call us back within 48 hours or we may not be able to honor your original booking price.

Travelocity fees and airline charges will be shown as separate items on your credit card statement. Airline charges may also be listed separately for each passenger.

The total price for your booking may increase after your purchase due to an increase of a government-imposed tax or fee.

Change Policies

Some tickets do not allow any changes. Ticket changes also have airline penalties and/or increased fares. If your ticket is changeable, any changes must be made prior to departure. Airlines will charge a fee to use your ticket as credit for a new ticket purchase. This fee varies by airline, market, and specific fare rules, and may be \$150 or more for domestic tickets and \$200 or more for international tickets.

If you fail to show up for any segment of your flight itinerary, the airline will automatically cancel the remainder of your flights and they will lose all monetary value. You will not be entitled to a refund for any unused portions of your flight travel.

Cancellation Policies

If you cancel you will not receive a refund. You must cancel your reservation prior to departure to retain any ticket value. Depending on the airline and fare rules, the residual value that is remaining may be eligible to be applied to future travel, providing the cancellation, rebooking, and re-ticketing of your reservation is at least one day prior to your originally scheduled date of departure.

Airlines usually deduct \$150 or more for domestic tickets and \$200 or more for international tickets before determining if there is any value that can be applied toward future travel.

Domestic Flight Notice

Air transportation to be provided between points in the U.S. (including its overseas territories and possessions) is subject to the individual contract terms (including rules, regulations, tariffs and conditions) of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage.

Where this coupon is issued for transportation or services other than air travel, specific terms and conditions may apply.

These terms and conditions may be included in the ticket set or may be obtained from the issuing company or agent.

Please make sure you have reviewed the important legal notice entitled "Conditions of Contract", "Notice of Incorporated Terms", "Notice of Baggage Liability Limitations", and "Notice of Overbooking" in [Terms & Conditions of Travel](#) or the specific terms and conditions relating to non-air transportation or services.

The [Terms & Conditions of Travel](#) will also be available at the airport prior to your flight departure.

International Flight (Warsaw Convention) Notice

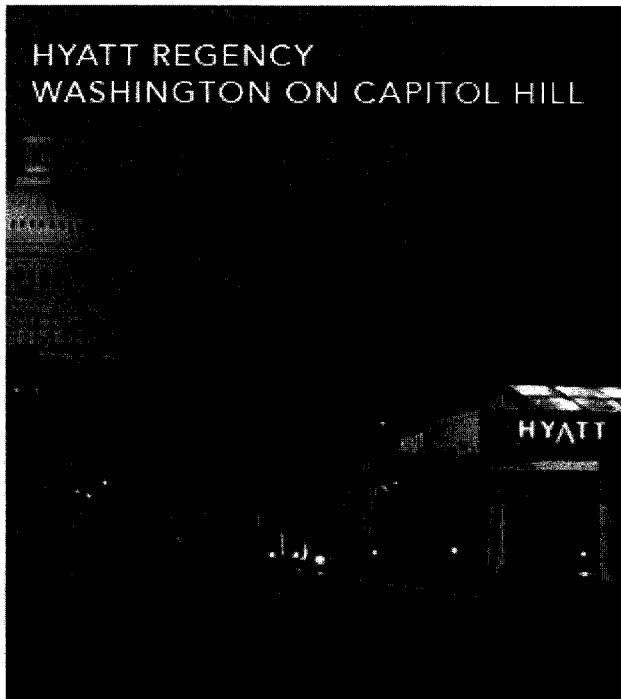
If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and for the loss of or damage to baggage.

See also the notices entitled "Advice to International Passengers on Limitation of Liability" and "notice of Baggage Liability Limitations" [Terms & Conditions of Travel](#).

Lottier, Christine

From: Hyatt Regency Washington on Capitol Hill [Concierge@HyattE-Concierge.com]
Sent: Friday, April 06, 2012 4:44 PM
To: Lottier, Christine
Subject: Hyatt Regency Washington on Capitol Hill - Update - ANNE CASTRO - 5/2/2012 - 3289712

[Hyatt E-Concierge](#) | [Customer Service](#) | [Hotel Website](#) | [Print E-Mail](#) | [View Online](#)

**RESERVATION CHANGE**

CONFIRMATION NUMBER: 3289712

CHECK-IN DATE: Wednesday, May 2, 2012
HOTEL CHECK-IN TIME: 15:00

CHECK-OUT DATE: Thursday, May 3, 2012
HOTEL CHECK-OUT TIME: 12:00

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue NW
Washington, DC 20001 US
Tel: 202-737-1234 Fax: 202-737-5773

[CHANGE RESERVATION](#)

[HOTEL INFORMATION](#)

[MAPS & DIRECTIONS](#)

ANNE CASTRO,
MEMBERSHIP NUMBER: 512238829H
 GOLD MEMBERSHIP

Greetings from Hyatt Regency Washington on Capitol Hill,

Your reservation at Hyatt Regency Washington on Capitol Hill has been changed. Details of your reservation are provided below. Create a memorable vacation experience by confirming in-room amenities, activities, and more by using Hyatt E-Concierge.

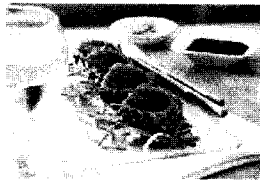
We look forward to welcoming you on your Wednesday, May 2, 2012 arrival.

Warmest Regards,

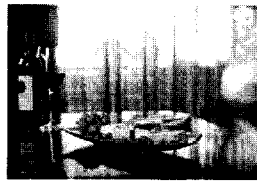
Hyatt Regency Washington on Capitol Hill Team

WELCOME TO HYATT E-CONCIERGE

Allow us to help you plan activities and services prior to your arrival. From dinner reservations to transportation arrangements and more.



DINING
Savor the fresh flavors of local dining establishments and let us make all the arrangements. [Click Here.](#)



IN ROOM AMENITIES
Let us make your stay more personal with a variety of amenities for you waiting upon arrival. [Click Here.](#)



TRANSPORTATION
Take the stress out of travel and allow us to book your transportation. [Click Here.](#)



ACTIVITIES
Make your vacation more memorable and explore your destination with these exciting activities. [Click Here.](#)

[MORE OPTIONS](#)



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WEB CHECK-IN IS AVAILABLE

Web Check-In is available after 9:00AM on the day of your arrival. Simply click on the button below or print your Web Check-In, then scan the barcode at a lobby kiosk and expedite your arrival.

[WEB CHECK-IN](#)

ADDITIONAL RESERVATION DETAILS

GUEST NAME: ANNE CASTRO

NUMBER OF ADULTS: 2
NUMBER OF CHILDREN: 0

NUMBER OF ROOMS: 1

ROOM(S) BOOKED: 1 KING BED

ROOM DESCRIPTION: King Grand Bed: Limited City views:Floors 2-8

NIGHTLY RATE PER ROOM:

May 2 - 332.10 US DOLLARS

RATE INFORMATION: - Rate extended to members of AAA Motor Club.

TYPE OF RATE: AAA DISCOUNT

CANCELLATION POLICY: CANCEL BY 3PM EST 48 HOURS PRIOR TO ARRIVAL

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

PREFERENCES: CONFIRMED NON-SMOKING RM

Your preferences have been submitted with your reservation and are subject to hotel availability.

ADDITIONAL TAX & SERVICE CHARGES

5.75% tax + 8.75% Occ Tax

GUARANTEED BY: VISA GUARANTEE

\$ 332.10
19.10
~~29.06~~
380.26

As a valuable Hyatt guest, you will also receive an arrival reminder notice. If you wish to unsubscribe from receiving reminder e-mails for confirmed reservations, please [click here](#). If you have opted-out on a previous confirmation, please disregard this message.

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Table 4. (Effective October 1, 2011 – September 30, 2012) (Continued)

Per Diem Locality				Computing Maximum Rate		
State	Key City ²	County and/or Other Defined Location ^{3,4}	Effective Dates	Maximum Lodging Rate	M&IE Rate	Maximum Per Diem Rate
DC	District of Columbia	Washington, DC (also the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (see also Maryland and Virginia)	1/1 - 2/29	\$183	\$71	\$254
			3/1 - 6/30	224	71	295
			7/1 - 8/31	169	71	240
			9/1 - 10/31	226	71	297
			11/1 - 12/31	183	71	254
DE	Dover	Kent	1/1 - 4/30	77	46	123
			5/1 - 9/30	90	46	136
			10/1 - 12/31	77	46	123
	Lewes	Sussex	1/1 - 6/30	83	46	129
			7/1 - 8/31	122	46	168
			9/1 - 12/31	83	46	129
	Wilmington	New Castle	All year	114	56	170
FL	Altamonte Springs	Seminole	1/1 - 3/31	82	61	143
			4/1 - 12/31	77	61	138
	Boca Raton, Delray Beach, Jupiter	Palm Beach	1/1 - 4/30	118	71	189
			5/1 - 12/31	84	71	155
	Bradenton	Manatee	1/1 - 4/30	97	56	153
			5/1 - 12/31	80	56	136
	Cocoa Beach	Brevard	All year	99	51	150
	Daytona Beach	Volusia	1/1 - 1/31	82	51	133
			2/1 - 7/31	101	51	152
			8/1 - 12/31	82	51	133
	Fort Lauderdale	Broward	1/1 - 3/31	164	71	235
			4/1 - 5/31	137	71	208
			6/1 - 9/30	101	71	172
			10/1 - 12/31	124	71	195
	Fort Myers	Lee	1/1 - 4/30	115	56	171
			5/1 - 12/31	85	56	141
	Fort Walton Beach, DeFuniak Springs	Okaloosa, Walton	1/1 - 2/29	77	51	128
			3/1 - 5/31	121	51	172
			6/1 - 7/31	154	51	205
			8/1 - 10/31	109	51	160
11/1 - 12/31			77	51	128	
Gainesville	Alachua	All year	90	51	141	
Gulf Breeze	Santa Rosa	1/1 - 2/29	97	51	148	
		3/1 - 5/31	117	51	168	
		6/1 - 8/31	128	51	179	
		9/1 - 12/31	97	51	148	
Jacksonville, Jacksonville Beach, Mayport Naval Station	Duval, Nassau	All year	80	51	131	
Key West	Monroe	1/1 - 1/31	190	71	261	
		2/1 - 4/30	221	71	292	
		5/1 - 11/30	150	71	221	
		12/1 - 12/31	190	71	261	
Kissimmee	Osceola	1/1 - 5/31	79	46	125	
		6/1 - 12/31	77	46	123	
Lakeland	Polk	All year	82	46	128	