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**This form may not be altered in any manner. <u>All mandatory fields must be completed and filled</u> in <u>electronically</u>. Incomplete forms will be returned to the originator for corrections prior to being processed for payment.<u>Hand written forms will not be accepted</u> and will be returned to the division.

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original sectipts before sending to Accounts Payable for processing. ASF-0030.02

Updated: June 2015

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Accounting Services Division Corporate Accounts Payable

MAR Z 8 2018

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Request for Authorization Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or atteading any conference/seminar. The \$3.500 limit does not apply to training, Please refer to the completion guidelines of this form and all related policies.

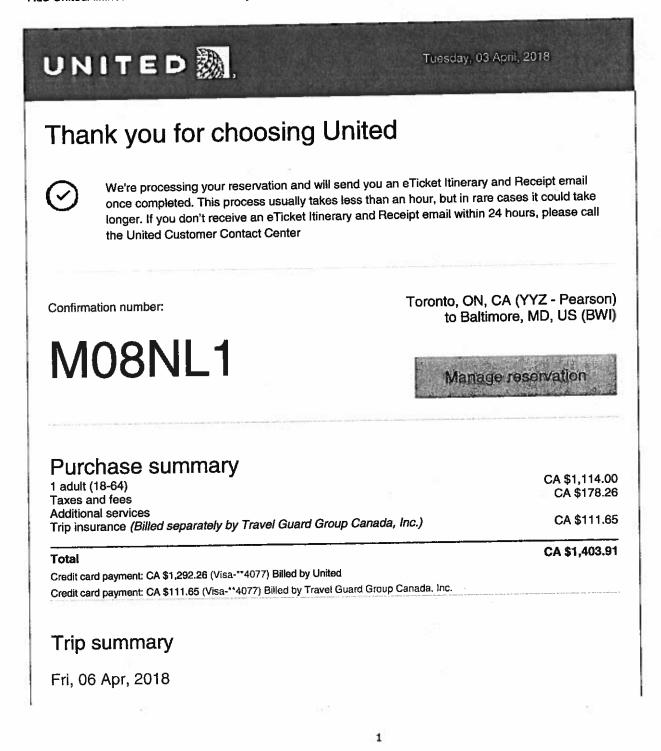
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Updated: March 2016

Richard Gerrard

From: Sent: To: Subject: United Airlines, Inc. <unitedairlines@united.com> April-03-18 3:48 PM Richard Gerrard Your United reservation for Baltimore, MD, US (BWI) is processing

Add UnitedAirlines@news.united.com to your address book. See instructions.



Richard Gerrard

From: Sent: To: Subject: Expedia.ca <Expedia@ca.expediamail.com> April-03-18 4:28 PM Richard Gerrard Expedia travel confirmation - 6 Apr - (Itinerary # 7342461567175)



Thanks!

Your reservation is confirmed. No need to call to reconfirm.

Historic Inns of Annapolis, Annapolis

6 Apr 2018 - 8 Apr 2018

See live updates to your itinerary, anywhere and anytime.

See your itinerary

Download to your Phone

Hotel overview



Reservation dates 6 Apr 2018 - 8 Apr 2018

Itinerary #

Historic Inns of Annapolis

58 State Circle, Annapolis, MD, 21401 United States of America

View hotel Message hotel Map and directions

1

7342461567175

Check-in and Check-out

Check-in time 4 PM

Check-out time 11 AM

Check-in policies

Check-in time starts at 4 PM Check-in time ends at 2 AM Minimum check-in age is 21 Your room/unit will be guaranteed for late arrival.

Special instructions

The check-in location differs from the property location. To check in, go to 58 State Circle

Room

Guests Reserved for Richard Gerrard 1 adult

Room Room, 2 Double Beds (Governor Calvert)

Room requests 2 Double Beds Non-smoking room

Message hotel

Price summary

Price breakdown Room price: C\$734.64 2 nights: C\$311.96 /night Taxes & fees: C\$110.72

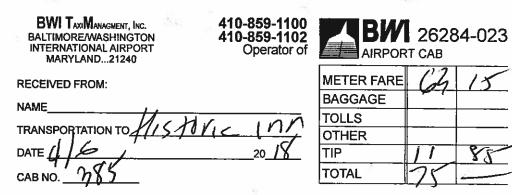
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Chauffeur

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Please refer to rate schedules in each taxicab. Should you have any questions regarding lost articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-859-7033). Thank you

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