American Airlines

Print

AA RECORD LOCATOR: LOUIZL

Get your boarding pass faster. Scan this barcode at any American Airlines Self-Service Machine.

Richmond to Kansas City 1 Adult

Monday May 1, 2023 – **Friday** May 5, 2023

AA Record Locator
LOUIZL

Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.

Reservation Name
RIC/MCI

Status: **Ticketed** Apr 10, 2023

Flight	Depart	Arrive
American Airlines **3358** Operated by Envoy Air	Richmond (RIC) May 1, 2023 01:13 PM Travel Time: 2 h 17 m Class: Economy Seat: --	Chicago (ORD) May 1, 2023 02:30 PM Booking Code: V Aircraft: Embraer RJ145
American Airlines **3651** Operated by Envoy Air	Chicago (ORD) May 1, 2023 03:09 PM Travel Time: 1 h 28 m Class: Economy Seat: --	Kansas City (MCI) May 1, 2023 04:37 PM Booking Code: G Aircraft: Embraer 170

Flight	Depart	Arrive
American Airlines **3660** Operated by Envoy Air	Kansas City (MCI) May 5, 2023 10:42 AM Travel Time: 1 h 31 m Class: Economy Seat: --	Chicago (ORD) May 5, 2023 12:13 PM Booking Code: K Aircraft: Embraer 175
American Airlines **6191** Operated by Envoy Air	Chicago (ORD) May 5, 2023 01:40 PM Travel Time: 2 h 5 m Class: Economy Seat: --	Richmond (RIC) May 5, 2023 04:45 PM Booking Code: K Aircraft: Canadair Regional Jet

Total Paid

$940.40 USD

Fare Amount

Adult 1 × $829.77 USD	$829.77 USD

Taxes & Carrier-Imposed Fees

Taxes	$110.63 USD
Carrier-Imposed Fees	$0.00 USD

Flight Subtotal

$940.40 USD

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
HOLMES LATESHA	0012385172083		$829.77 USD	0.00 USD	110.63	940.40
Payment Type:	VISA **********0473				Total	$940.40 USD

Endorsements/Restrictions

NONREF FAREDIF CXL BY FLT TIME OR NOVALUE

CITY OF RICHMOND, VIRGINIA

TRAVEL EXPENSE SETTLEMENT VOUCHER

DEPARTMENT, INSTITUTION OR AGENCY

Supplier No:	10001947?
Name:	LaTesha Holmes
Address:	[redacted]
City:	[redacted]
State: [redacted]	Zip: [redacted]

DOC ID TRVS -

Travel Settlements and Mileage Reimbursement

☒ PERSONAL VEHICLE - USED

☐ CITY VEHICLE - USED

[illegible]

ADVANCE [illegible] ☐ YES ☒ NO

CITY EMPLOYEE? ☒ YES ☐ NO

SIGNATURE OF TRAVELER | DATE

TITLE: Council Chief of Staff

I CERTIFY THAT THE TRAVEL EXPENSES IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE CITY OF RICHMOND

Candice Reid

DEPARTMENT DIRECTOR | DATE

1. IS THIS A TRAVEL DAY?	2. DATE OF TRAVEL	3. LOCATION AT WHICH EXPENSE WAS INCURRED; POINTS BETWEEN WHICH TRAVEL WAS NECESSARY; METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY	4. MILES TRAVELED	5. MILEAGE AMOUNT (CALCULATED)	6. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	7. PER DIEM AMOUNT	8. LODGING	9. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
YES	7/16/2023	Richmond, VA-Charlottesville, VA Car / Per diem for Breakfast, Lunch, Dinner / First and last day of travel calculated at 75%	76	$ 49.92		$51.75			$101.67
NO	7/17/2023	Per Diem for breakfast only. Lunch and Dinner is provided		$ -		$16.00			$ 16.00
NO	7/18/2023	Per Diem for Breakfast and Dinner. Lunch is provided		$ -		$47.00			$ 47.00
NO	7/19/2023	Per Diem for breakfast only. Lunch and Dinner is provided		$ -		$16.00			$ 16.00
NO	7/20/2023	Per Diem for breakfast only. Lunch and Dinner is provided		$ -		$16.00			$ 16.00
NO	7/21/2023	Per Diem for Breakfast and Dinner. Lunch is provided		$ -		$47.00			$ 47.00
NO	7/22/2023	Per Diem for all meals Breakfast, Lunch, Dinner		$ -		$64.00			$ 64.00
I certify all the expenses are correct and that a [illegible] and required receipts are attached. Initial ___ LC ___	TOTALS		76.00	$ 49.92	$ -	$257.75	$ -	$ -	$307.67

DEPARTURE DATE	7/16/2023	RETURN DATE	7/24/2023	TOTAL SHEET 2	360.51
				GRAND TOTAL	668.18

☐ CONFERENCE
☐ CONVENTION
☐ RECRUITMENT
☐ PRESENTATION
☐ INVESTIGATIONS
☒ EDUCATION/TRAINING
☐ EXTRADITIONS
☐ FIELD WORK
☐ OTHER (EXPLAIN)

ALL SETTLEMENTS MUST BE DONE NO LATER THAN 20 DAYS AFTER TRAVEL IS COMPLETED OR YOU WILL RISK NON-PAYMENT

Senior Executive Institute Training

AMOUNT ADVANCED	0.00
Payment (to Dept/Agency)	
Payment (to City Employee)	668.18

PREPAID ITEMS:

DESCRIPTION	DOCUMENT #	DATE	AMOUNT
Registration	PO# 2300001897	5/21/2023	9500.00

FUND	COST CENTER	ACCOUNT	ACTIVITY	SERVICE	DISTRICT	PROJECT	GRANT	AMOUNT

University of Virginia
Weldon Cooper Center for Public Service

SEI

LEAD

INVOICE

PO# 23000011897

Billing Agency Code: 207
Billing Agency Account Number: 20.145674.1110.4710.30015.0000
Federal Tax ID: 54-6001796

Invoice Number: 55633 **Registration Number: 41446** **Invoice Reference: RLD41446**

Invoice Date: 5/21/2023 Affil/Cat: LD SEI Registration Status: Valid

Bill To:

Client ID 25243
LaTesha S. Holmes
City of Richmond
900 E. Broad St.
Richmond, VA 23219

Remittance Address:

Make checks payable to: University of Virginia

University of Virginia
Weldon Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206
Phone:434.982.5522
FAX: 434.982.5526

Attn: Shirley Hamblet

Itemized Description for Event:

SEI July 16 - 28, 2023 1266

	Qty	*Unit Cost*	*Total Amount*
SEI Registration	1	$9500.00	$9500.00

Subtotal of itemized Expenses	$9500.00
Misc. Adjustments	
Total of itemized Expenses	$9500.00
Outstanding Balance	$9500.00

Please reference this invoice # with payment and correspondence: 55633

Checks: Please make checks payable to University of Virginia and mail to remittance address above.

Credit Card: Please use our online payment facility, accessible by logging in to https://commerce.coopercenter.org/ccps/login.php

Contact Name: Shirley Hamblet

Phone: (434) 243-5031 *Email:* smh2dr@virginia.edu

Electronic Transfer: Virginia State Agencies making payment through electronic transfer must reference account: 20.145674.1110.4710.30015.0000

UVA Federal ID # 54-6001796 *Payment is requested within 30 days.*

The services invoiced hereunder are subject to the University of Virginia's standard terms and conditions found at https://uvafinance.virginia.edu/resources/what-are-operational-contracting-resources. The terms may not be varied, modified or amended by any subsequent purchase order, invoice, statement of terms and conditions or other document or instrument unless the parties execute a separate written document to include such provisions.

APRIL 29 - MAY 3

RIC ✈ ATL

Richmond to Atlanta

Confirmation # **33ZGQQ**

Confirmation date: 04/02/2024

PASSENGER	**Latesha Holmes**
RAPID REWARDS #	Join or Log in
TICKET #	5262275770584
EST. POINTS EARNED	4,380

Rapid Rewards® points are only estimations

Your itinerary

Flight 1: Monday, 04/29/2024 Est. Travel Time **1h 40m** Anytime

FLIGHT	DEPARTS		ARRIVES
# 0314	**RIC 05:20PM** Richmond	✈	**ATL 07:00PM** Atlanta

Flight 2: Friday, 05/03/2024 Est. Travel Time **1h 30m** Anytime

FLIGHT	DEPARTS		ARRIVES
# 4010	**ATL 11:00AM** Atlanta	✈	**RIC 12:30PM** Richmond

Payment information

Total cost

Air - 33ZGQQ

Base Fare	$	437.92
U.S. Transportation Tax	$	32.84
U.S. 9/11 Security Fee	$	11.20
U.S. Flight Segment Tax	$	10.00
U.S. Passenger Facility Chg	$	9.00
Total	**$**	**500.96**

Payment

Visa ending in 0473

Date: April 2, 2024

Payment Amount: $500.96

ChamberRVA
P.O. Box 1598
Richmond, VA 23218
(804) 648-1234 | fax:
rob.anderson@chamberrva.com
E.I.N: 54-0356742

Invoice

Invoice Date:	2/14/2024
Invoice Number:	137770

Po#2400008715

Richmond City Council
LaTesha Holmes
900 E. Broad Street, Suite 200
Richmond, VA 23219

Terms	Due Date
Due on receipt	3/15/2024

Description	Quantity	Rate	Amount
InterCity Visit 2024 (LaTesha Holmes)	1	$3,850.00	$3,850.00

Subtotal:	**$3,850.00**
Tax:	**$0.00**
Total:	**$3,850.00**
Payment/Credit Applied:	**$0.00**
Balance:	**$3,850.00**

Thank you for your support of the ChamberRVA

Please return this portion with your payment.

Member Name: Richmond City Council

Invoice #: 137770

Payment Amount: $________________

Payment Method: ☐Check #____________ ☐Credit Card
Make all checks payable to ChamberRVA or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)
Address ________________________
City/State/Zip ________________________
Credit Card #: ________________ Exp. Date: ______ CVV Code (3 digits on back of card) ____
Name on Card ____________________ Signature: ____________________

Order Information

Description:	CVENT Transaction		
Invoice Number	HVN46J9BTPP	PO Number	FORUM 2024
Customer ID	9GNRGBXGWMJ		

Billing Information
Shantae Coleman
City of Richmond
900 East Broad St.
Richmond, VA 23219
USA
LaTesha.Holmes@rva.gov
9733683247

Shipping Information

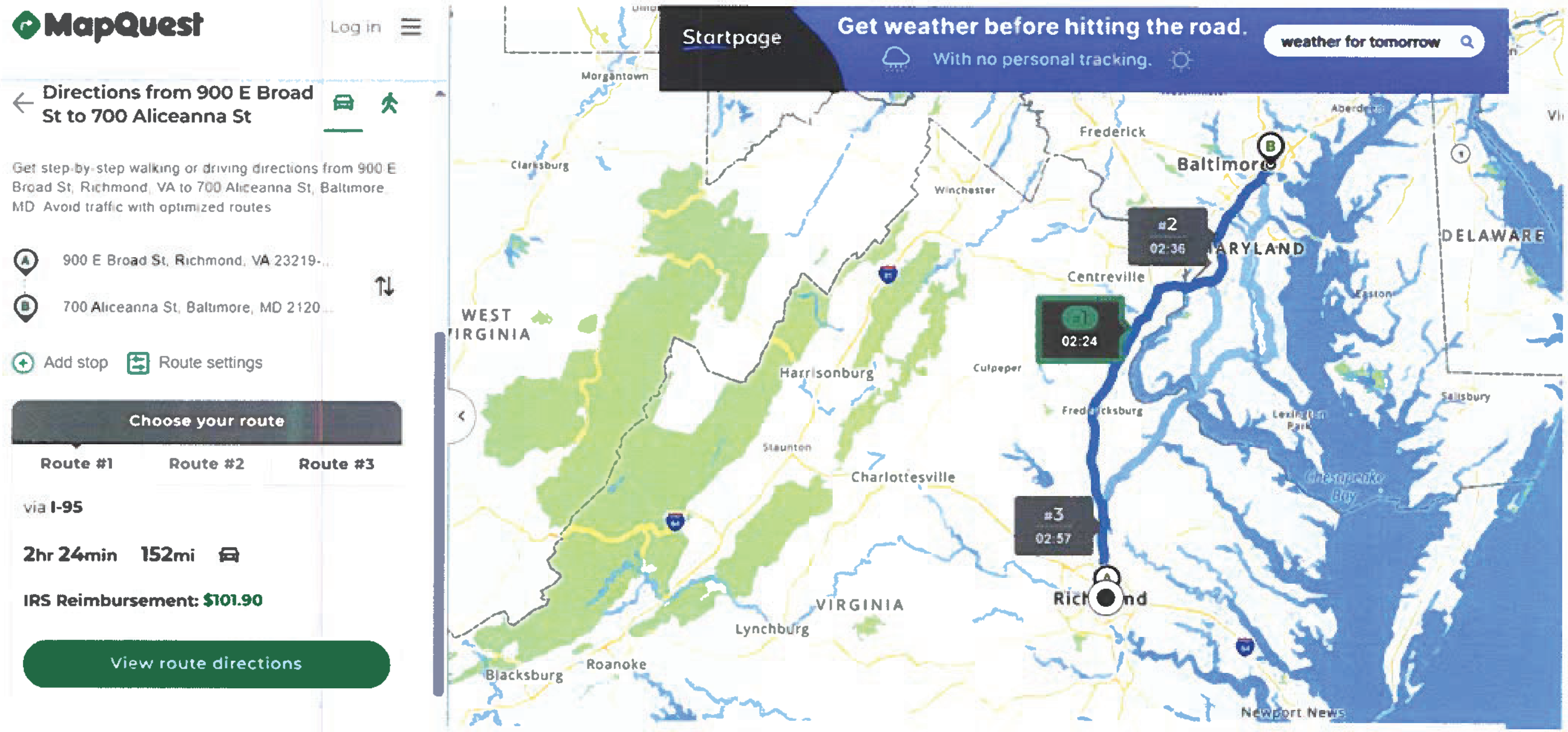
Total: $905.00 (USD)

Payment Information

Date/Time:	28-Mar-2024 15:16:36 PDT
Transaction ID:	80359067692
Payment Method:	Visa xxxx[redacted]
Transaction Type:	Purchase
Auth Code:	049531

Merchant Contact Information

NFBPA-AUTH.NET
Washington, DC 20001
US
accounting1@nfbpa.org



Directions from 900 E Broad St to 700 Aliceanna St

Get step-by-step walking or driving directions from 900 E Broad St, Richmond, VA to 700 Aliceanna St, Baltimore, MD. Avoid traffic with optimized routes

900 E Broad St, Richmond, VA 23219-...

700 Aliceanna St, Baltimore, MD 2120...

via I-95

2hr 24min 152mi

IRS Reimbursement: $101.90

CITY OF RICHMOND, VIRGINIA

TRAVEL EXPENSE SETTLEMENT VOUCHER

DEPARTMENT, INSTITUTION OR AGENCY

Supplier No:	100023005
Name:	LaTesha Holmes
Address:	[redacted]
City:	[redacted]
State: [redacted]	Zip: [redacted]

DOC ID TRVS -

Travel Settlements and Mileage Reimbursement

☒ PERSONAL VEHICLE - USED
☐ CITY VEHICLE - USED

[illegible]

ADVANCE RECD ☐ YES ☒ NO

CITY EMPLOYEE? ☒ YES ☐ NO

SIGNATURE OF TRAVELER

DATE 04/25/24

TITLE Council Chief of Staff

[illegible]

DEPARTMENT DIRECTOR DATE

Mileage rate effective January 1, 2023 - December 31, 2023

1. IS THIS A TRAVEL DAY?	2. DATE OF TRAVEL	3. LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY	4. MILES TRAVELED	5. MILEAGE AMOUNT (CALCULATED)	6. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	7. PER DIEM AMOUNT	8. LODGING	9. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
YES	4/3/2024	Travel by car from RVA to Baltimore, MD	152	$ 101.84					$ 101.84
NO	4/4/2024	Training		$ -					$ -
NO	4/5/2024	Training		$ -					$ -
NO	4/6/2024	Training		$ -					$ -
YES	4/7/2024	Travel from Baltimore, MD to RVA	152	$ 101.84					$ 101.84
				$ -					$ -
				$ -					$ -
[illegible]		**TOTALS**	304.00	$ 203.68	$ -	$ -	$ -	$ -	$ 203.68

DEPARTURE DATE 4/3/2024 RETURN DATE 4/7/2024

☐ CONFERENCE
☐ CONVENTION
☐ RECRUITMENT
☐ PRESENTATION
☐ INVESTIGATIONS
☒ EDUCATION TRAINING
☐ EXTRADITIONS
☐ FIELD WORK
☐ OTHER (EXPLAIN)

ALL SETTLEMENTS MUST BE DONE NO LATER THAN 20 DAYS AFTER TRAVEL IS COMPLETED OR YOU WILL RISK NON PAYMENT

TOTAL SHEET 2	0.00
GRAND TOTAL	203.68
AMOUNT ADVANCED	0.00
Payment (to Dept/Agency)	-
Payment (to City Employee)	203.68

PREPAID ITEMS:

DESCRIPTION	DOCUMENT #	DATE	AMOUNT
Lodging	P-Card	4/3/2024	$ 1,840.07
Registration	P-Card	3/23/2024	$ 905.00

FUND	COST CENTER	ACCOUNT	ACTIVITY	SERVICE	DISTRICT	PROJECT	GRANT	AMOUNT
0100	00602	72121	1055	SV0604				203.68

DESCRIPTION	JOB NUMBER		☐	[illegible]
Forum 2024 Conference				

Thank you for choosing the Baltimore Marriott Waterfront for your recent stay.

As requested, below is a billing summary or adjustment for your stay. If you have questions about your bill, please contact us at (866) 435-7627 or mbs.customer.svc@marriott.com.

Make another reservation on Marriott.com >>

Summary of Your Stay

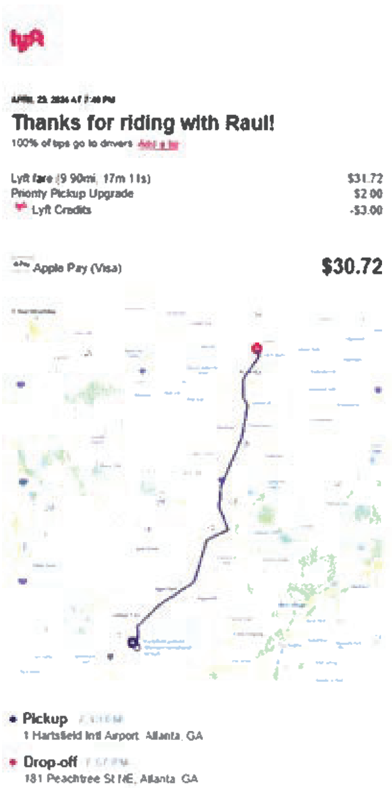
Hotel: Baltimore Marriott Waterfront
700 Aliceanna Street
Baltimore, Maryland 21202
USA
(410) 385-3000

Guest: HOLMES/LATESHA
XXX
XXX, NE 11111
USA

Dates of stay: Apr 03, 2024 - Apr 07, 2024
Guest number: 17088
Marriott Bonvoy™ number: XXXXX[redacted]

Room number: 1234
Group number:

Date	Description	Reference	Charges	Credits
04/03/24	ROOM	GL 21218	379.00	
04/03/24	STATE TX	GL 21218	22.74	
04/03/24	CITY TAX	GL 21218	36.01	
04/03/24	TOUR TAX	GL 21218	7.58	
04/04/24	ROOM	1234, 1	389.00	
04/04/24	STATE TX	1234, 1	23.34	
04/04/24	CITY TAX	1234, 1	36.96	
04/04/24	TOUR TAX	1234, 1	7.78	
04/05/24	ROOM	1234, 1	399.00	
04/05/24	STATE TX	1234, 1	23.94	
04/05/24	CITY TAX	1234, 1	37.91	
04/05/24	TOUR TAX	1234, 1	7.98	
04/06/24	ROOM	1234, 1	399.00	
04/06/24	STATE TX	1234, 1	23.94	
04/06/24	CITY TAX	1234, 1	37.91	
04/06/24	TOUR TAX	1234, 1	7.98	
04/07/24	Payment - Vis[redacted] XXXXXXXXXX			1,840.07
Total balance				0.00 USD



APRIL 23, 2024 AT 7:40 PM

Thanks for riding with Raul!

100% of tips go to drivers Add a tip

Lyft fare (9 90mi, 17m 11s)	$31.72
Priority Pickup Upgrade	$2.00
Lyft Credits	-$3.00

Apple Pay (Visa) **$30.72**

Pickup 7:40 PM
1 Hartsfield Intl Airport, Atlanta, GA

Drop-off 7:57 PM
181 Peachtree St NE, Atlanta, GA

MAY 2, 2024 AT 7:37 PM

Thanks for riding with Michael!

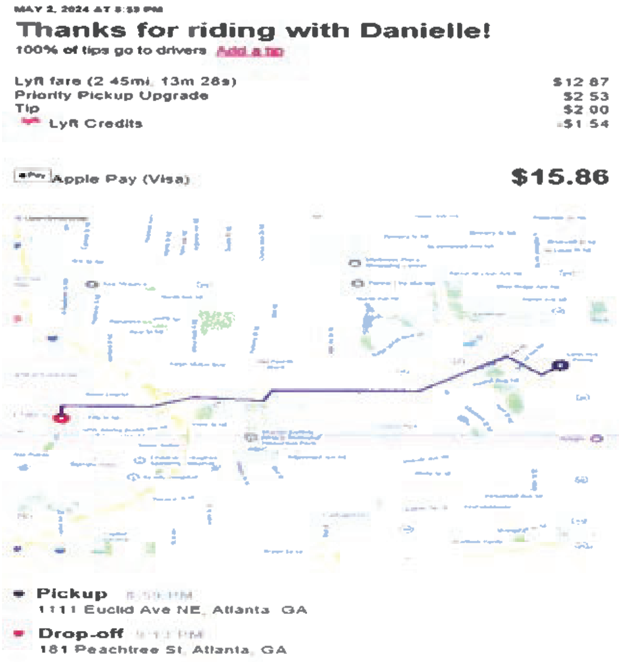
100% of tips go to drivers. Add a tip

Lyft fare (2 66mi, 10m 15s)	$10.86
Tip	$2.00
Lyft Credits	-$1.08

Apple Pay (Visa) **$11.78**

Pickup 7:37 PM
181 Peachtree St NE, Atlanta, GA

Drop-off 7:47 PM
1111 Euclid Ave NE, Atlanta, GA



MAY 2, 2024 AT 8:59 PM

Thanks for riding with Danielle!

100% of tips go to drivers Add a tip

Lyft fare (2 45mi, 13m 28s)	$12.87
Priority Pickup Upgrade	$2.53
Tip	$2.00
Lyft Credits	-$1.54

Apple Pay (Visa) **$15.86**

Pickup 8:59 PM
1111 Euclid Ave NE, Atlanta, GA

Drop-off 9:13 PM
181 Peachtree St, Atlanta, GA

CITY OF RICHMOND, VIRGINIA

TRAVEL EXPENSE SETTLEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY

Supplier No:	100023005
Name:	LaTesha Holmes
Address:	[redacted]
[redacted]	
State: [redacted] Zip	[redacted]

DOC ID TRVS - 240869

Travel Settlements and Mileage Reimbursement

PERSONAL VEHICLE - USED

CITY VEHICLE - USED

I REQUEST APPROVAL OF THE BUSINESS TRAVEL AND CASH ADVANCE IN AN AMOUNT FOR PURPOSE DESCRIBED BELOW. I AGREE TO SUBMIT A TRAVEL EXPENSE REPORT WITHIN TEN DAYS OF MY RETURN. IF SUCH A REPORT IS NOT FILED, MY SIGNATURE ALSO AUTHORIZES DEDUCTION OF THE ADVANCE FROM MY PAYCHECK OR DIRECT DEPOSIT AMOUNT.

ADVANCE REC'D ☒ YES ☐ NO

CITY EMPLOYEE? ☒ YES ☐ NO

SIGNATURE OF TRAVELER [illegible] DATE

TITLE **Council Chief of Staff**

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE CITY OF RICHMOND

DEPARTMENT DIRECTOR DATE

Mileage rate effective January 1, 2023 - December 31, 2023

1. IS THIS A TRAVEL DAY?	2. DATE OF TRAVEL	3. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY	4. MILES TRAVELED	5. MILEAGE AMOUNT (CALCULATED)	6. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	7. PER DIEM AMOUNT	8. LODGING	9. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
YES	4/29/2024	Travel from RVA to Atlanta, GA by plane Per diem at 75% for first and last day meals/Lyft ride to hotel				$55.50		$30.72	$ 86.22
NO	4/30/2024	Conference Per diem for breakfast, lunch, dinner meals				$74.00			$ 74.00
NO	5/1/2024	Conference Breakfast, Lunch included Per diem for Dinner only				$34.00			$ 34.00
NO	5/2/2024	Conference All meals included Lyft Ride						$27.64	$ 27.64
YES	5/3/2024	Travel from Atlanta, GA to RVA by plane/ Per diem at 75% for first and last day meals				$55.50			$ 55.50
									$ -
I certify all computations are correct and that all necessary and required receipts are attached. Initial ______ SC		**TOTALS**	0.00	$ -		$219.00	$ -	$58.36	$277.36

DEPARTURE DATE	4/29/2024	RETURN DATE	5/3/2024

☒ CONFERENCE
☐ CONVENTION
☐ RECRUITMENT

☐ PRESENTATION
☐ INVESTIGATIONS
☐ EDUCATION/TRAINING

☐ EXTRADITIONS
☐ FIELD WORK
☐ OTHER (EXPLAIN)

TOTAL SHEET 2	0.00
GRAND TOTAL	277.36
AMOUNT ADVANCED	219.00
Payment/(to Dept/Agency)	
Payment/(to City Employee)	58.36

ALL SETTLEMENTS MUST BE DONE NO LATER THAN 20 DAYS AFTER TRAVEL IS COMPLETED OR YOU WILL RISK NON PAYMENT

Inner City Visit

PREPAID ITEMS:

DESCRIPTION	DOCUMENT #	DATE	AMOUNT
Registration	PO24000008715	2/14/2024	3850.00
Airfare	33ZGQQ	4/2/2024	500.96

FUND	COST CENTER	ACCOUNT	ACTIVITY	SERVICE	DISTRICT	PROJECT	GRANT	AMOUNT
0100	00602	72121	1055	SV0604				58.36

DESCRIPTION

JOB NUMBER ☐ CHECK IF CONTINUED ON SHEET 2

David Lansdell P-Card Transactions

4722 10/11/23 $ 6 49.30 PRICELN YOTEL WASHINGT TRAVEL AGENCIES Lansdell, David
5411 10/27/23 $ 3 1.30 KROGER #504 GROCERY STORES, SUPERMARKETS Lansdell, David
8220 10/30/23 $ 2 45.00 VCU HIGHER GROUND CONFERE COLLEGES, UNIVERSITIES, PROFESSIONAL SCH Lansdell, David
5992 11/03/23 $ 5 2.34 STRANGES FLORISTS-ECOM FLORISTS Lansdell, David
5812 11/03/23 $ 1 02.49 TST Kats Breakfast & Lu EATING PLACES, RESTAURANTS Lansdell, David
5814 11/18/23 $ 1 13.77 PANERA BREAD #601375 O FAST FOOD RESTAURANTS Lansdell, David
5812 11/16/23 $ 9 2.72 APPLE SPICE JUNCTION EATING PLACES, RESTAURANTS Lansdell, David
5411 12/14/23 $ 1 19.59 FARM FRESH RICHMOND GROCERY STORES, SUPERMARKETS Lansdell, David
5192 12/28/23 $ 3 48.00 RICHMONDBIZSENSE.COM BOOKS,PERIODICALS AND NEWSPAPERS Lansdell, David
5200 01/29/24 $ 9 7.48 LOWES #01037 HOME SUPPLY WAREHOUSE STORES Lansdell, David
5734 01/30/24 $ 3 22.92 KAHOOT ! ASA COMPUTER SOFTWARE STORES Lansdell, David

Wialillian
Howard
Leadership Development Specialist

Date: September 17, 2024

To: Debora Shaw
Office of Council Chief of Staff

From: Wialillian Howard, CEO
Beyond the Seat, LLC

Subject: Invoice: OCCSO91724F3 – Purchase Order: 24000008232: Executive Coaching and Project Tracks One and Two

Debora:

See attached invoice for completion of Beyond the Seat's services to date.

My company is open to completing the remaining services under the purchase order once changes in the OCCOS have been finalized.

The Project teams have done great work in the development of specific performance development tools that will serve as a model for the entire department.

My hope is department leaders will continue to develop important performance objectives, role specific onboarding plans, stay-interview models and a succession planning model.

Leadership and Learning
BEYOND the SEAT
An Indispensable Partnership

[illegible]
lead@beyondtheseat.org
WomenLeadBeyond
linkedin.com/in/wialillian-howard
@BeyondtheSeat

Wialillian
Howard

PO24000008232

INVOICE

DATE: August 31, 2024

TO: LaTesha Holmes
Council Chief of Staff

Debora Shaw
Council Chief of Staff

FROM: Wialillian Howard Wh
Beyond the Seat, LLC

SUBJECT: Expense Reimbursements
Director's Meeting – August 17-22, 2024
Invoice No.: OCCS081724F2

Listed below are expenses associated with planning meetings at the City of Richmond, Office of the Council Chief of Staff, August 17-22, 2024.

$251.92	Commutes
$377.38	Airline (HOU – RIC – CLT portion of ticket price)
$903.45	Hotel
$ 91.41	Food/Meals
$1,624.16	TOTAL EXPENSES

Expense receipts are attached.

BEYOND the SEAT

Uber

Total $35.98
August 17, 2024

Uber

Total $21.97
August 17, 2024

Uber

Total $24.06
August 17, 2024

Uber

Total $20.47
August 18, 2024

Uber

Total $24.55
August 19, 2024

Uber

Total **$17.91**
August 19, 2024

Uber

Total **$20.93**
August 20, 2024

Uber

Total **$22.98**
August 20, 2024

Uber

Total **$22.97**
August 21, 2024

Uber

Total **$40.10**
August 22, 2024

$251.92

FLIGHT # 4378
DEPARTS **HOU 07:05AM** Houston (Hobby)
ARRIVES **ATL 10:15AM** Atlanta

Stop: Change planes

FLIGHT # 0247
DEPARTS **ATL 10:55AM** Atlanta
ARRIVES **RIC 12:30PM** Richmond

Flight 2 Thursday, 08/22/2024 Est. Travel Time: [illegible] Wanna Get Away

FLIGHT # 6179
DEPARTS **RIC 06:10AM** Richmond
ARRIVES **BWI 07:00AM** Baltimore

Stop: Change planes

FLIGHT # 1542
DEPARTS **BWI 08:35AM** Baltimore
ARRIVES **CLT 10:15AM** Charlotte

Flight 3 Wednesday, 08/28/2024 Est. Travel Time: [illegible] Wanna Get Away

FLIGHT # 1337
DEPARTS **CLT 09:15AM** Charlotte
ARRIVES **DAL 10:55AM** Dallas (Love)

Stop: Change planes

FLIGHT # 0021
DEPARTS **DAL 12:00PM** Dallas (Love)
ARRIVES **HOU 01:10PM** Houston (Hobby)

Payment information

Houston - RIC - CLT

Total cost

Air - 26XWZ9		
Base Fare	$	645.72
U.S. Transportation Tax	$	48.43
U.S. Passenger Facility Chg	$	18.00
U.S. Flight Segment Tax	$	30.00
U.S. 9/11 Security Fee	$	11.20
Total	**$**	**753.35**

Payment

August 12, 2024
Payment Amount **$377.38**
Visa ending in 7943

July 30, 2024
Credit from ticket [redacted]

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Receipt for Hotel Reservation

Receipt Date: 08/15/2024 Itinerary No H9092360
Please print and/or save the information below and use this confirmation when you check in to the hotel

Summary

Itinerary Number: H9092360

Status: Confirmed

Guest Name: WIALILLIAN HOWARD

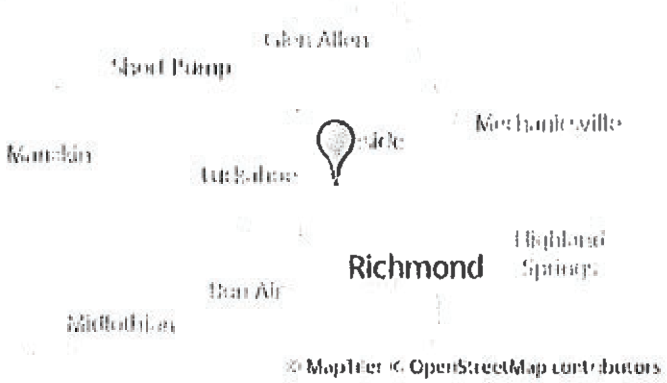
Rooms: 1 room for 5 nights

Check In: August 17, 2024 (Sat)
Check In Time: 3:00 pm - 12:00 am

Check Out: August 22, 2024 (Thu)
Check Out Time: 11:00 am

Hotel:
Holiday Inn Express Richmond Midtown An Ihg Hotel
2000 Staples Mill Rd.
Richmond, VA 23230
United States

🚗 near Exit 185b a on I-64 (~0.9mi)



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Cancellation Policy: NONREFUNDABLE.
NONREFUNDABLE

ℹ *The following policy was agreed to at 7:28PM CDT on 15-Aug-2024 at the time of booking, from IP address 2601:2c0:8b80:bcd0:4cfb:1f35:fcee:312c.*

Refund Protection: Refund Protection Plan Number 4f524141-0053-0000-02d5-f5b77b8b271f
Submit a Refund Request for Hotel Reservation

ℹ *The above plan was chosen at 7:28PM CDT on 15-Aug-2024 at the time of booking, from IP address 2601:2c0:8b80:bcd0:4cfb:1f35:fcee:312c.*
Remove Refund Protection Plan

$76.79 USD

Support: Get Assistance

- General Request
- Request a Call
- Get a Receipt
- Billing Inquiry / Refund Request
- Request Early Check In
- Request Late Check Out
- Question about Pool or other Amenities
- Question about bringing a Pet

More options...
✉ Reservations@lodging.support
☎ +1-800-497-2175

Tax Recovery & Fees:	$273.45 USD
Total:	$980.24 USD (prepaid)

Room

Confirmation:	610928225 (Front desk may not have this number, check in using your name)
Status:	Confirmed
Guest Name:	WIALILLIAN HOWARD
Special Requests:	2 Beds Preferred
Occupancy:	1 adult, 0 children
Room Type:	Standard Room, King or Two Doubles (Bed and Breakfast)
Nightly Rate:	$126.00 USD
Tax Recovery & Fees:	$54.69 USD
Room Total:	$903.45 USD

To view or cancel this reservation online, please visit the link below:
secure.bookonline.com/Res/

Latitude Seafood- Stony Point
9216 Stony Point Parkway
Midlothian, VA 23113

Server: Abby P LaPesha H.

Check #60	Table 308
Guest Count: 1	
Ordered:	8/17/24 2:51 PM

1 Water	$0.00
1 Tea	$3.90
1 Baked Seafood Imperial Dip App Chips	$18.00
1 Fried Shrimp Cocktail 2x Collard Greens	$19.90
1 Extra Dip Bread	$0.00
Subtotal	$41.80
Gratuity (20.00%)	$8.36
Tax	$5.65
Total	$55.81
Credit Card	Contactless
Visa	xxxxxxxx[redacted]
Time	4:20 PM
Transaction Type	Sale
Authorization	Approved
Approval Code	01224C
Payment ID	NbWJF9ygLFqY
Application ID	A0000000031010

SHAGBARK

LaPesha

Shagbark
4901 Libbie Mill East Blvd East Suite 175
Richmond, VA 23230
804-968-7424
www.shagbarkrva.com

-------- Aug 20 2024 7:39:48 PM --------

Order Name: D2 myrtle brown-Seat: 2
Order ID: 236169150 Server: Tiffany
Approval: 08647C Dine-In
Card: VISA (USD) Ref #: 2
Last 4 Digits: [redacted] (Chip)
APP LABEL: VISA [redacted]T
AID: A0000000031010
TC: 0FFA6352D9E15572
Tax: 2.60

Amount: 28.60

Tip: 7.00

Total: 35.60

******* Customer Copy *******

Thank you for visiting!
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Follow Us @ShagbarkRVA on Instagram

Wialillian Howard
Leadership Development Specialist

INVOICE

DATE: August 31, 2024

TO: LaTesha Holmes
Council Chief of Staff

Debora Shaw
Council Chief of Staff

FROM: Wialillian Howard
Beyond the Seat, LLC

SUBJECT: Expense Reimbursements
Director's Meeting – August 17-22, 2024
Invoice No.: OCCS081724F2
Purchase Order: 24000008232

Listed below are expenses associated with planning meetings at the City of Richmond, Office of the Council Chief of Staff, August 17-22, 2024.

$251.92	Commutes
$377.38	Airline (HOU – RIC – CLT portion of ticket price)
$903.45	Hotel
$ 91.41	Food/Meals
$1,624.16	TOTAL EXPENSES

Expense receipts are attached.

Leadership and Learning
BEYOND the SEAT
An Indispensable Partnership

704 801 4242
lead@beyondtheseat.org
WomenLeadBeyond
linkedin.com/in/wialillian-howard
@BeyondtheSeat

Wialillian
Howard
Leadership Development Specialist

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#BeyondtheSeat

Leadership and Learning

BEYOND the SEAT

An Indispensable Partnership

INVOICE

July 31, 2024
INVOICE: OCCS073124F2

To

LaTesha Holmes - Director
City of Richmond - OCCOS
900 East Broad Street
Richmond, VA 23219
Customer ID

Payment Terms	**Due Date**
Net 30	

Qty	**Description**	**Unit Price**	**Line Total**
	Executive Coaching – Leadership Phase 1 Completion		$2,075.00
	PO 24000008232		
		Total	$2,075.00

Thank you for your business!

Beyond the Seat, LLC
Phone: 704.891.4242
Email: lead@beyondtheseat.org

Page 1 of 3

Wialillian Howard
Leadership Development Specialist

Leadership and Learning
BEYOND the SEAT
An Indispensable Partnership

[illegible]
[illegible]
[illegible]
[illegible]
@BeyondtheSeat

INVOICE

DATE: May 21, 2024

TO: LaTesha Holmes
Council Chief of Staff

Debora Shaw
Council Chief of Staff

FROM: Wialillian Howard W H
Beyond the Seat, LLC

SUBJECT: Expense Reimbursements
Director's Meeting – May 16, 2024
Invoice No.: OCCS051624FI

PO 24 00008232

Listed below are expenses associated with planning meetings at the City of Richmond, Office of the Council Chief of Staff, May16, 2024.

$ 42.27	Commutes
$150.00	Hotel
$827.29	Hotel
$ 20.96	Food/Meals (No alcoholic beverages purchased)
$213.23	TOTAL EXPENSES

Expense receipts are attached.

Rc. 54456/

COMMUTES: Office of Council Chief of Staff – Director's Meeting

Withdrawal Debit Check Card LYFT *RIDE THU 8AM LYFT.COM CA Date 05/16/24

[redacted]

routing Information

-$25.10

Withdrawal Debit Check Card LYFT *RIDE THU 6PM LYFT.COM CA Date 05/16/24

[redacted]

〃 〃

-$10.12

Withdrawal Debit Check Card WAWA 672 RICHMOND VA Date 05/16/24

[redacted]

〃 〃

17 MAY 2020

-$7.05

TOTAL: $42.27

Page 3 of 3

Four Points By Sheraton Richmond
9901 Midlothian Turnpike
Richmond, VA 23235
United States
Tel: 804-323-1144 Fax 804-320-5255

FOUR POINTS BY SHERATON

Walillian Howard
2525 City West Blvd
Apt 354
Houston, TX, 77042
United States Of America

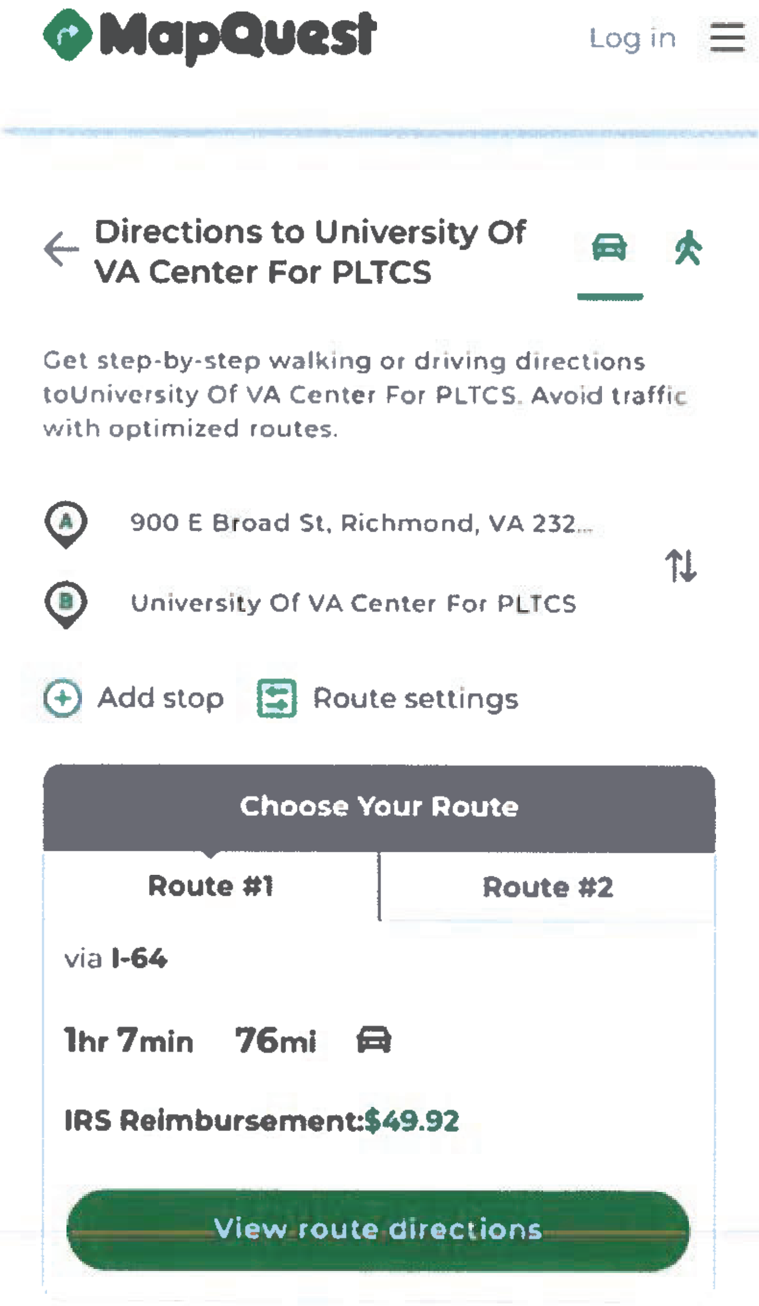
Page Number	:	1	Invoice Nbr	1000106601
Guest Number	:	650535		
Folio ID	:	A		
Arrive Date	:	14-MAY-24	18 02	
Depart Date	:	18-MAY-24	11 12	
No. Of Guest	:	1		
Room Number	:	615		
Marriott Bonvoy Number	:			

Tax Invoice

Tax ID 54-1297043
FPbS Richmond RICFP MAY-18-2024 11 12 DCGET833

Date	Reference	Description	Charges (USD)	Credits (USD)
14-MAY-24	34907	Fork & Vine	20 96	
14-MAY-24	RT615	Room Chrg - Other Discount	129.00	
14-MAY-24	RT615	State Tax	7.89	
14-MAY-24	RT615	Occupancy/Tourism	10.53	
14-MAY-24	RT615	TID Fee	2 58	
15-MAY-24	RT615	Room Chrg - Other Discount	129.00	
15-MAY-24	RT615	State Tax	7 89	
15-MAY-24	RT615	Occupancy/Tourism	10 53	
15-MAY-24	RT615	TID Fee	2.58	
16-MAY-24	RT615	Room Chrg - Other Discount	129 00	
16-MAY-24	RT615	State Tax	7 89	
16-MAY-24	RT615	Occupancy/Tourism	10 53	
16 MAY 24	RT615	TID Fee	2 58	
17-MAY-24	35039	Fork & Vine	20.96 — Food (No alcohol purchase) Wh	
17-MAY-24	RT615	Room Chrg - Other Discount	129.00	
17-MAY-24	RT615	State Tax	7 89	
17-MAY-24	RT615	Occupancy/Tourism	10 53	
17-MAY-24	RT615	TID Fee	2.58	
18-MAY-24	VI	Visa-7943		-641.92
	For Authorization Purpose Only			
	xxxxxx7943			

Continued on the next page



Directions to University Of VA Center For PLTCS

Get step-by-step walking or driving directions toUniversity Of VA Center For PLTCS. Avoid traffic with optimized routes.

A 900 E Broad St, Richmond, VA 232...

B University Of VA Center For PLTCS

Choose Your Route

Route #1	Route #2

via **I-64**

1hr 7min **76mi**

IRS Reimbursement:$49.92