

City of Columbus - Travel Encumbrance - BRTE Form

Fiscal Year:	2022	Traveler Name:	KEN BURNS		
Date:	3/16/2022	Traveler DAX Vendor #	36370		
Dept. # (2 digit)	50	Fund/ Subfund	2251	Project & Detail #	G501848
				Departure Date	4/29/2022
Division # (4 digit)	5001	Program	HE005	Sections & Opt	500112 HE32
				# of Days in Travel Status on City Business	5

0 Number of previous out of city trips by this employee this fiscal year

1 Number of persons from this agency making this trip

Explanation: Must include destination city and business purpose

Travel to San Diego, CA for National Filmmakers Conference, Creating Great Documentaries for All to be held 4/30-5/3. Conference will provide important information and networking for building capacity to advance equity in Filmmaking. Conference is approved by funders. Filmmaking and public health do work collaboratively to help improve lives of residents by planning with intention for inclusion and equity.

Search RT flights and put an estimate (estimate high) Provide search as back up documentation

TRANSPORTATION to Destination City:	Estimated Expense
Airfare	\$ 1,100.00
(5) Personal Auto	
City Auto	
Other	

EXPENSES:	# Days	Amount	Amount x Days = Total
First / last Day Per diem 75%	2	\$ 55.50	\$ 111.00
(1) Full Day GSA M&IE Per Diem	3	\$ 74.00	\$ 222.00
(2) GSA Rate for total amount of meals included in registration or lodging (reduces per diem)		\$ -	\$ -
(3) Lodging	4	\$327	\$ 1,308.00
(4) Misc. Cost Ex: local ground transportation, luggage, parking	Checked bags, parking, ground transportation	\$ 150.00	
Travel Expenses 63965			\$ 2,891.00

(1) Meal & Incidental Expense (M&IE) Allowance - use GSA meal rate for destination city from www.GSA.gov /travel. 75% rate to be used for 1st and last day will calculate based on GSA rate entered for full day. Enter full GSA rate including \$5.00 incidental.

(2) Deduction for provided meals will calculate based on positive figure entered. Use individual meal GSA rates as needed.

(3) Lodging Amount - Enter estimated daily amount including taxes and fees. Itemized hotel receipt will be required for payment.

(4) Misc. Costs - Include additional explanation if over \$150.00

5. Personal Auto - travel, include mileage estimate in explanation or notes

REGISTRATION:	Amount
Enter amount and attach supporting documentation (copy of registration or marketing material).	
Registration 63970	\$1,275

TOTAL BRTE \$4,166.00

Notes:

List any notes about travel here- if you are extending the trip for personal stay, list if the conference provides any meals

Supervisor signature here - this is required

Date: 3/16/2022

*Supervisor Signature (optional for department use, Auditors Office accepts DAX electronic approval as Director Approval)
See Auditor's Intranet site for policy and entry instructions to DAX.

Attach all backup documentation- Flight searches (at least two airlines), registration cost, hotel, misc costs.

Columbus, OH → San Diego, CA
April 29, 2022

\$35 \$45 50 lbs (23 kgs)

San Diego, CA → Columbus, OH
May 03, 2022

\$35 \$45 50 lbs (23 kgs)

Charges may vary by traveler, depending on status or membership. Charges presented are for informational purposes only and are collected when bags are checked.

Terms & conditions

Learn More:

[View fare rules and restrictions](#)

[Additional baggage charges may apply.](#)

United bag check fee for 1 bag \$35 each way

Bag limitations »

First bag

Regions	Basic Economy	Main Cabin [^]	Premium Economy	Business Class	First Class	Notes
Within and between U.S., Canada, Puerto Rico and U.S. Virgin Islands	\$30	\$30	\$0	\$0	\$0	
Between Mexico, Caribbean (excluding Cuba / Haiti), Central America (excluding Panama) and U.S., Puerto Rico, U.S. Virgin Islands, Canada Or between Mexico, Caribbean (excluding Cuba / Haiti), and Central America (excluding Panama)	\$30	\$30*	-	\$0	\$0	*1st bag fee applies seasonally in Main Cabin for travel June 1 – August 19 and December 7 – January 12 to / from San Salvador, El Salvador for tickets issued on / before May 11, 2021, and 1st bag fee applies year-round for tickets issued on / after

American bag check fee for 1 bag \$30 each way

National Filmmaking Conference > Register

San Diego, California | April 30–May 3, 2022

Online | May 18–20, 2022

For the first time, NPC includes two distinct events: an in-person experience in San Diego, and an online event! Make NPC22 your own by selecting the registration option that best fits your interests, schedule, and your budget.

Greatest value! Get access to both the in-person conference and the online event with NPC22 All!

Don't forget: APA members enjoy significant discounts for NPC22 registration. If you're not an APA member already, join now for the best price on NPC22.

[Join APA](#)

Register now for early registration rates. Prices go up April 1, 2022.

GREATEST VALUE

Marriott Marquis San Diego Marina
 333 West Harbor Drive
 San Diego, CA 92101, UNITED STATES

Sort by: Default

Select Your Room [Available] [Unavailable] **Selected**

Standard Guest Room, Run Of House
 Max Guests: 4
 Details: Beautiful guest room with a view overlooking Downtown San Diego or the San Diego Bay.
 Apr: Fri 29, Sat 30, Sun 1, Mon 2

USD 289.00
 Average nightly rate
 +Taxes & Fees

1 rooms
 1 guests

View policies

CA Fee: USD 0.77 per night
 Hotel Tax: 12.5% per night

Reservation Summary:
 Check-in: Fri, Apr 29, 2022
 Checkout: Tue, May 3, 2022
 Rooms: 1
 Guests per room: 1

Mobile Key: Start Your Stay Faster with Marriott's Mobile Key!

Per night rate	\$289.00	4 nights	1156.00
CA fee per night	\$0.77		3.08
Subtotal			\$1159.08
Hotel tax	12.5%		\$144.89
Total			\$1303.97

Register

planning.org/conference/registration/

NPC22 All In

Registration Includes:

- In-person sessions
- In-person networking events
- Opening and closing keynotes
- Exhibit Hall
- Access to the full online NPC22 event

Member \$785 Early | \$835 Standard

Student, Life, or Retired Member: \$135

Non-member: \$1,225 Early | \$1275 Standard

Non-member after April 1, 2022 is \$1275

American Planning

planning.org/store/cart/

Check Out

Would You Like to Donate to the APA Foundation? [Donate Now](#)

358771 | Ken Burns | APA ID: #358771

Item	Price	Quantity	Total	
2022 National Filmmaking Conference NPC22 - All In (San Diego April 30-May 3 & Online May 18-20)	\$1225.00	1.00	\$1225.00	Remove
			Total:	
			\$1225.00	

[Next](#)

6:10 PM 3/16/2022

APP: SW-AIR 1
✈ CMH → SAN

TOTAL
\$773.96

Trip & Price Details

Price

Payment

Confirmation

✈ Flight [Modify](#)



Fri 4/29

CMH → **SAN**
10:55 AM 3:00 PM

7 hr 5 min

1 stop

Business Select®

Price per Passenger **\$676.06**

Taxes and fees per Passenger **\$97.90**

Total per Passenger **\$773.96**

Passenger(s) **x1**

Flight total **\$773.96**

or from \$76/mo*
with **uplift** [Learn more](#)



Tue 5/3

SAN → **CMH**
2:45 PM 1:45 AM

8 hr 0 min

1 stop

Business Select®

← Next Day

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account.

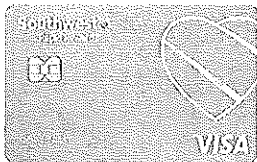
An experience you can count on.

- No cancel or change fees. Change your flight later without a fee. (One difference may apply.)
- Each aircraft is equipped with WiFi on 100+ providing fresh, outdoor air every 2-3 minutes.

*Fares to certain destinations may be subject to airport security. Other departure rules may be subject to applicable local laws.

\$0.00
 \$676.06
 \$97.90
\$773.96
(Total price including taxes)

*Southwest
773.96*



Get a \$200.00 statement credit after next purchase.

Earn 10,000 Rapid Rewards® points when you spend \$500 in your first 3 months.

[Learn more](#)

YOU PAY TODAY **\$773.96**

CREDIT ON YOUR STATEMENT **-\$200.00**

TOTAL AFTER STATEMENT CREDIT **\$573.96**

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free®. Weight and size limits apply.

Continue to payment


By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

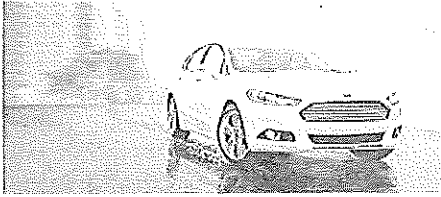


Add a Car

Products not available in all markets.

No worries, your flight will remain in your cart while you search for a car.

 Add a car



Book now. Pay later!
From \$69.99/day in
San Diego

*Tax and fees not shown.

[Book now](#)

PICK-UP LOCATION	PICK-UP DATE	PICK-UP TIME
San Diego, CA	4/29	4:00 PM
San Diego, CA - SAN	Fri, Apr 29, 2022	
RETURN LOCATION	RETURN DATE	RETURN TIME
San Diego, CA	5/03	1:00 PM
San Diego, CA - SAN	Tue, May 3, 2022	
RENTAL COMPANY (Optional)	VEHICLE SIZE (Optional)	
No preference	No preference	

Search

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

[Continue to payment](#)

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

¹Refundable, as long as you cancel your reservation at least ten (10) minutes prior to the scheduled departure of your flight. If you cancel, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. Southwest reusable travel funds from a previous reservation that are applied toward a Business Select or Anytime fare will be refunded as reusable travel funds.

²Same-day change/Same-day standby: To take advantage of these benefits, see a Southwest agent at the airport. If there's an open seat on a different flight on the same day as your original flight and it's between the same cities, our agent can book a seat on the new flight for you free of airline charges. If there isn't an open seat, ask an agent to add you to the same-day standby list. If there are any government taxes and fees associated with these itinerary changes, you will be required to pay those. Your original boarding position is not guaranteed.

³Fly By[®] priority lane: This priority lane gets you to the front of the ticket counter faster. A-List or A-List Preferred Members already enjoy the Fly By[®] priority lane (where available). Fly By[®] security lane: This priority lane gets you through the security line faster. A-List or A-List Preferred Members enjoy this benefit too.

*Calculation is based on 11 monthly payments at 15% APR. Actual terms are based on your credit and other factors, and may vary. Not everyone is eligible and some states are not serviced, including IA and WV. Most loans offered through Uplift are issued by CBW Bank, Member of FDIC. Loans made in Colorado may be issued by Uplift, Inc.

RETURN

San Diego, CA to Columbus, OH

Tuesday, May 3, 2022

Flight	Depart	Arrive	Travel time	Class	Seats
1955 American Airlines	12:52 PM SAN	5:50 PM DFW	2h 58m	Economy	<u>8A</u>

Stop: Dallas/ Fort Worth (DFW)

641 American Airlines	7:10 PM DFW	10:35 PM CMH	2h 25m	Economy	<u>8A</u>
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Cost summary

Your trip total

\$729.76

6

Includes all taxes and carrier-imposed fees

Passenger

Trip CMH / SAN \$454.89

Taxes \$81.32

Carrier-imposed fees \$0.00

Subtotal \$536.21

Extras

Main Cabin Extra (4) \$193.55

Total (all passengers) \$729.76

Bag and optional fees

Reservation and tickets

FAQs

Price and Tax Information

Conditions of Carriage

American Airlines

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Please follow the instructions from your card issuer in the box below, or close this dialog to use a different form of payment. ✕

Planning to use travel credits?

Travel credits can't be used for extras like seats. To use your travel credit, please book your flight only and add seats after you book.

DEPART

Columbus, OH to San Diego, CA

Friday, April 29, 2022

Flight	Depart	Arrive	Travel time	Class	Seats
1443 American Airlines	1:59 PM CMH	3:50 PM DFW	2h 51m	Economy	<u>8C</u>
Stop: Dallas/ Fort Worth (DFW)					
1948 American Airlines	4:55 PM DFW	6:02 PM SAN	3h 7m	Economy	<u>9E</u>

1 **Travel Updates:** Information about [U.S. entry requirements and international travel restrictions](#), [what to expect when you travel](#) and [changing your trip](#).



Checkout

Fare	\$797.21
Taxes and fees	\$106.99
Travel Options bundle	\$257.00
Total due	\$1,161.20
or starting from	<u>\$114/month</u>



[View MileagePlus earnings for this trip](#)

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\$250 statement credit **+** **25,000** bonus miles after first purchase after qualifying purchases

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You Pay Today	\$1,161.20
Card Statement Credit	-\$250.00

Total After Statement Credit \$911.20

United travel options

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Yes, insure my trip for only \$75.48.

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I have read, understand and agree to the terms and conditions of the [Policy of Insurance](#), and [Important Disclosures](#)

No, I will travel without this insurance for my \$1,161.20 trip. I understand that by declining coverage I may otherwise be responsible for certain cancellation fees and delay expenses.

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+\$187.00

All flights per person