

Duplicate within 40 days after receiving travel advance, otherwise the advance shall be subject to payroll deduction.

Travel Expense Form

Mayor's Office

JUL 27 2022

Robert Monlyn

July 26, 2022

Name of Employee

Date

Received

NOPD/Office of the Mayor
Department

Executive Protection
Title

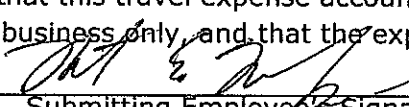
Travel To: Antibes Juan-les-Pin & Paris, France
City, State

Period: 07/13/2022 to 07/17/2022
Date Date

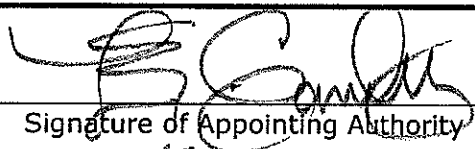
Purpose: Signing of Sister Cities Agreement and participate in 61st International Jazz & Juan à Festival and the French Day Celebration

	Amount
(1) Expense (Note if expenses are supported by attached receipts)	
Transportation: Going Places Travel [United/Air France/ Delta Airlines]	\$ 4,901.17
Antibes Juan-les-Pin [Ground Transportation]	\$ 204.39
Lodging: Going Places Travel [Pullman Hotel Eiffel Tower]	\$ 676.00
Antibes Juan-les-Pin [AC Hotel Ambassadeur]	\$ 424.01
Meals: Per Diem	\$ 394.62
Tips:	\$
Taxi Cabs/Uber:	\$
Other Expenses: Miscellaneous [lost items]	\$ 244.35
Baggage Claim	\$ 60.00
Airport Parking	\$ 110.00
(2) Total Expenses:	\$ 7,141.93

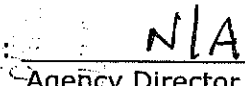
I, Robert Monlyn, certify that this travel expense account is correct, that the travel was performed on the dates specified for official business only, and that the expenses were for official business.


Submitting Employee's Signature

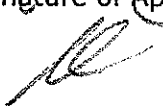
APPROVED:


Signature of Appointing Authority

APPROVED:


Agency Director

APPROVED:


Gilbert A. Montañó
Chief Administrative Officer

(3) AMOUNT ADVANCE ON VOUCHER NO. _____ DATED _____ \$ 7,950.90
(4) LESS: Total expenses reported in Line 2 above: \$ 7,141.93
(5) DIFFERENCE: \$ 808.97

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.
SHOULD LINE 4 EXCEED LINE 3 ABOVE, EXPLAIN IN THE SPACE PROVIDED BELOW:

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount \$ _____ requested on Public Voucher Number _____ Dated _____.

LOUISIANA BOARD OF ETHICS

Mail: P.O. Box 4368, Baton Rouge, LA 70821

Fax: 225-381-7271

Upload: <https://eap.ethics.la.gov/FileUpload>**COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION
DISCLOSURE STATEMENT**

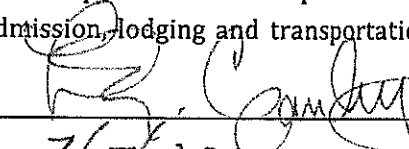
Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics **WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.**

Agency Head Certification (to be completed prior to event attendance):By my signature below, I, LaToya Cantrell, (agency head printed name)

- Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)

☒ is of direct benefit to the agency or☐ will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.

- Approve the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense.

AGENCY HEAD'S SIGNATURE: CERTIFICATION DATE: 7/7/2022PUBLIC SERVANT'S FULL NAME: Robert MonlynADDRESS: 1300 Perdido Street, Rm 2E04CITY, STATE, ZIP: New Orleans, LA 70112POSITION TITLE: NOPD/Executive ProtectionEMPLOYING AGENCY: City of New OrleansDATE OF EVENT: July 13-17, 2022LOCATION: Antibes Juan-les-Pin, France

DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION:

Signing of Sister Cities Agreement and participate in 61st International Jazz à Juan Festival and the French Day Celebration

PERSON/ORGANIZATION PROVIDING

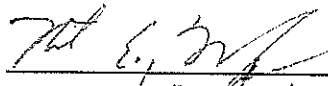
ADMISSION, LODGING, AND/OR TRANSPORTATION: Antibes Juan-les-Pins

AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT

ADMISSION: \$ _____

LODGING: \$ 424.01TRANSPORTATION: \$ 204.39**Public Servant Attestation:**

By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.

PUBLIC SERVANT'S SIGNATURE: DATE: 07/07/2022

Travel Authorization Form

Mayor's Office

JUL 07 2022

Received

1.) Name of Employee: ROBERT MONLYN, EXECUTIVE PROTECTION

2.) Name of Department: N.O. POLICE DEPARTMENT/OFFICE OF THE MAYOR

3.) Purpose of Travel:

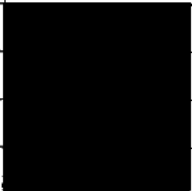
SIGNING OF SISTER CITY AGREEMENT WITH ANTIBES JUAN-LES-PINS AND MEETING WITH CITY OFFICIALS

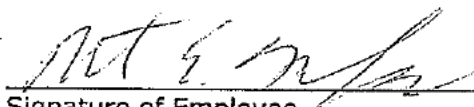
4.) Destination: ANTIBES JUAN-LES-PIN & PARIS, FRANCE

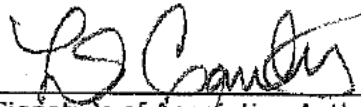
5.) Number of Days in Travel Status: FIVE (5)

6.) Source of Funds: _____

7.) Itinerary while in Travel Status:

Date	Location	Telephone Number
JULY 13, 2022	DEPART NEW ORLEANS	
JULY 13-15, 2022	ANTIBES JUAN-LES-PIN	
JULY 16-17, 2022	PARIS	
JULY 17, 2022	RETURN TO NEW ORLEANS	


Signature of Employee


Signature of Appointing Authority


Signature of Director


Gilbert A. Montano
Chief Administrative Officer

Check One: ☒ Approved ☐ Disapproved



Jul18

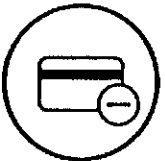


PROPERTY IRREGULARITY REPORT
LUFTHANSA GERMAN AIRLINES
PHONE: +33 189 400 800 Mon-Sat
9 - 19 h Sun 10 - 17 h
EMAIL:

NCE.LOSTANDFOUND@AVIAPARTNER.AE
RO

CHECK STATUS ONLINE:
LUFTHANSA.COM/TRACE-DELAYED-BAG
GAGE

Jul15



THE CORNER

Purchase-\$30.37

FILE REFERENCE -
NCELH76991/14JUL22/0909GMT
NAME - MONLYN/

TITLE/INITIALS - MR/RM/

GIVEN NAME - ROBERT/

FLIGHT/DATE -

UA2602/13JUL/UA989/14JUL/LH1058
/14JUL/

NUMBER OF BAGS - 1

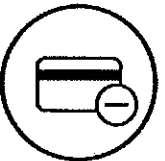
TICKET NUMBER -

COLOUR/TYPE - BLACK UPRIGHT

DESIGN -SOFT MATERIAL

TAG NUMBER - UA771028/

Jul15



SM CASINO CS128

Purchase-\$17.61

PLEASE RETAIN PASSENGER TICKET
AND BAGGAGE CLAIM TAG

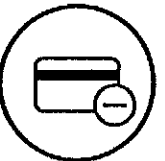
THE REPORT DOES NOT INVOLVE ANY
ACKNOWLEDGEMENT OF LIABILITY

AFTER 5 DAYS PLEASE SEE:

[HTTP://LH.COM/CONTENTSLIST](http://lh.com/contentslist)

PLEASE RETAIN PASSENGER TICKET
AND BAGGAGE CLAIM TAG

Jul15



SARL AVIEL

Purchase-\$30.37

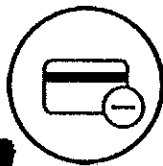
PLEASE RETAIN PASSENGER TICKET

AND BAGGAGE CLAIM TAG



Air France

Pending



Purchase-\$60.59 [REDACTED]
PULLMAN TOUR EIFFEL

Pending



Purchase-\$50.49 [REDACTED]
THUON

Pending

Purchase-\$58.57 [REDACTED]

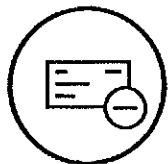
Jul18



Air France

Purchase-\$46.84\$ [REDACTED]

Jul18



DUPLICATE

N.O. International A/P

Kenner, LA, 70062

STGX004C 07/18/22 02:31

Cashier 56

Receipt 070239

Parking Ticket

STG - No. 098696

07/13/22 10:16

07/18/22 02:31

Period 4d16h16'

\$110.00

Total

\$110.00

Payment Received

TRX REF NUM: 40929

CARD ENTRY: Swipe

PAID:

ISA CREDIT

Sale 110.00 USD

APPROVED 063140

Sub Total

\$110.00

All Amounts in USD.

Deliv. Date=Receipt Date

Signature

MONLYN/ROBERT
NOT VALID FOR
**TRANSPORTATION*

PSGR TICKET 0067810865482

DL/VH

CDG FTO

PASSENGER RECEIPT
17JUL22 0066

00 EXCESS BAGGAGE
FR TICKET

THIS IS YOUR RECEIPT

CDG DL ATL DL MSY
00850363
EBC 60.00

64JGX /DL

NON REFUNDABLE/
NO CHANGES/NON TR
ANSFERABLE/NOT
VALID FOR TRAVEL

EUR 60.00

541459

NOT VALID FOR TRAVEL

EUR60.00

0 006 4239518754 5

0 006 4239518754 5

Gloria Smith

From: Wendy T. Baquet
Sent: Monday, July 11, 2022 5:18 PM
To: Robert Monlyn
Cc: Catrina M. Simmons; Gloria Smith
Subject: FW: MONLYN/ROBERT 13JUL MSY

Rob,
You will have 3 separate itineraries for France. The ones I am sending now are FINAL ITINERARIES.

Wendy T. Baquet
Human Resources/Fiscal Coordinator
Office of Mayor LaToya Cantrell
City of New Orleans | 1300 Perdido St. | Suite 2E04 | New Orleans, LA 70112
(504) 658.4913

From: GOING PLACES TRAVEL INC <noreply@amadeus.com>
Sent: Monday, July 11, 2022 11:55 AM
To: Wendy T. Baquet <Wendy.Baquet@nola.gov>
Subject: MONLYN/ROBERT 13JUL MSY

EMAIL FROM EXTERNAL SENDER: DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password. If you believe that this is a phishing attempt, use the reporting tool in your Outlook to send this message to Security.

MONLYN/ROBERT 13JUL MSY

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

INVOICE 0000016961
DATE 11JULY22
BOOKING REF 4MF55D

TELEPHONE: 504 286-2024
FAX : 504-286-2324

AGENT RO/RO

MONLYN/ROBERT

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
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UNITED AIRLINES - UA 2602

13JUL NEW ORLEANS LA DULLES/WASH DC 1237P 410P
WEDNESDAY LOUIS ARMSTRON DULLES INTL

B PREMIUM ECONOMY

FOOD AND BEVERAGES FOR PURCHA NON STOP
RESERVATION CONFIRMED 2:33 DURATION
AIRCRAFT: BOEING 737-700
SEAT 08F NO SMOKING CONFIRMED

UNITED AIRLINES - UA 989

13JUL DULLES/WASH DC FRANKFURT 515P 720A
WEDNESDAY DULLES INTL FRANKFURT INTL 14JUL

B ECONOMY

TERMINAL 1

DINNER
RESERVATION CONFIRMED
NON STOP
8:05 DURATION
AIRCRAFT: BOEING 777-300ER
SEAT 30L NO SMOKING CONFIRMED

UNITED AIRLINES - UA 9200 - OPERATED BY LH LUFTHANSA - LH 1058
14JUL FRANKFURT NICE 830A 1000A

THURSDAY FRANKFURT INTL COTE D AZUR

B ECONOMY

TERMINAL 1 TERMINAL 1
REFRESHMENTS
RESERVATION CONFIRMED
NON STOP
1:30 DURATION

AIRCRAFT OWNER: LH LUFTHANSA

AIRCRAFT: AIRBUS A320 (SHARKLETS)

AIR FARE	1545.00
TAXES AND AIRLINE IMPOSED FEES:	267.20
AIR TOTAL USD	1812.20
SERVICE FEE	100.00
INVOICE TOTAL USD	1912.20

PAYMENT: XXXXXXXXXX

RESERVATION NUMBER(S) LH/4MF55D UA/MW5K18

ETKT:UA 016 7810865486

THANK YOU FOR GOING PLACES WITH US
PLZ CONTACT AIRLINE PRIOR TO DEPARTURE TIME TO CANCEL
OR TICKET WILL HAVE NO VALUE
WE MUST RECEIVE AUTHORIZATION BY E-MAIL
BEFORE TICKETS CAN BE ISSUED
CHECKED BAGGAGE FEES APPLY TO MOST AIRLINES
THE PASSENGER IS RESPONSIBLE FOR THESE FEES

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=4MF55D&L=US&N=MONLYN

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE.
CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=4MF55D&N=MONLYN](https://BAGS.AMADEUS.COM?R=4MF55D&N=MONLYN)

Gloria Smith

From: Wendy T. Baquet
Sent: Monday, July 11, 2022 5:18 PM
To: Robert Monlyn
Cc: Catrina M. Simmons; Gloria Smith
Subject: FW: MONLYN/ROBERT 16JUL NCE

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MONLYN/ROBERT 16JUL NCE

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

INVOICE 0000016957
DATE 10JULY22
BOOKING REF 4AN8M2

TELEPHONE: 504 286-2024
FAX : 504-286-2324

AGENT RO/RO

MONLYN/ROBERT

CITY OF NEW ORLEANS
OFFICE OF THE MAYOR

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
---------	------	------	----	--------	--------

AIR FRANCE - AF 7705

16JUL NICE	PARIS	930A	1105A
SATURDAY COTE D AZUR	CHARLES DE GAU		
TERMINAL 2	TERMINAL 2F		

S ECONOMY

NON STOP
1:35 DURATION

RESERVATION CONFIRMED

COCKPIT CREW: AF AIR FRANCE
CABIN CREW: AF AIR FRANCE
AIRCRAFT: AIRBUS A321

AIR FARE	511.00
TAXES AND AIRLINE IMPOSED FEES:	42.50
AIR TOTAL USD	553.50
PREPAID HOTEL/TAXES/FEES	676.00
SERVICE FEE	35.00
INVOICE TOTAL USD	1264.50

PAYMENT: [REDACTED]

OTHER CHARGES PAYMENT: CHECK

RESERVATION NUMBER(S) AF/4AN8M2

ETKT:AF 057 7810865483

PULLMAN HOTEL EIFFEL TOWER

JULY 16TH 1 NIGHT
CONF AND PREPAID VIA EXP

THANK YOU FOR GOING PLACES WITH US
PLZ CONTACT AIRLINE PRIOR TO DEPARTURE TIME TO CANCEL
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CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=4AN8M2&L=US&N=MONLYN

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BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=4AN8M2&N=MONLYN](https://BAGS.AMADEUS.COM?R=4AN8M2&N=MONLYN)

Gloria Smith

From: Wendy T. Baquet
Sent: Monday, July 11, 2022 5:19 PM
To: Robert Monlyn
Cc: Catrina M. Simmons; Gloria Smith
Subject: FW: MONLYN/ROBERT 17JUL CDG

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MONLYN/ROBERT 17JUL CDG

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

INVOICE 0000016958
DATE 10JULY22
BOOKING REF 3UXXVA

TELEPHONE: 504 286-2024
FAX : 504-286-2324

AGENT RO/RO

MONLYN/ROBERT
TO

SERVICE	DATE	FROM	DEPART	ARRIVE
DELTA AIR LINES - DL 85	17JUL	PARIS	ATLANTA GA 350P	715P
E ECONOMY	SUNDAY	CHARLES DE GAU HARTSFIELD-JAC TERMINAL 2E DINNER	TERMINAL INTL NON STOP	9:25 DURATION
AIRCRAFT: AIRBUS A350-900				

DELTA AIR LINES - DL 363	17JUL	ATLANTA GA	NEW ORLEANS LA 1159P	1226A
E ECONOMY	SUNDAY	HARTSFIELD-JAC LOUIS ARMSTRON TERMINAL S	18JUL	
			NON STOP	1:27 DURATION
AIRCRAFT: BOEING 757				

AIR FARE	2078.00
TAXES AND AIRLINE IMPOSED FEES:	222.47
AIR TOTAL USD	2300.47
SERVICE FEE	100.00
INVOICE TOTAL USD	2400.47

PAYMENT: XXXXXXXXXX

RESERVATION NUMBER(S) DL/G4JQ GK UA/I1BCE8

ETKT:DL 006 7810865482

THANK YOU FOR GOING PLACES WITH US
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WWW.CHECKMYTRIP.COM/CMTSERVLET?R=3UXXVA&L=US&N=MONLYN

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BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=3UXXVA&N=MONLYN](https://BAGS.AMADEUS.COM?R=3UXXVA&N=MONLYN)
