### Travel Expense Form

**Mayor's Office**
**July 26, 2022**

**Gregory Joseph**
Name of Employee

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

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

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

<table>
<thead>
<tr>
<th>(1) Expense (Note if expenses are supported by attached receipts)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation: Going Places Travel [United/Air France/ Delta Airlines]</td>
<td>$ 6,640.27</td>
</tr>
<tr>
<td>Antibes Juan-les-Pin [Ground Transportation]</td>
<td>$ 204.39</td>
</tr>
<tr>
<td>Lodging: Going Places Travel [Pullman Hotel Eiffel Tower]</td>
<td>$ 676.00</td>
</tr>
<tr>
<td>Antibes Juan-les-Pin [AC Hotel Ambassadeur]</td>
<td>$ 424.01</td>
</tr>
<tr>
<td>Meals: Per Diem</td>
<td>$ 394.62</td>
</tr>
<tr>
<td>Tips:</td>
<td>$</td>
</tr>
<tr>
<td>Taxi Cabs/Uber: Receipts Attached</td>
<td>$ 127.39</td>
</tr>
<tr>
<td>Other Expenses: Ground Transportation [Venu Trasport Services]</td>
<td>$ 150.00</td>
</tr>
<tr>
<td><strong>(2) Total Expenses:</strong></td>
<td><strong>$ 8,616.68</strong></td>
</tr>
</tbody>
</table>

I, Gregory Joseph, 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.

[Signature]

**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__________**

**$ 7,944.67**

**(4) LESS: Total expenses reported in Line 2 above:**

**$ 8,616.68**

**(5) DIFFERENCE:**

**$ 672.01**

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__________.

Ref. Policy Memorandum No.9 (R)

Date Rev. 07/01/2022
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: [Signature]

CERTIFICATION DATE: 7/7/2022

PUBLIC SERVANT'S FULL NAME: Gregory Joseph

ADDRESS: 1300 Perdido Street, Rm 2E04

CITY, STATE, ZIP: New Orleans, LA 70112

POSITION TITLE: Communications Director

EMPLOYING AGENCY: City of New Orleans

DATE OF EVENT: July 13-17, 2022

LOCATION: 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: $ [Amount]

LODGING: $ 424.01

TRANSPORTATION: $ 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: [Signature]

DATE: 7/7/2022

Revised December 2021

Form 413

www.ethics.la.gov
Travel Authorization Form

1.) Name of Employee: GREGORY JOSEPH, DIRECTOR
2.) Name of Department: MAYOR'S OFFICE OF COMMUNICATIONS
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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY 13, 2022</td>
<td>DEPART NEW ORLEANS</td>
<td></td>
</tr>
<tr>
<td>JULY 13-15, 2022</td>
<td>ANTIBES JUAN-LES-PIN</td>
<td></td>
</tr>
<tr>
<td>JULY 16-17, 2022</td>
<td>PARIS</td>
<td></td>
</tr>
<tr>
<td>JULY 17, 2022</td>
<td>RETURN TO NEW ORLEANS</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Employee ________________________________

Signature of Appointing Authority _______________________

Signature of Director ________________________________

Gilbert A. Montáno
Chief Administrative Officer

Check One: ☑ Approved ☐ Disapproved

Ref. Policy Memorandum No.9 (R) Date Rev. 07/01/2022
Order confirmation

ITEMS

Uber Technologies, Inc
$44.99

ORDERED ON

Wed Jul 13, 9:33am

PAID WITH

PayPal

SUMMARY

Subtotal $44.99
Delivery $0.00
Estimated tax $0.00
Total $44.99
Order confirmation  Done

ITEMS

Uber Payments BV
€37.49

ORDERED ON
Sat Jul 16, 6:52pm

PAID WITH
PayPal

SUMMARY

Subtotal  €37.49
Delivery  €0.00
Estimated tax €0.00
Total  €37.49
Order confirmation

ITEMS

Uber Technologies, Inc
$44.91

ORDERED ON

Mon Jul 18, 2:44am

PAID WITH

PayPal

SUMMARY

Subtotal $44.91
Delivery $0.00
Estimated tax $0.00
Total $44.91
# FACTURE
Transport Publics Routier de Personnes

<table>
<thead>
<tr>
<th>SERVICE TYPE</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPORT TRANSPORT</td>
<td>1</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>2813.00</td>
</tr>
</tbody>
</table>

T.V.A. 5.5% TTC 150.00

Paye Par :
- CB
- ESPECES
- CHEQUE

122 A Rue Michel Bégoin
41000 BLOIS
France
Mobil : +33 (0)6 08 31 22 44
Phone/Fax : +33 (0)1 40 12 60 66
E-mail : venus.remai@gmail.com
Gregory,

Here is one of your FINAL ITINERARIES. The others will follow.

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 1:10 PM
To: Wendy T. Baquet <Wendy.Baquet@nola.gov>
Subject: JOSEPH/GREGORY 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.

---

**JOSEPH/GREGORY 13JUL MSY**

**GOING PLACES TRAVEL INC**
561 ARIS AVENUE
METAIRIE LA 70005

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

**CITY OF NEW ORLEANS**
**OFFICE OF THE MAYOR**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DATE FROM</th>
<th>TO</th>
<th>DEPART</th>
<th>ARRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITED AIRLINES - UA 2602</td>
<td>13JUL NEW ORLEANS LA DULLES/WASH DC</td>
<td>1237P</td>
<td>410P</td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY LOUIS ARMSTRON DULLES INTL</td>
<td>Y ECONOMY</td>
<td>FOOD AND BEVERAGES FOR PURCHASE NON STOP</td>
<td>RESERVATION CONFIRMED</td>
<td>2:33 DURATION</td>
</tr>
<tr>
<td>AIRCRAFT: BOEING 737-700</td>
<td>SEAT 32F NO SMOKING CONFIRMED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UNITED AIRLINES - UA 1156**
13 JUL DULLES/WASH DC NEWARK NJ 511P 630P
WEDNESDAY DULLES INTL NEWARK LIBERTY TERMINAL C
Y ECONOMY
RESERVATION CONFIRMED NON STOP
AIRCRAFT: BOEING 757-200 1:19 DURATION
SEAT 41D NO SMOKING CONFIRMED

UNITED AIRLINES - UA 272
13 JUL NEWARK NJ NICE 755P 1000A
WEDNESDAY NEWARK LIBERTY COTE D AZUR 14 JUL
TERMINAL C
DINNER
Y ECONOMY
RESERVATION CONFIRMED NON STOP
AIRCRAFT: BOEING 767-300/300ER 8:05 DURATION
SEAT 44D NO SMOKING CONFIRMED

---------------------------------
AIR FARE
TAXES AND AIRLINE IMPOSED FEES:
2619.00
234.30
AIR TOTAL USD 2853.30
SERVICE FEE 100.00
INVOICE TOTAL USD 2953.30

PAYMENT: CHECK
OTHER CHARGES PAYMENT: CHECK
---------------------------------
RESERVATION NUMBER(S) UA/MZTD6V
ETKT:UA 016 7610865491

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=4NMHFL4L=US&N=JOSEPH
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=4NMHFL4L=JOSEPH
GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

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

CITY OF NEW ORLEANS
OFFICE OF THE MAYOR

SERVICE DATE FROM TO DEPART ARRIVE

AIR FRANCE - AF 7705
16JUL NICE PARIS 930A 1105A
S SATURDAY COTE D AZUR CHARLES DE GAU TERMINAL 2 TERMINAL 2F
Economy NON STOP

RESERVATION CONFIRMED DURATION 1:35

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: 
OTHER CHARGES PAYMENT: CHECK
RESERVATION NUMBER(S)  AF/4B36CX

ETKT:AF 057 7810865484

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
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:


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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=4B36CX&N=JOSEPH
From: GOING PLACES TRAVEL INC <noreply@amadeus.com>
Sent: Monday, July 11, 2022 4:51 PM
To: Wendy T. Baquet <Wendy.Baquet@nola.gov>
Subject: JOSEPH/GREGORY 17JUL CDG

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.

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

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

CITY OF NEW ORLEANS OFFICE OF THE MAYOR

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INVOICE 0000016972
DATE: 11JULY22
BOOKING REF 4QPHIV

AGENT RO/RO
JOSEPH/GREGORY

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>DEPART</th>
<th>ARRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELTA AIR LINES - DL 85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17JUL PARIS</td>
<td></td>
<td>ATLANTA GA</td>
<td>350P</td>
<td>715P</td>
<td></td>
</tr>
<tr>
<td>SUNDAY CHARLES DE GAU HARTSFIELD-JAC TERMINAL 2E TERMINAL INTL DINNER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESERVATION CONFIRMED</td>
<td></td>
<td></td>
<td></td>
<td>NON STOP 9:25 DURATION</td>
<td></td>
</tr>
<tr>
<td>AIRCRAFT: AIRBUS A350-900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SEAT 53F NO SMOKING CONFIRMED</td>
</tr>
</tbody>
</table>

| DELTA AIR LINES - DL 363 |
| 17JUL ATLANTA GA | NEW ORLEANS LA | 1159P | 1226A |
| SUNDAY HARTSFIELD-JAC LOUIS ARMSTRONG | TERMINAL S | | NON STOP 1:27 DURATION |
| RESERVATION CONFIRMED | | | | |
| AIRCRAFT: BOEING 757 | | | | | SEAT 29C NO SMOKING CONFIRMED |

__________

AIR FARE: 2776.00
TAXES AND AIRLINE IMPOSED FEES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Total USD</td>
<td>2998.47</td>
</tr>
<tr>
<td>Service Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>Invoice Total USD</td>
<td>3098.47</td>
</tr>
</tbody>
</table>

PAYMENT: [Redacted]

Other Charges Payment: Check

Reservation Number(s): DL/GTXVLZ

ETKT: DL 006 7810865492

Thank you for going places with us.

Please 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:

[Website URL]

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:

[Website URL]