# **Confirmation code**

HMAPB4RWJD

Your booking is protected by aircover

# <u>Learn more</u>

# **Cancellation policy**

Cancel before 3:00 PM on Feb 12 for a partial refund. After that, this reservation is non-refundable.

# Read more

44	Manage guests	>
N	Change reservation	>
0	Cancel reservation	>
(1)	Get a PDF for visa purposes	>
8	Print details	>
Ħ	Get receipt	>

# **Getting there**

# **Address**

1 Upper Portswood Road 702 Portside, Cape Town, Western Cape 8051, South Africa

# **Directions from your host**

702 Portside 1 upper portswood rd Green Point Cnr main rd and upper port wood Landmark Woolworths Parking on 2nd floor bays Please call your host to meet at property

	Copy address	>
9	Get directions	,

# Checking in & out

## Check-in method

Host greets you

# How to get inside

You'll find instructions to get inside here 48 hours before check in.

# Wifi

You'll find wifi login details here 48 hours before check in.

# Where you're staying

## House manual

Wi-Fi is provided.

Network ID: AAA702 or 5g-light speed AAA702

Password: Cape2019...

# Show more

6 guests maximum No pets	
No parties or events  Show more	
Show listing	>
Hosted by G	
About your host	
Love to travel and meet new people. From Cape Town	
Show more	
Co-host	
Armand	
Armand	
■ Call Host	>
Payment info	
Total cost	
\$1,579.04 USD	
Add details for expensing your trip	>
Get receipt	>

House rules

# Get support anytime

If you need help, we're available 24/7 from anywhere in the world.

Contact Airbnb Support

>

Visit the Help Center

>



# Support **Help Center** AirCover Supporting people with disabilities Cancellation options Our COVID-19 Response Report a neighborhood concern Community Airbnb.org: disaster relief housing Combating discrimination **Hosting** Airbnb your home AirCover for Hosts Explore hosting resources Visit our community forum How to host responsibly **Airbnb** Newsroom Learn about new features Letter from our founders Careers

⊕ English (US) \$ USD

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Investors

Gift cards



Date of Purchase: Oct 17, 2022

# Flight Receipt for Richmond, VA to Cape Town, South Africa

# **PASSENGER INFORMATION**

ANN FRANCES LAMBERT

Confirmation Number: GZ8A7Q Ticket Number: 0062343266300

# **FLIGHT INFORMATION**

Date and Flight	Status	Class	Soot/Sobin
<b>Date and Flight</b> RIC>ATL Sat 18Feb2023 DL 1520	<b>Status</b> OPEN	<b>Class</b> ∨	<b>Seat/Cabin</b> 30C
ATL>CPT Sat 18Feb2023 DL 210	OPEN	٧	
CPT>ATL Sat 25Feb2023 DL 238	OPEN	K	
ATL>RIC Sun 26Feb2023 DL 2177	OPEN	K	
DETAILED CHARGES			
Air Transportation Charges Base Fare:			\$0E3.00 LICD
Carrier-imposed International Surcharge (YR)			\$952.00 USD \$500.00 USD

Taxes, Fees & Charges: United States - September 11th Security Fee(Passenger		
Civil Aviation Security Service Fee) (AY)	\$11.20	USD
South Africa - Passenger Safety Charge (EV)	\$1.50	USD
South Africa - Passenger Services and Security Charge		
(UM)	\$1.70	USD
United States - Transportation Tax (US)	\$39.40	USD
South Africa - Air Passenger Tax (WC)	\$10.40	USD
United States - Animal and Plant Health Inspection Service		
Fee (APHIS User Fee - Passengers (XA)	\$3.96	USD
United States - Passenger Facility Charge (XF)	\$13.50	USD
United States - Immigration and Naturalization		
Fee(Immigration User Fee) (XY)	\$7.00	USD
United States - Custom User Fee (YC)	\$6.52	USD
South Africa - Passenger Service Charge (ZA)	\$13.90	USD



### **KEY OF TERMS**

# - Arrival date different than departure date

\*\* - Check-in required

\*\*\*- Multiple meals

\*S\$ - Multiple seats

AR - Arrives

B - Breakfast

C - Bagels / Beverages

D - Dinner

F - Food available for purchase

L - Lunch

LV - Departs

M - Movie

R - Refreshments, complimentary

S - Snack

T - Cold meal

V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's check-in requirements and baggage guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit Flying safely government guild.

Do you have comments about service? Please email us to share them.

### NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. 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.

All Preferred, Delta Comfort+™, First Class, and Delta One seat purchases are Nonrefundable.

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- 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 of 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.

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Sister Cities International, INC. 1012 14th Street NW Suite 1400 Washington, DC 20005



Richmond Sister Cities Commission City of Richmond 900 East Broad Street Richmond, Virginia 23219

# INVOICE

Invoice #

1102

**Invoice Date** 

12/08/2022

**Due Date** 

12/08/2022

Item	Description	Unit Price	Quantity	Amount
Service	2023 SCI Africa Summit Registration for Councilmember Ann Frances Lambert	500.00	1.00	500.00
NOTES: R	eplaces Invoice 1101			
		Subtotal		500.00
		Total		500.00
		Amount Paid	ł	0.00
		Balance Due		\$500.00

### Travel Settlements and Mileage Reimbursement TRAVEL EXPENSE SETTLEMENT VOUCHER PERSONAL VEHICLE - USED CITY VEHICLE - USED DEPARTMENT, INSTITUTION, OR AGENCY REQUEST APPROVAL OF THE BUSINESS TRAVEL AND CASH ADVANCE OF ANYL FOR THE PURPONE DESCRIBED BELOW. LAGREE TO SUBMIT A TRAVEL EXPENSE REPORT WITHIN TEN DAYS OF MY RETURN. IF SUCH A REPORT IS NOT FILED, MY SIGNATURE CITY COUNCIL ALSO AUTHORIZES DEDUCTION OF THE ADVANCE FROM MY PAY CHECK DIRECT Supplier No: 10002109 ADVANCE REC'D NO Name: Ann-Frances Lambert CITY EMPLOYEES YES NO SIGNATURE OF TRAVELER Address: DATE City Richmond TITLE Councilmember State: VA Zip: THEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS 23222 REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE CITY OF RICHMOND. DEPARTMENT DIRECTOR DATE 6. AUTO 9. OTHER THIS LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS 5. MILEAGE **EXPENSE** 2. DATE 7. PER (ITEMIZE BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF 4. MILES AMOUNT (ITEMIZE DIEM 8. LODGING IN AMOUNT TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH TRAVELED (CALCU-TRAV TRAVEL SECOND AMOUNT DAY'S EXPENSES MUST BE SHOWN SEPARATELY. LATED) SECOND COLUMN COLUMN YES 2 18 2023 (Luggasge) Excess Baggage Carryon Expense RVA-ATL-CPT Airplane \$200.00 \$200.00 er ciem ar 15% for first and tase day or travel, Cape Town Africa/RVA YES 2 18 2023 ATL-CPT/Airplane \$66.00 \$ 66.00 2 19 2023 Cape Town Africa, Per diem meals, Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 20 2023 Cape Town Africa, Per diem meals, Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 21 2023 Cape Town Africa. Per diem meals. Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 22 2023 Cape Town Africa, Per diem meals, Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 23 2023 Cape Town Africa, Per diem meals, Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 24 2023 Cape Town Africa. Per diem meals, Breakfast, Lunch Dinner \$88.00 \$ 88.00 2 25 2023 Cape Town Africa, Per diem meals, Breakfist, Lunch Dinner \$88.00 \$ 88.00 er diem al 75% for mist and fast day of maver, Cape Town Amica CPT-ATL YES 2 26 2023 RVA Airplane \$66.00 \$ 66.00 I certify all computations are correct and that all necessary and required receipts 0.00 are attached. SC TOTALS S \$948.00 S \$ -\$948.00 DEPARTURE DATE 2/18/2023 RETURN DATE 2/26/2023 **TOTAL SHEET 2** 0.00 x CONFERENCE **PRESENTATION EXTRADITIONS** CONVENTION INVESTIGATIONS FIELD WORK RECRUITMENT EDUCATION /TRAINING OTHER (EXPLAIN) **GRAND TOTAL** 948.00 ALL SETTLEMENTS MUST BE DONE NO LATER THAN 20 DAYS AFTER TRAVEL IS COMPLETED OR YOU WILL RISK NON-PAYMENT SCI Africa Summit AMOUNT ADVANCED PREPAID ITEMS: Payment/(to Dept/Agency) DESCRIPTION DOCUMENT # DATE THUOMA Payment/(to City Employee) 948.00 Lodging P-Card 10/20/2022 1579.04 Registration PO 2300004408 12/8/2022 500.00 Flight/Airline Ticket P-Card 10/17/2022 1561.08 **FUND** COST CENTER ACCOUNT ACTIVITY SERVICE DISTRICT **PROJECT** GRANT **AMOUNT**

SV0604

DESCRIPTION

DOC ID

TRVS -

948.00

1099

CHECK IF

CONTINUATI

ON SHEET IS ATTACHED

JOB

NUMBER

CITY OF RICHMOND, VIRGINIA

L IS

EL

DAY

NO

NO

NO

NO

NO

NO

NO

0100

00201

72121

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# Foreign Per Diem Rates In U.S. Dollars DSSR 925

9

Country: SOUTH AFRICA Publication Date: 02/01/2023

Previous Rates: 02/(

02/01/2023 ~

Go

01/01/2023 01/01/2023 01/01/2023 01/01/2023 01/01/2023 01/01/2023 01/01/2023 01/01/2023 Effective Date Footnote N/A N/A N/A N/N N/A N/A N/A N/A **Maximum Per** Diem Rate 169 210 308 286 279 222 157 161 M & IE Rate 88 72 86 56 17 67 8 52 Lodging Rate Maximum 220 143 200 195 145 109 101 97 Season 12/31 12/31 12/31 12/31 12/31 12/31 12/31 End 12/31 Season Begin 01/01 01/01 01/01 01/01 01/01 01/01 01/01 01/01 Johannesburg Bloemfontein Post Name Stellenbosch Cape Town Sun City Pretoria Durban Other Country Name AFRICA AFRICA AFRICA **AFRICA** AFRICA AFRICA SOUTH SOUTH SOUTH SOUTH AFRICA AFRICA SOUTH SOUTH SOUTH SOUTH