

CITY OF ASHEVILLE
TRAVEL AUTHORIZATION FORM

Traveler Name	Polly McDaniel	Department	CAPE
Destination	Denver, CO	Dates of Travel	4/23-4/26/2018
Departure Date/Time	4/23/2018, 12:00 PM	Return Date/Time	4/26/2018, 9:35 PM
Account/Project Code	11000015-523001	Travel Advance Request	\$0
Purpose of Travel	Government Social Media Conference		

If traveling with other City employees, please list names _____

<u>Type of Expense</u>	<u>Estimated Cost</u>	<u>How Paid/To Be Paid</u>	<u>Document Reference</u>
Registration	\$800.00	Paid-see attached	A
Transportation	\$381.10	Paid-see attached	B
Method: _____			
Lodgings	\$621.58	Paid-see attached	C
Meals	\$175.50	GSA per diem - see attached	D
Other (list): _____			

Total Estimate	\$1,978.18		
Comments:			

This traveler has read, understands, and agrees to abide by the City's Travel Policy. The traveler further understands that he/she is a representative of the City of Asheville at all times while traveling on City business.

Traveler	Date Requested	Division Director	Date Approved
Department Director	Date Approved	City Manager	Date Approved

INSTRUCTIONS

One form per trip per traveler is required.

If a travel advance is requested: Enter the method of transportation in the blank provided and list any other expense item not shown on the form. Then enter the estimated cost for each item; whether paid by fpo, travel advance, procurement card, etc.; and the related fpo # and/or any other document reference information available.

Attach justification for travel by air if applicable.

Explain any item necessary in the Comments section of the form.

The Date Requested and Date Approved lines are for the actual date requested/approved, not necessarily the date the form is signed.

GOVERNMENT RATE ELIGIBILITY

The City of Asheville is a unit of local government and a political subdivision of the State of North Carolina. This document, appropriately approved, entitles the traveler to any discounts on lodging, transportation, etc., to which government employees are eligible while on official business.

Polly McDaniel
m. h. o. w.
Approved
4.10.18

); ga('send', 'pageview');

Government Social Media

[Menu](#)

[Home](#) > [Checkout](#) > [Order received](#)

Order received

Thank you. Your order has been received.

ORDER NUMBER:

3687

DATE:

March 19, 2018

EMAIL:

pmcdaniel@ashevillenc.gov

TOTAL:

\$800.00

PAYMENT METHOD:

Credit/Debit Card

April 23rd - 24th checkout - Faye
179 + tax
3435055052:
Confirmation
Rental car confirmation info
Armo. 19609 unlimited miles
855.703.6890 HURON
discount

Order details

Attendee ticket price will increase \$100 starting March 31, and the "Pay by Check" option will no longer be available.

[Dismiss](#)



Product	Total
GSMCON2018 Attendee Ticket - Attendee Ticket + Virtual Pass (Add \$50) × 1	\$825.00
Subtotal:	\$825.00
Discount:	-\$25.00
Payment method:	Credit/Debit Card
Total:	\$800.00

If local government, what is your jurisdiction's population?:	51k – 100k
Job Title:	Media Relations / Social Media Specialist
Special Dietary Requirements:	None
Welcome Reception:	Yes

Billing address

Polly McDaniel

🌐 Attendee ticket price will increase \$100 starting March 31, and the "Pay by Check" option will no longer be available.

Dismiss

GSM Brands

Government Social Media LLC

Government Social Media Conference (GSMCON)

Government Social Media Organization (GSMO)

© 2017 Government Social Media LLC

Government Social Media LLC

245 E. Liberty St., Suite 230

Reno, NV 89501

1-888-803-9401

sales@governmentsocialmedia.com

Hours: 8 a.m. - 4:30 p.m. PT

ⓘ Attendee ticket price will increase \$100 starting March 31, and the "Pay by Check" option will no longer be available.

Dismiss

P. HARRISON MCDANIEL 04/23/18 Itinerary

Inbox x

AMERICAN AIRLINES Flight 1831

Apr 23-Confirmation #PASFGS

Charlotte CLT

12:00 PM

Denver DEN

1:46 PM

AMERICAN AIRLINES 1831

CLT to DEN Apr 23, 12:00 PM

AMERICAN AIRLINES 1790

DEN to CLT Apr 26, 4:20 PM

americanairlines@aa.com

12:19 PM (2
hours ago)

to me

American Airline



Reservations | AAdvantage Account

Fare Sales

AA Record Locator: PASFGS

Status: Ticket Pending

Your Itinerary

Carrier	Flight Number	Departing		Arriving		Booking Code	Meals
		City	Date & Time	City	Time		
 AMERICAN AIRLINES	1831	CLT Charlotte	Apr 23, 2018 12:00 PM	DEN Denver	Apr 23, 2018 01:46 PM	Q	Food and Beverage for Purchase
 AMERICAN AIRLINES	1790	DEN Denver	Apr 26, 2018 04:20 PM	CLT Charlotte	Apr 26, 2018 09:35 PM	Q	Food and Beverage for Purchase

Traveler Information

Passenger	Class	Seat Assignment
POLLY HARRISON MCDANIEL	Economy	
POLLY HARRISON MCDANIEL	Economy	

Traveling passengers may check in and obtain boarding passes for U.S. domestic electronic tickets within 24 hours of the flight time online at AA.com by using www.aa.com/checkin or at a Self-Service Check-In machine at



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Finish

Thank you for making your reservation on AA.com!



Your trip is booked

Once the status of your trip is 'Ticketed,' you'll receive a confirmation email and can print your itinerary and receipt on aa.com (usually within 3 hours).



Charlotte to Denver

1 Adult

Monday April 23, 2018 – Thursday April 26, 2018

AA Record Locator

PASFGS

Reservation Name

CLT/DEN

Status: Ticket Pending

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

Your Trip Price:

\$381.10 USD

Bag and optional fees

[Show Trip Details](#)



☒ [Email Itinerary](#)

[Send to Calendar](#)

[Print Version](#)



Depart Charlotte, NC to Denver, CO

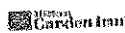
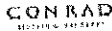
Monday, April 23, 2018

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
 1831 American Airlines 	12:00 PM CLT	1:46 PM DEN	3h 46m	321	Economy	Choose seats

Return Denver, CO to Charlotte, NC

Thursday, April 26, 2018

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
 1790 American Airlines 	4:20 PM DEN	9:35 PM CLT	3h 15m	321	Economy	Choose seats



DENVER TECH CENTER HILTON GARDEN INN

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 303-843-9480

ATTN: _____ Reservations _____

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name: <u>Polly McDaniel</u>			
Confirmation number: <u>3455065052</u>			
Check-In / Event Date: <u>April 23, 2018</u>			
Name of Person/Group Making Reservation: <u>April Stewart</u>		Phone: <u>828.259.5604</u>	
Cardholder Name as it Appears on Credit Card: <u>April Stewart</u>			
Cardholder Billing Address: <u>P.O. Box 7148</u>			
City: <u>Asheville</u>		State: <u>NC</u>	Zip: <u>28802</u>
Daytime /Business Telephone: <u>828.259.5604</u>		Evening Telephone: _____	
Credit Card Number: <u>5405 8200 1693 4862</u>		Expiration Date: <u>7/20</u>	
Credit Card Type: (Circle one) <input checked="" type="radio"/> Visa/MasterCard <input type="radio"/> American Express <input type="radio"/> Discover <input type="radio"/> JCB <input type="radio"/> Diners Club			
Credit Card Issuing Bank Name: <u>Bank of America</u>		Bank Phone Number (from back of your credit card): <u>888.449.2273</u>	
I agree to cover the following categories of charges: (Please circle) <input checked="" type="radio"/> All Charges <input type="radio"/> Room & Tax <input type="radio"/> Food & Beverage <input type="radio"/> Retail <input type="radio"/> Recreation			
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____			
DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)			
Name on Invoice/Statement _____		Date on Invoice/Statement _____	
Invoice/Statement Number _____		Authorized Amount \$ _____	

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ 1621.58

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: 4.4.18

HOTEL USE ONLY:

Authorized Amount: _____

Approval Code: _____

Date: _____



Your Room Information:

2 DOUBLE BEDS,
Non-Smoking

Rooms: 1

Guests: 1 Adult

Check In: Apr 23 4:00 PM

Check Out: Apr 26 12:00 PM

*Free Cancellation: If your plans change, let us know by Apr 21 to avoid being charged for the first night.**

Your Plan Information:

GOVERNMENTSOCI

Rate per night : 179.00 USD

Total for Stay per Room

Rate: 537.00 USD

Taxes: 84.58 USD

Total: 621.58 USD

Total for Stay : 621.58 USD



Please use GPS coordinates: 39.62942415039977, -104.90056157112124. Please continue North on Syracuse Street and use our entrance on the North side of hotel.

Join Hilton Honors

and get instant benefits*

Lowest Price Anywhere

Free Wi-Fi

Digital Check-In

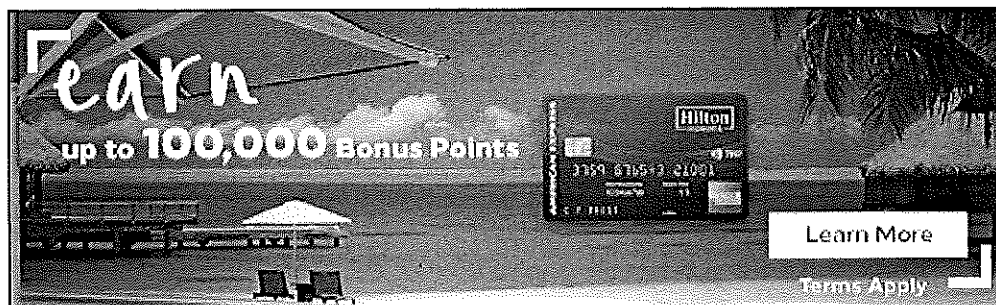
Points Towards Free Nights

[join now](#)

Join. Earn. shop.

Join for free and earn Points to shop at Amazon.com

[learn more](#)



Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival.
- If your plans change please let us know – it's free to cancel or update your reservation by 11:59 PM local hotel time on Apr 21, 2018.

Additional Information:

Tax:

- 10.75% per room per night
- 4.00% per room per night
- 1.00% per room per night

Self parking: 8.00/night

Please do not reply to this email, as mail sent to this address cannot be answered.
You received this email because you indicated interest in receiving information from Hilton Honors.

*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival™ items are subject to availability.

† Visit Hilton.com/guarantee to learn more about our Best Price Guarantee.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please [click here](#) to see all rules and restrictions.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-4HONORS (446-6677), or [click here](#).

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

April Stewart <astewart@ashevillenc.gov>
To: Polly McDaniel <pmcdaniel@ashevillenc.gov>

Tue, Apr 3, 2018 at 4:41 PM

April W. Stewart
City of Asheville
City Manager's Office
Business Services Specialist
828.259.5604
astewart@ashevillenc.gov

[Quoted text hidden]

Your 23 Apr 2018 Confirmation #3435055052

2 messages

Hilton Garden Inn Confirmed <hiltongardeninn@res.hilton.com>
Reply-To: confirmationhelp@hiltonres.com
To: "astewart@ashevillenc.gov" <astewart@ashevillenc.gov>

Tue, Apr 3, 2018 at 4:27 PM

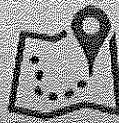
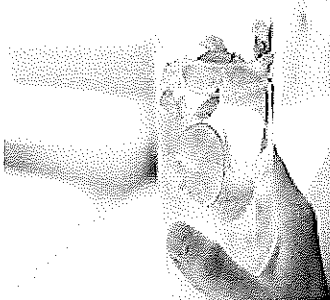


Hilton Garden Inn Denver Tech Center
7675 East Union Ave., Denver, CO 80237
T: 1 303-770-4200

Apr. 23, 2018 – Apr. 26, 2018
Confirmation Number: 3435055052

UPDATE

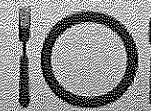
Polly Mcdaniel,
see you on Apr 23, 2018



FIND US
Maps & Directions



EXPLORE
Neighborhood



DIG INTO
DINING



FOR YOUR
Convenience



Your 23 Apr 2018 Confirmation #3435055052

2 messages

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Tue, Apr 3, 2018 at 4:27 PM

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To: "astewart@ashevillenc.gov" <astewart@ashevillenc.gov>

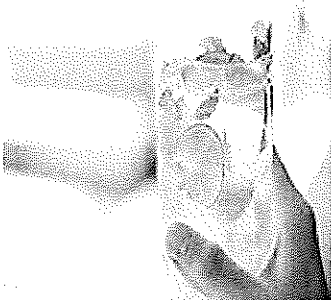


Hilton Garden Inn Denver Tech Center
7675 East Union Ave., Denver, CO 80237
T: 1 303-770-4200

Apr. 23, 2018 – Apr. 26, 2018
Confirmation Number: 3435055052

UPDATE

Polly Mcdaniel,
see you on Apr 23, 2018



EXPLORE
Neighborhood



FIND US
Maps & Directions



DIG INTO
DINING



FOR YOUR
Convenience





Your Room Information:

2 DOUBLE BEDS,
Non-Smoking

Rooms: 1
Guests: 1 Adult
Check In: Apr 23 4:00 PM
Check Out: Apr 26 12:00 PM

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and get instant benefits*

Lowest Price Anywhere

Free WI-FI

Digital Check-In

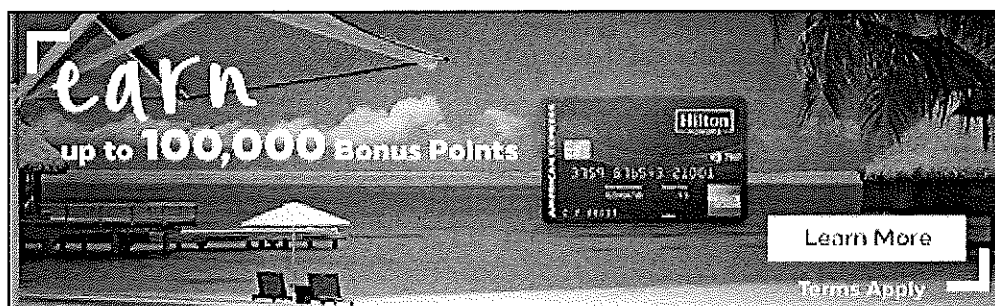
Points Towards Free Nights

[join now](#)

Join. Earn. shop.

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[learn more](#)



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Additional Information:

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

April Stewart <astewart@ashevillenc.gov>
To: Polly McDaniel <pmcdaniel@ashevillenc.gov>

Tue, Apr 3, 2018 at 4:41 PM

April W. Stewart
City of Asheville
City Manager's Office
Business Services Specialist
828.259.5604
astewart@ashevillenc.gov

[Quoted text hidden]

Your search for denver, Colorado

Using rates for Denver / Adams / Arapahoe / Jefferson including Denver / Aurora:

Daily Per Diem Rates:

April Lodging: \$180

April M&IE: \$69

Estimated Per Diem Total:

\$781.50

Breakdown:

Date	Max. Lodging	M&IE	Total
First Day (04/23/18)	\$180	\$51.75*	\$231.75
April Rate	\$180	\$69	\$249
Last Day (04/26/18)	-	\$51.75*	\$51.75

*The first and last calendar dates of M&IE are calculated at 75%

Additional Terms and Conditions:

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

When a military installation or Government - related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and / or counties, even though part(s) of such activities may be located outside the defined per diem locality.

4/23/18. 51.75
4/24/18. 36.00 (Continental breakfast, lunch provided)
4/25/18. 36.00 (Continental breakfast, lunch provided)
4/26/18. 51.75
175.50 estimate



Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

Find total M&IE for travel in the continental U.S.

Find M&IE breakdown by meal for travel in the continental U.S.

1. Use the instructions above to find and note the total daily M&IE for your specific location.
2. Match the amount noted in the previous step to the "M&IE Total" in the table below. This row contains the M&IE information pertinent to your specific travel location.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Find M&IE breakdown by meal for foreign and outside the continental U.S. (OCONUS) travel

The shortcut to this page is www.gsa.gov/mie.

For all travel policy questions, email travelpolicy@gsa.gov.



GSMCON

GOVERNMENT SOCIAL MEDIA CONFERENCE



Denver, CO

The **Government Social Media Conference** is the only major social media conference for U.S. city, county, and state government agencies. The event is also open to federal, international, and private industry attendees.

#GSMCON2018

Tues. April 24 - Thurs. April 26, 2018
Welcome Reception Monday night!

Venue

Marriott Denver Tech Center
4900 S. Syracuse Street
Denver, CO 80237 USA
Rate: \$169/night + 14.75% hotel tax (book by April 6)
Free parking & internet

Registration

Pre-Conference Workshop (Monday TBA) \$75
Early-Bird (Oct. 2-Dec. 15)
Basic Ticket: \$675 | GSMO Members: \$575
Regular (Dec. 16-March 30)
Basic Ticket: \$775 | GSMO Members: \$675
Last-Minute (March 31 – until sold out)
Basic Ticket: \$875 | GSMO Members: \$775

Meals Included

Tues. April 24 & Wed. April 25: Cont. breakfast & lunch
Thurs. April 26: Continental breakfast

Transportation from Airport

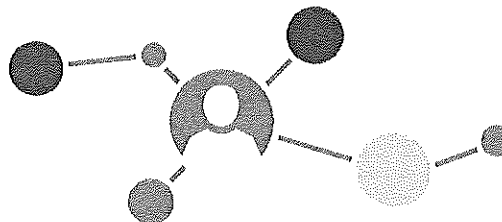
Denver International Airport (DEN)
Denver Light Rail: \$9 one way
Uber/Lyft: \$40-45 one way | Taxi: \$65 one way

Event Organizer

Government Social Media LLC runs the Government Social Media Conference. A company W9 is available upon request if needed. Please contact us if you have any questions!

Who should attend GSMCON?

Social media managers, communicators, elected officials, webmasters, law enforcement -- everyone who manages social media for their public agency.



Attendees of our 4th annual event will collaborate and learn practical strategy and techniques to maximize social media programs and bring value to citizens.

Why GSMCON is worth the investment

Past GSMCONs have featured notable keynote speakers from Facebook, Twitter, LinkedIn, Nextdoor, Google, Hootsuite, CIA, NATO and major cities, counties and states. This conference is a who's who of government social media superstars! Participate in 20+ breakout sessions packed with best practices and multiple keynote speakers for the BEST LEARNING EXPERIENCE you can find.

Learn more and register:

GSMCON.com

Contact

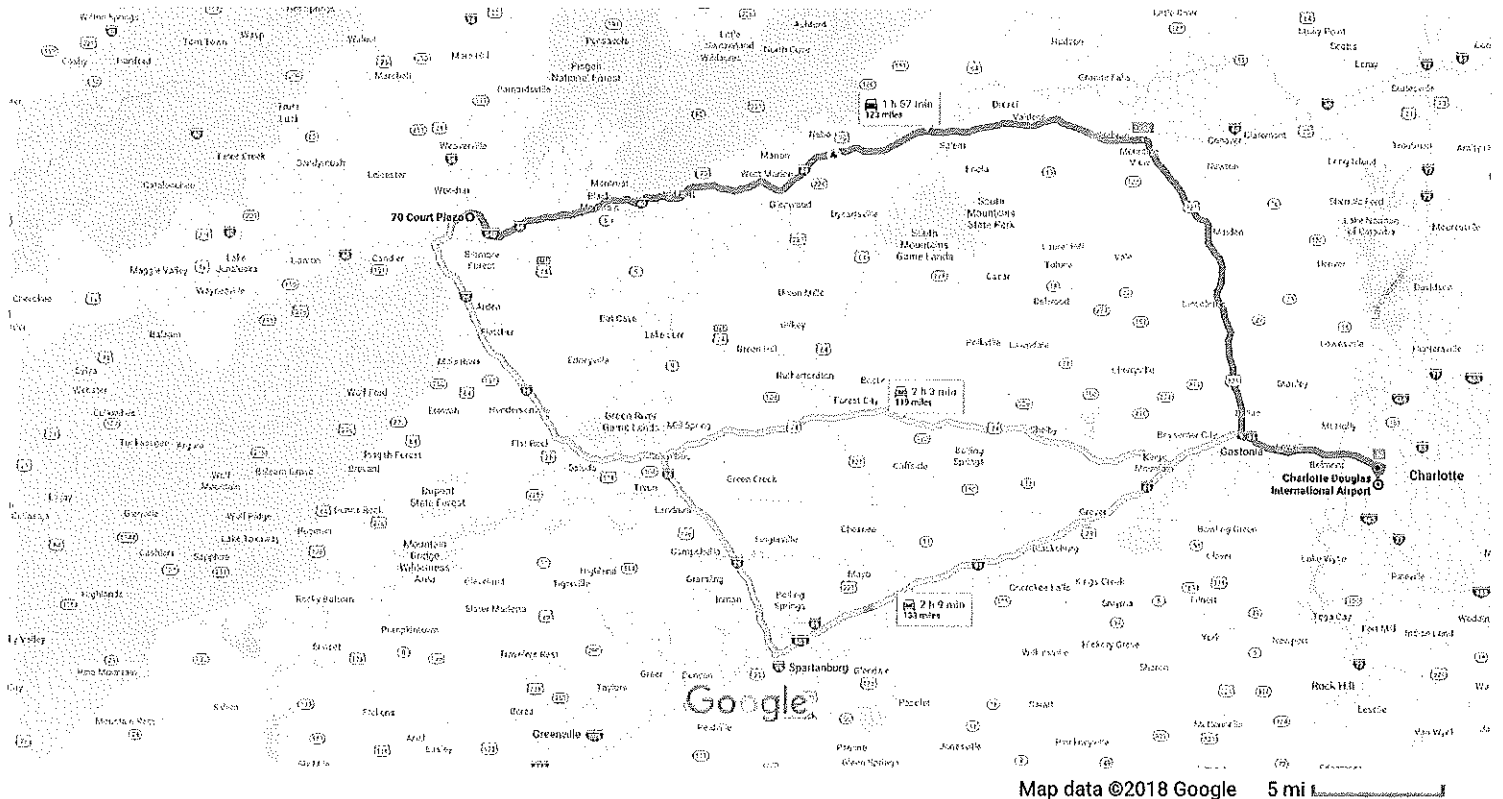
Government Social Media LLC
200 S. Virginia St, Ste. 250, Reno, NV 89501
hello@gsmcon.com | (888) 803-9401

GOVERNMENT
**SOCIAL
MEDIA**

Google Maps

70 Court Plaza, Asheville, NC to Charlotte
Douglas International Airport

Drive 123 miles, 1 h 57 min



	via I-40 E and US-321 S Fastest route, the usual traffic	1 h 57 min 123 miles
	via I-26 E and US-74 E	2 h 3 min 119 miles
	via I-26 E and I-85 N	2 h 9 min 133 miles

123 mi. each way
let's 50 mi. for car allowance
(100)