

Uploading Travel Packet Information

(One (1) PDF File - Information ALL Together)

1) PDF Scan **In This Order:**

- * **Plane Ticket** (if Applicable) – Flight Schedule Times & Itemized Cost
(**Yellow Highlighted** or Circle)
- * **Agenda** - Start & End of Business Meeting Times (**Yellow Highlighted** or Circle)
(Prefer summary schedule with times – not lengthy explanation of meetings)
- * **Hotel** – if your agency wants to include
- * **Conference/Registration Fee** – if your agency wants to include
- * **Agency Memos/Internal** – if your agency wants to include

2) PDF Scan **DO NOT Include:**

- * No Automated Printed Emails Received From OOS System
- * No Automated Pre-Approval, Detail or Incomplete Forms From OOS system
- * No Mileage Maps
- * No Excess/Run-On Disclosure Information From Internet Websites
- * No Excess Agenda Information (Lengthy Explanation; Speaker Names, Etc.)

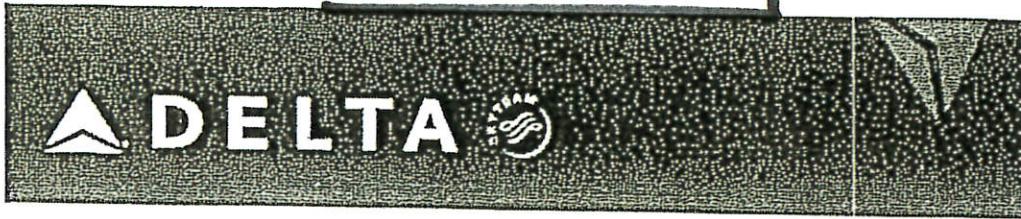
3) PDF Scan **Format:**

- * Pages Need to be VERTICAL in Direction (Exception: Agenda if Horizontal)
- * If Over 10 Pages, Please Limit Pages with ONLY Pertinent Information.
- * Please Call for Exceptionally Large or Unique Agendas.

EXAMPLES ATTACHED

**TRAVEL
PACKET
DO**

EXAMPLE



Hello,

Your Trip Confirmation

MANAGE MY TRIP >

| Fri, 24JUL | DEPART | ARRIVE |
|-------------------------------|-----------------------------|------------------------------|
| DELTA 4950* MAIN CABIN (L) | BIRMINGHAM 6:20am | NYC-LAGUARDIA 9:55am |
| DELTA 2669 MAIN CABIN (L) | NYC-LAGUARDIA 12:59pm | BOSTON 2:20pm |
| Tue, 28JUL | DEPART | ARRIVE |
| DELTA 350 MAIN CABIN (U) | BOSTON 6:30pm | ATLANTA 9:33pm |
| DELTA 2288 MAIN CABIN (U) | ATLANTA 11:19pm | BIRMINGHAM 11:11pm |

*Flight 4950 Operated by EXPRESSJET DBA DELTA CONNECTION

Advisory

Please note that our New York-LaGuardia Airport (LGA) flights now depart from Terminal C, as well as from Terminal D and the Marine Air Terminal. As gate and terminal information are subject to change, it's best to check within 4 hours of your flight's departure via Online Check-in, Flight Status or the Fly Delta app. Gates C15 C32 are located in Terminal C and gates D1 D11 are located in Terminal D.

Passenger Info

| NAME | FLIGHT | SEAT |
|------|------------|------|
| | DELTA 4950 | 13D |
| | DELTA 2669 | 24E |
| | DELTA 350 | 31A |
| | DELTA 2288 | 16A |

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Place of Issue: Delta.com

Issue Date: 26JUN15

Expiration Date: 26JUN16

METHOD OF PAYMENT

VISA XXXXXXXX1234

\$646.20 USD

CHARGES

Air Transportation Charges

Base Fare \$559.08 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger \$11.20 USD

Civil Aviation Security Service Fee) (AY)

United States - Passenger Facility Charge (XF) \$18.00 USD

United States - Flight Segment Tax (ZP) \$16.00 USD

United States - Transportation Tax (US) \$41.92 USD

TICKET AMOUNT

\$646.20 USD

VLD DL ONLY W/COMPANION TK

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: BHM DL X/NYC Q32.56 DL BOS291.17LE14A0UQ/NN3K DL X/ATL DL BHM235.35UE21A0VQ/NN3K USD559.08END ZP BHMLGABOSATL XF BHM4.5LGA4.5BOS4.5ATL4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

| | | | |
|-----------------|------------------|----------|--|
| Fri 24 Jul 2015 | DELTA: BHM ↗ LGA | | |
| CARRY ON | FIRST | SECOND | |
| FREE | \$25USD | \$35USD | |
| Fri 24 Jul 2015 | DELTA: LGA ↗ BOS | | |
| CARRY ON | FIRST | SECOND | |
| INCLUDED | INCLUDED | INCLUDED | |

Visit delta.com for details on baggage embargos that may apply to your itinerary.



CyberTip Management Training Alexandria, VA August 23 – 25, 2016

| Time | Topic |
|-----------------------------|--|
| Tuesday, August 23 | Day 1 |
| 7:00 am-- 8:00 am | Registration φ |
| 8:00 am – 9:30 am | <u>Welcome & Overview of Course</u> – <i>Steve Del Negro</i> Course objectives, introductions and administrative matters. |
| 9:30 am – 12:00 noon | CyberTip Overview – <i>Kevin O'Brien, CyberTipline Supervisor</i> |
| 12:00 noon - 1:00 pm | Lunch (on own) |
| 1:00 pm – 2:00 pm | CyberTip Overview (Continued) |
| 2:00 pm – 3:15 pm | CyberTip Management Features & Programs – <i>Steve Del Negro & Nat Evans</i> |
| 3:15 pm – 5:00 pm | Installation, Customization & Operation of the CyberTip Downloader Program – <i>Steve Del Negro & Nat Evans</i> |
| Wednesday, August 24 | Day 2 |
| 8:00 am – 8:30 am | Review and Questions – <i>Steve Del Negro & Nat Evans</i> |
| 8:30 am – 12:00 noon | Installation, Customization & Operation of the CT Downloader Program (cont.) – <i>Steve Del Negro, Dave Peifer & Nat Evans</i> |
| 12:00 noon – 1:00 pm | Lunch (on own) |
| 1:00 pm – 3:30 pm | Installation, Customization & Operation of the CT Downloader Program (cont'd) – <i>Steve Del Negro & Nat Evans</i> Advanced Operations |
| 3:30 pm – 5:00 pm | Cybertip Case Studies - <i>Steve Del Negro & Nat Evans</i> |
| Thursday, August 25 | Day 3 |
| 8:00 am – 8:30 am | Review and Questions – <i>Steve Del Negro & Nat Evans</i> |
| 8:30 am – 9:30 am | Advanced Topics & Issues – <i>Steve Del Negro & Nat Evans</i> |

| Time | Topic |
|---------------------|---|
| 9:30 am – 10:30 am | Hands on Time |
| 10:30 am – 12:00 pm | Practical Exercise – <i>Steve Del Negro & Nat Evans</i> |
| 12:00 pm – 1:00 pm | Lunch (on own) |
| 1:00 pm – 1:30 pm | Practical Exercise Review – <i>Steve Del Negro</i> |
| 1:30 pm – 3:30 pm | Hands-on with NCMEC ECD Analysts |
| 3:30 pm – 4:30 pm | Class Review – |
| 4:30 pm – 5:00 pm | Certificates – Evaluations – <i>Steve Del Negro</i> |

**TRAVEL
PACKET
DON'T**

Rogers, Karen

From: OOS Travel Web Application <noreply@oos.alabama.gov>
Sent: Tuesday, July 28, 2015 11:25 AM
To:
Cc:
Subject: OOS Travel Request -
Importance: High

The following travel request is under review for approval:

ID#:
Traveler Name:
Agency:
Destination: Indianapolis, IN
Depart Date: 8/4/2015

Steps for completion @ OOS Travel website at: <https://oos.alabama.gov> and select 'Manage Existing Travel'.

1. Upload your travel packet/documentation as 1 PDF File.
 - o REQUIRED: Flight information (if applicable)(estimated quote or actual-agency decision) Meeting Agenda/Schedule
 - o OPTIONAL (Agency Preference): Hotel Information, Conference/Registration Fees
2. Follow up with your Travel Designee for Agency Director Approval.
3. Once approval is granted by the Agency Director the Governor's signature will appear.
4. Print travel form and apply all necessary signatures required by your agency.
5. Original signed travel form remains with the agency for submitting expense report and/or file as official record.
6. Travel ID number may be used to access electronic expense report upon return.

Steps to Cancel:

If for any reason you need to cancel, this may be done at any time in the process.

1. Print the incorrect form out.
2. Circle what was incorrect, write 'CANCEL' on form, sign a name.
3. Scan request to my email: cheryl.fondon@governor.alabama.gov

Please contact me or your agency travel designee if you have any questions. We will be happy to assist and wish you safe travels!

Thank you,

Cheryl Fondon
Governor's Office
(334) 353-7510



STATE OF ALABAMA

Request For Out-of-State Travel

Web PDF
Updated 6/22/15

Agency: _____ Division: _____ Date: 08/03/2015
(Travel Designee: _____)

Request is made for authorization to travel to: West Palm Beach, FL for the purpose of attending a: Job Specific
Revolutionary Principles of Movement

Drive: Fly:

Leave From: _____ To: BHM Airport

Depart Base: Birmingham Monday 08/10/2015 09:08 AM
Your First Meeting Begins: Monday 08/10/2015 05:00 PM
(or Welcome Reception)
Your Last Meeting Ends: Saturday 08/15/2015 12:00 PM
(or Closing Banquet)
Return Base: Birmingham Saturday 08/15/2015 05:41 PM

CONUS Daily Maximum:

| Date: | Total: |
|------------|---------|
| SUN 08/16 | |
| MON 08/10 | \$66.00 |
| TUE 08/11 | \$66.00 |
| WED 08/12 | \$66.00 |
| THUR 08/13 | \$66.00 |
| FRI 08/14 | \$66.00 |
| SAT 08/15 | \$66.00 |

Meal Total: \$396.00

Car: Personal: Miles: 8.0 Total: \$4.60

Air: Ticket/Bags/Travel Agency Fee: Total: \$403.20

Airport Parking: Total: \$72.00

Lodging + Parking + Business services: Total: \$638.40
of nights: 5

Transit: Intown, Shuttle Taxi, Etc.: Total: \$80.00

Conference & Registration Fees: Total: \$412.50

Parking at Event Location: Total: \$0.00

GRAND TOTAL: \$2,006.70

Employee Agreement:

I am familiar with both agency and state travel policies and procedures and hereby agree that the requested travel and associated expense reporting will be conducted with those travel policies and procedures.

Agency Director Approval:

By transmitting the Out-of-State Travel Request Form to the Governor, the Director/Commissioner acknowledges and approves of this travel request. This agency recommends the Governor approve this request.

TRAVELER REQUESTED APPROVAL

PER STATEMENT OF TRAVELER
(Internal Agency Use Only)

1/1/1900 12:00 00 AM

Governor

Agency/Board State Funds: 20.6% \$413.38 Name: _____

Federal Funds: _____ Name: _____

Other: _____ Name: _____

Personal Funds: 79.4% \$1,593.32

Employee Contract Board Member Guest

8/3/2015 3:12:59 PM

(Handwritten initials and signatures)

| | | |
|-----------------|------------------|---------|
| Tue 04 Aug 2015 | DELTA: MGM → ATL | |
| CARRY ON | FIRST | SECOND |
| FREE | \$25USD | \$35USD |

| | | |
|-----------------|------------------|----------|
| Tue 04 Aug 2015 | DELTA: ATL → SLC | |
| CARRY ON | FIRST | SECOND |
| INCLUDED | INCLUDED | INCLUDED |

Visit delta.com for details on baggage embargos that may apply to your itinerary.

| | | |
|-----------------|------------------|---------|
| Fri 07 Aug 2015 | DELTA: SLC → ATL | |
| CARRY ON | FIRST | SECOND |
| FREE | \$25USD | \$35USD |

| | | |
|-----------------|------------------|----------|
| Fri 07 Aug 2015 | DELTA: ATL → MGM | |
| CARRY ON | FIRST | SECOND |
| INCLUDED | INCLUDED | INCLUDED |

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

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Hertz

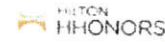
DON'T MISS OUT. >

Add your SkyMiles® number to this itinerary to ensure you don't miss out on miles, or join today.



HILTON HHONORS. >

Earn 1 mile per eligible dollar spent with Hilton HHonors.



DELTA ASSIST ON TWITTER. >


Tweet @DeltaAssist for customer support (also offered in Spanish, Portuguese and Japanese).



KEEP TABS ON YOUR BAG. >

Track your bag just like you track a package on the Fly Delta app or at delta.com/trackbag.



 We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/CO2 to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

- [Limits on our liability](#) for personal injury or death of passengers, and for loss, damage of delay of goods and baggage.
- [Claim restrictions](#) including time periods within which you must file a claim or bring action against us.
- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay or failure to perform service](#) including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these [conditions of carriage](#) on [delta.com](#), or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: [delta.com/emailprograms](#) or [delta.com/notifications](#).

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Meals & Incidental Expenses

Find Your Meals and Incidental Expenses Rate

Select a state and a primary destination from the boxes below to get your M&IE rate.

State:

Destination:

M&IE Total: **\$71** → Use this rate on your **Request for Out-of-State Travel Form**.

Breakfast: \$12

Lunch: \$18

Dinner: \$36

Incidentals: \$5

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HOTEL MONACO ALEXANDRIA: 480 King Street, Alexandria, VA 22314
(703) 684-6508

Reservations: (800) 368-5047

Phone: (703) 549-6080

Fax:

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Trip to:
363 E Main St
 Tupelo, MS 38804-4025
 293.55 miles / 4 hours 51 minutes
 Notes

Obama Waives Refi Requirement



If you owe less than \$625,000 on your home, use Obama's Refi Program. You'll be shocked when you see how much you can save.

Select Your Age:

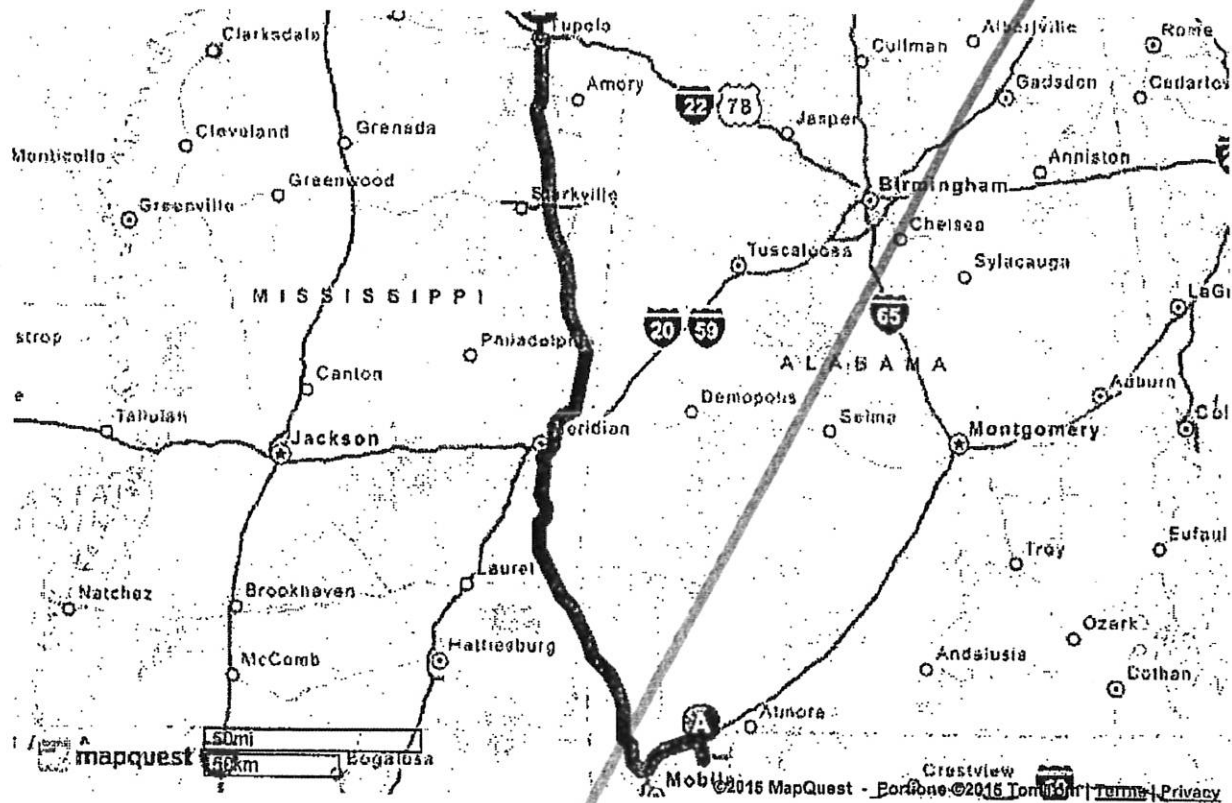
18-34 | 35-54

55-64 | 65+

Calculate New House Payment

- | | | |
|--|--|----------------------------|
| | 207 Faulkner Dr, Bay Minette, AL 36507-2711 | Download Free App |
| | 1. Start out going east on Faulkner Dr toward Bay Minette Byp / US-31 S / AL-3 / AL-59. Map | 0.1 Mi 0.1 Mi Total |
| | 2. Turn left onto Bay Minette Byp / US-31 N / AL-3 / AL-59. Continue to follow AL-59. Map | 3.8 Mi 3.9 Mi Total |
| | 3. Turn left onto Hand Ave / AL-59. Continue to follow AL-59. Map <i>AL-59 is 0.1 miles past McMillan Ave If you are on Rabun Rd and reach Scarlet Dr you've gone about 0.2 miles too far</i> | 3.9 Mi 7.8 Mi Total |
| | 4. Merge onto I-65 S via the ramp on the left toward Mobile. Map <i>If you reach County Road 21 you've gone a little too far</i> | 20.6 Mi 28.4 Mi Total |
| | 5. Merge onto Industrial Pkwy / AL-158 W via EXIT 13 toward Citronelle / AL-213 S / University of Mobile. Map | 2.7 Mi 31.1 Mi Total |
| | 6. Merge onto US-45 N (Crossing into Mississippi). Map | 127.6 Mi 158.7 Mi Total |
| | 7. Take the exit toward Macon. Map | 0.3 Mi 159.0 Mi Total |
| | 8. Merge onto Highway 45 N. Map | 61.2 Mi 220.2 Mi Total |
| | 9. Take US-45 Alt N. Map | 62.8 Mi 282.9 Mi Total |
| | 10. Merge onto US-45 N via the exit on the left. Map | 9.8 Mi 292.7 Mi Total |
| | 11. Take the Main Street / MS-6 / MS-178 exit toward Downtown Tupelo. Map | 0.4 Mi 293.1 Mi Total |

Total Travel Estimate: 293.55 miles - about 4 hours 51 minutes



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Presentation Descriptions

(In alphabetical order based on the last name of the primary presenter)

| Primary Presenter | Presentation Title | Presentation Description |
|--|--|--|
| Bradley Adams, PE | Mobile Mapping and Visualization of Transportation Assets | This presentation will provide the participants with an overview of how the system supports NJTPA's regional transportation planning and capital programming activities. It will cover the entire project workflow process and highlight some of the key challenges the project team encountered along the way- particularly those associated with harvesting and maintaining data from external sources. A demonstration of the implemented solutions will be included. |
| E. Reed Adams, LS | Lessons Learned from Re-Engineering the Survey Division within a Major US State DOT | This lecture provides the story behind the journey one major DOT undertook as it embarked on a technology upgrade to lift production capabilities to a new level. The topics for discussion include the identification of catalysts justifying the upgrade, the preliminary planning efforts, how the implementation was engineered and the outcomes identified to date. The milestones that governed the implementation will be identified from the macro and micro levels including an illustration of the successes and problems of each stage. This discussion will share information not usually available for such a project including what resources were used, how the Return on Investment (ROI) seems to be developing and how these new capabilities directly impact production work. |
| Alison Black, Vice President and Chief Economist American Road and Transportation Builders Association (ARTBA) | Transportation Funding and Technology Trends | How is the economy trending for transportation as the sun sets on MAP21 and rises upon the Grow America Act? Dr. Black will provide an analytical review of the short term measures taken to extend MAP21 and their impact upon our transportation infrastructure. She will provide an informative look ahead for the transportation industry and the impact of the Grow America Act. Mr. Harmon will then provide an insightful look into how the technology sector is providing tools to help the transportation industry respond to the needs for integrated project delivery and meet the demands of the Every Day Counts initiatives. |
| Mark Billingsley | Design and Management of Heavy Highway | The United Kingdom Highways Agency (US DOT equivalent) has recently standardized all design work for Major Roads Civil Engineering projects to be completed in Autodesk Civil 3D® Software. This provides a powerful platform for designers |

Exhibitor Fees & Information

Members - \$750 (includes up to 3 representatives per company)

Non-members - \$1,000 (includes up to 3 representatives per company)

Spouse/Guest Pass - \$75 (includes Receptions, Tradeshow, Continental Breakfasts and Drink Tickets)

Company names that appear on the Exhibitor layout had the privilege of signing up early for the Summer Conference due to their attendance at the Winter Workshop.

Each booth is 6' deep and 10' wide and includes full pipe and drape, one 6' x 30" skirted table, two chairs, one wastebasket and a standard ID sign. Booth set-up is contracted through the George Fern Company and all shipping arrangements must be made directly through them. You will receive an exhibitor package from Fern at a later date.

Booth set-up will begin on Sunday afternoon, August 9th from 3:00 p.m. - 5:00 p.m. We have planned 6.5 hours of tradeshow time and all food and beverage events have been planned during tradeshow hours to offer exhibitors maximum exposure. Exhibitors must tear down their booths after the Continental Breakfast on Tuesday, August 11th. The tradeshow will be closed during all education sessions.

Each exhibitor is required to donate an item worth at least \$100 to the Silent Auction. This item will be kept at your booth for bidding - the better the item - the more traffic you get at your booth.

Exhibitors may move in from 3:00 p.m. until 5:00 p.m. on Sunday afternoon.

Show hours are:
5:00 p.m. - 7:00 p.m. on Sunday
7:30 a.m. - 8:30 a.m., 10:00 - 10:30 a.m. and 6:00 p.m. - 8:00 p.m. on Monday
7:30 a.m. - 8:30 a.m. on Tuesday, Tear down at 8:30 a.m. Tuesday

Sponsorship Opportunities

Platinum - \$5,000 (unlimited available)

- Includes your choice of exhibit space & 5 representatives
- 4 spouse/guest passes
- Full page ad in program
- Special recognition on signage, in program & newsletter

Gold - \$3,000 (unlimited available)

- Includes exhibit space & 4 representatives
- 3 spouse/guest passes
- 1/2 page ad in program
- Special recognition on signage, in program & newsletter

Silver - \$1,500 (unlimited available)

- Includes exhibit space & 3 representatives
- 2 spouse/guest passes
- Special recognition on signage, in program & newsletter

Bronze - \$1,000 (unlimited available)

- 4 spouse/guest passes
- Special recognition on signage, in program & newsletter

General - \$500 (unlimited available)

- Special recognition on signage, in program & newsletter

Golf Sponsor - \$2,500 (1 available)

Tennis Sponsor - \$500 (Taken)

Hotel Key Sponsor - \$2,000 (Taken)

Program Back Cover - \$750.00 (Taken)

COMP PAC Silent Auction!

The ASIA Summer Conference keeps getting bigger and better each year. Last year we had over 600 people attend the Conference to learn something new, meet at least one new industry contact, find at least one new supplier, vendor or product and to have fun.

This year our Program Committee has again planned a Silent Auction to help fund COMP PAC, our political action committee. **All attendees** are encouraged to bring a gift to be placed in the silent auction. The most popular items are home decorative pieces, power tools, recreational items like gold clubs, tennis rackets, fishing rods and reels.

Each vendor is also be asked to donate an item. Vendor items will be placed at the vendor's booths, so the more popular the item, the more traffic at their booth. It will be fun and should help COMP PAC rebuild its balance.