

Travel Summary for Lisa Wallace

Traveler Information

Who is traveling? Non-Bureau Invitational Traveler **Division/ Field Office:** CHICAGO
Last Name: Wallace **Cost Code:** 3150
First Name: Lisa
Middle Name:
Please provide a short explanation for travel requested. TRAVEL TO ATTEND ONLINE UNDERCOVER TRAINING
Is the traveler the head of an FO (ADIC or SAC)? No
Is the travel request within the traveler's area of responsibility? N/A

Itinerary

Official Travel Start Date: 04/20/2014 **Official Travel End Date:** 04/26/2014
Travel Type: Round Trip

Depart Date	Depart City	Depart State	Depart Country	Arrival Date	Dest. City	Dest. State	Dest. Country
04/20/2014	CHICAGO	IL	UNITED STATES	04/20/2014	BALTIMORE	MD	UNITED STATES
04/26/2014	BALTIMORE	MD	UNITED STATES	04/26/2014	CHICAGO	IL	UNITED STATES

- Traveler will be conducting personal travel outside of their official travel dates (i.e. - personal travel prior to the start or end of the official travel date, regardless of location)
- Traveler will be conducting personal travel to an alternate location in addition to business travel locations (indirect travel).
- Travel is within 50 miles of the traveler's residence or permanent duty station.
- Travel is part of a 60 day TDY.

GETA # :

Funding and Expenses

Total Estimated Expenses: \$1,920.50 **Funding Division:** D6-CRIMINAL INVESTIGATIVE DIV
Total Actual Expenses: \$1,535.99 **Program:** S4
Total Reimbursement Amount: \$1,535.99 **Subprogram:** SA
Case ID #: 305AHQ1654544T **Specific TR #:** 414S4SA06006

Traveler is Attending: Training (non-conference)

Type	GSA Location	Expense Start Date	Expense End Date	Estimated Cost	Actual Cost	Receipt Required	Paid By GTA	Reimbursement Amount	Advance of Funds	Miles
Air Fare		04/20/2014	04/26/2014	\$450.00	\$326.00	Yes	Yes	\$326.00	No	0
Baggage Fees		04/20/2014	04/26/2014	\$50.00	\$50.00	Yes	No	\$50.00	No	0
Lodging	UNITED STATES, MD, COLUMBIA	04/20/2014	04/26/2014	\$624.00	\$626.00	Yes	No	\$626.00	No	0

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Current Stage: Reimbursement Approved Archive

Type	GSA Location	Expense Start Date	Expense End Date	Estimated Cost	Actual Cost	Receipt Required	Paid By GTA	Reimbursement Amount	Advance of Funds	Miles
Lodging Taxes		04/20/2014	04/26/2014	\$100.00	\$81.38	No	No	\$81.38	No	0
M&IE	UNITED STATES, MD, COLUMBIA	04/20/2014	04/26/2014	\$396.50	\$396.50	No	No	\$396.50	No	0
Other		04/20/2014	04/26/2014	\$100.00	\$0.00	No	No	\$0.00	No	0
Taxi		04/20/2014	04/26/2014	\$200.00	\$56.11	No	No	\$56.11	No	0

How did you book your travel?

Online with Carlson

Supplemental Forms Required

- Cost Comparison Form
- Foreign Air Carrier Form
- Premium Class Travel Form
- Lodging in Excess of GSA Form
- Indirect Travel Form
- 50 Mile Waiver Form

FD-1103

TRIP #: 14-068982

Request Date: 03/26/2014

Current Stage: Reimbursement Approved Archive

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Approvals

Stage	Approver Name	Date/Time	Decision
Finance Office 2nd Review of Actual Expenses	BENNETT, KIMBERLY M (CG)(FBI)	05/09/2014 01:25:04	TRIP approved, no supplemental forms required.
Finance Office Review of Actual Expenses	TELLEZ, LAURA (CG) (FBI)	05/09/2014 12:28:46	TRIP approved, no supplemental forms required.
Supervisor Approval of Actual Expenses	PAGAN, RICARDO (CG) (FBI)	05/07/2014 05:49:48	TRIP approved, no supplemental forms required.
Supervisor Approval of Actual Expenses	DUGAN, BRIAN C (CG)(FBI)	05/07/2014 05:12:02	TRIP approved, no supplemental forms required.
Finance Office Review of Request	TELLEZ, LAURA (CG) (FBI)	05/07/2014 09:13:33	TRIP approved, no supplemental forms required.
Supervisor Review of Travel Request	PAGAN, RICARDO (CG) (FBI)	04/30/2014 05:45:46	TRIP approved, no supplemental forms required.
Supervisor Review of Travel Request	DUGAN, BRIAN C (CG)(FBI)	04/30/2014 05:35:40	TRIP approved, no supplemental forms required.