



## PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

The table below represents travel that has occurred for the past quarter or is known or planned to occur within the next couple of months.

| DATES        | PURPOSE   | LOCATION      | COSTS     |
|--------------|---|---------------|-----------|
| 12/1/18      | Charge error for personal reimbursed with check       |               | \$119.32  |
| 12/4-12/7/18 | WIPFLI Training                                       | Orlando       | \$1094.60 |
| 12/6/18      | Gift Cards for Staff Christmas                        |               | \$3300.00 |
| 12/11/18     | Domain Name ELConsortium                              |               | \$52.32   |
| 1/8-1/10/19  | NWLC National Meeting                                 | Baltimore, MA | \$675.56  |
| 1/16/19      | Dropbox File Storage update                           |               | \$99.00   |
| 1/22/19      | Memorial Scholarship Fund Contribution for Chuck Hood |               | \$1010.00 |
| 1/19/19      | Supplies  |               | \$11.48   |
| 1/26/19      | Airfare for TEACH Annual Symposium<br>4/22/19-4/24/19 |               | \$591.40  |
|              |   |               |           |
|              |   |               |           |
|              |   |               |           |
|              |   |               |           |
|              |   |               |           |
|              |   |               |           |
|              |   |               |           |

The expense summary of the CEO was provided to the Forum board of directors for their review. It represents expenses that are both reasonable and necessary for the performance of the CEO duties on behalf of the organization and is thereby approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Buesing, Chair  
Children's Forum Board of Directors

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-23828**

**Vendor Information** **Shipping Information**

|   |   |
|---|---|
| <p><b>Tallahassee State Bank</b><br/>                 PO Box 23061<br/>                 Columbus, GA 31902<br/>                 Phone - / Fax -</p> | <p>2807 Remington Green Circle<br/>                 Tallahassee, FL 32308<br/>                 (850) 681-7002 Ext<br/>                 Shelley Shafer</p> |
|---|---|

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                           |
|------------|--------------|----------------|------------|--------------------------------|---------------------------------------|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Visa charges reimbursed by P. Kalifeh |

**Visa charges reimbursed by P. Kalifeh**

| Unit Qty | Type | Received Rec'd | Date | Account Information           | Item Number | Item Description                     | Unit Price | Tax % | Total  |
|----------|------|----------------|------|-------------------------------|-------------|--------------------------------------|------------|-------|--------|
| 1        | EA   | 0              |      | 57300 004 01 01 01 100 NA 100 | N/A         | Visa charges reimbursed by P.Kalifeh | 119.32     | 0.000 | 119.32 |

Approved

**Approval Information** **TOTAL \$119.32**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 02/20/2019 2:36 PM  |
| Kate Nunez     | Dir of Finance | 02/20/2019 10:20 AM |
| Shelley Shafer | Requester      | 02/20/2019 8:37 AM  |

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx





| Post Date  |       | Trans Date | Reference Number        | Transaction Description   | Amount   |
|--|-------|------------|-------------------------|---|----------|
| <b>PHYLLIS KALIFEH</b><br>CREDITS PURCHASES CASH ADVANCES TOTAL ACTIVITY<br>\$44.64 \$1,055.96 \$0.00 \$1,011.32     |       |            |                         |   |          |
| 11-27  | 11-27 |            | 24692168331100301460669 | AMAZON.COM*M01DT93A2 AMZN.COM/BILL WA                           | 12.16    |
| 11-30  | 11-28 |            | 24073148333900019110319 | HOMEWOOD SUITES BY HILTON MOBILE AL<br>101365 ARRIVAL: 11-28-18 | 107.16   |
| 12-10  | 12-08 |            | 24431068342036016139310 | DOUBLETREE ORLANDO ORLANDO FL<br>01613931 ARRIVAL: 12-04-18     | 142.00   |
| 12-10  | 12-07 |            | 24431068341036016139311 | DOUBLETREE ORLANDO ORLANDO FL<br>01613931 ARRIVAL: 12-04-18     | 284.00   |
| 12-10  | 12-08 |            | 24431068342036016139260 | DOUBLETREE ORLANDO ORLANDO FL<br>01613926 ARRIVAL: 12-04-18     | 401.64   |
| 12-11  | 12-10 |            | 24164078344018122673937 | ENTERPRISE RENT-A-CAR TALLAHASSEE FL<br>47KJ33                  | 109.00   |
| 12-12  | 12-11 |            | 74431068345036016139262 | DOUBLETREE ORLANDO ORLANDO FL                                   | 44.64 CR |
| <b>JENNA JACOBSEN BROWN</b><br>CREDITS PURCHASES CASH ADVANCES TOTAL ACTIVITY<br>\$0.00 \$3,224.21 \$0.00 \$3,224.21 |       |            |                         |   |          |
| 11-27  | 11-26 |            | 24906418330064056116151 | 4IMPRINT 877-4467746 WI   | 2,304.77 |
| 12-10  | 12-06 |            | 24445748341100231510606 | OFFICE DEPOT #447 TALLAHASSEE FL                                | 14.99    |
| 12-10  | 12-08 |            | 24692168342100815729762 | MAILCHIMP *MONTHLY MAILCHIMP.COM GA                             | 127.50   |
| 12-11  | 12-10 |            | 24906418344064862105178 | 4IMPRINT 877-4467746 WI   | 564.00   |
| 12-12  | 12-11 |            | 24692168345100730266889 | DRIPRINTPLACE 877-405-3949 CA                                   | 62.95    |
| 12-13  | 12-12 |            | 24204298346478851433727 | FACEBK 4EXWUJSAD2 650-5434800 CA                                | 50.00    |
| 12-20  | 12-19 |            | 24692168353100097436058 | AMAZON.COM*M27M82HC0 AMZN.COM/BILL WA                           | 100.00   |
| <b>FELICIA BONNER</b><br>CREDITS PURCHASES CASH ADVANCES TOTAL ACTIVITY<br>\$6.12 \$143.60 \$0.00 \$137.48           |       |            |                         |   |          |
| 12-13  | 12-12 |            | 24445008347001218227128 | PUBLIX #1427 TALLAHASSEE FL                                     | 55.98    |
| 12-14  | 12-12 |            | 24427338347710008125580 | CHICK-FIL-A #00760 TALLAHASSEE FL                               | 87.62    |
| 12-17  | 12-12 |            | 74427338347710008125908 | CHICK-FIL-A #00760 TALLAHASSEE FL                               | 6.12 CR  |
| <b>HELP ME GROW CHILDREN</b><br>CREDITS PURCHASES CASH ADVANCES TOTAL ACTIVITY<br>\$50.00 \$0.00 \$0.00 \$50.00 CR   |       |            |                         |   |          |
| 12-13  | 12-11 |            | 74324008347100662110003 | APL* ITUNES.COM/BILL 866-712-7753 CA                            | 50.00 CR |

Continued on next pag



Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18959  
12/20/2018

| Invoice     | Description                     | Discount | Amount   |
|-------------|---------------------------------|----------|----------|
| 09-EN-23593 | Travel expenses WIPFLI Training | \$0.00   | \$166.62 |

Electronic Payment Notification

Total :

\$0.00

\$166.62

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

# VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18959  
12/20/2018

| Invoice     | Description                     | Discount | Amount   |
|-------------|---------------------------------|----------|----------|
| 09-EN-23593 | Travel expenses WIPFLI Training | \$0.00   | \$166.62 |

Electronic Payment Notification

Total :

\$0.00

\$166.62

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23593**

**Vendor Information**

**Shipping Information**

**Phyllis Kalifeh**

5419 Pimlico Drive  
 Tallahassee, Fl 32309  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                     |
|------------|--------------|----------------|------------|-----------------------------------|---------------------------------|
| 12/07/2018 | 12/29/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Travel expenses WIPFLI Training |

**Travel expenses WIPFLI Training**

| Unit Qty | Type | Received Qty | Account Rec'd Date | Information | Item Number | Item Description                | Unit Price | Tax % | Total  |
|----------|------|--------------|--------------------|-------------|-------------|---------------------------------|------------|-------|--------|
| 1        | EA   | 0            |                    | 53000       | N/A         | Travel expenses WIPFLI Training | 166.62     | 0.000 | 166.62 |

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 004 01 01 01 100 NA 100 | 0.0051  | \$0.85  |
| 004 01 01 01 100 NA 400 | 0.0014  | \$0.23  |
| 207 01 01 01 203 NA 600 | 0.0362  | \$6.03  |
| 469 01 01 01 404 NA 104 | 0.0254  | \$4.23  |
| 470 01 01 01 404 NA 104 | 0.0724  | \$12.06 |
| 514 01 01 01 501 NA 102 | 0       | \$0.00  |
| 522 01 01 01 501 NA 500 | 0.0931  | \$15.51 |
| 625 01 01 01 301 NA 600 | 0.1371  | \$22.84 |
| 642 01 01 01 301 NA 600 | 0       | \$0.00  |
| 667 01 01 01 301 NA 600 | 0.0418  | \$6.96  |
| 668 01 01 01 301 NA 600 | 0.092   | \$15.33 |
| 861 01 01 01 801 NA 800 | 0.4836  | \$80.58 |
| 127 02 01 02 100 NA 400 | 0.0085  | \$1.42  |
| 125 02 01 02 501 NA 500 | 0.0034  | \$0.57  |

**Approval Information**

Shelley Shafer Accounting 12/20/2018 10:48 AM  
 Anita Bushnyakova Contracts Mgr 12/20/2018 10:03 AM  
 Shelley Shafer Requester 12/19/2018 9:30 AM

**TOTAL \$166.62**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23298









PHYLLIS KALIFEH  
WIFE

TOLLS: \$9.50 CASH

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 15  
COLL P443  
TOLL DUE 3.25  
PAID 3.25 CHANGE 1.75  
PAY TYPE CASH  
12/07/18-12:29:24.975

You would have saved \$0.31 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,  
Walgreens, AMSCOT, AAA and  
www.SUNPASS.com

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Interstate 4

PLAZA 003140 LANE 01  
COLL C055  
TOLL DUE 1.00  
PAID 1.00 CHANGE 9.00  
PAY TYPE CASH  
12/07/18-12:05:48.089

You would have saved \$0.46 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,  
Walgreens, AMSCOT, AAA and  
www.SUNPASS.com

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 04  
COLL P058  
TOLL DUE 3.25  
PAID 3.25 CHANGE 0.00  
PAY TYPE CASH  
12/04/18-16:34:25.380

You would have saved \$0.31 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,  
Walgreens, AMSCOT, AAA and  
www.SUNPASS.com

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Interstate 4

PLAZA 003140 LANE 04  
COLL R190  
TOLL DUE 1.00  
PAID 1.00 CHANGE 0.00  
PAY TYPE CASH  
12/04/18-16:59:01.064

You would have saved \$0.46 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,  
Walgreens, AMSCOT, AAA and  
www.SUNPASS.com

|  |                            |   |                             |   |
|--|----------------------------|---|-----------------------------|---|
| State of Florida<br>Authorization to Incur Travel Expenses | Name: Phyllis Kalifeh      | Official Headquarters: Children's Forum | 11/1/2018                   | 2 |
|  | Department: Administration | Division: Admin                         | Distribution or Fund: Admin |   |

|                                  |                           |                         |               |
|----------------------------------|---------------------------|-------------------------|---------------|
| Purpose of Trip: WIPFLI Training | Departure Date: 12/4/2018 | Return Date: 12/7/2018  | Total Days: 4 |
| Destination: Orlando, FL         | Departure Time: 12 noon   | Return Time: 5:00:00 PM | Trip Number   |

Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

|   |    |        |
|---|----|--------|
| Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80) | \$ | 110.00 |
| Registration Fee:   | \$ | -      |
| Transportation:   | \$ | -      |

| Hotel                                | Confirm          | Rate | Nights           | Cost      |
|--------------------------------------|------------------|------|------------------|-----------|
| Doubletree                           |                  |      | 119              | \$ 357.00 |
| Flights                              | Departing Flight | Time | Returning Flight | Time      |
| Enterprise Car Rental                |                  |      |                  | \$ 110.00 |
| <b>TOTAL ESTIMATED COST FOR TRIP</b> |                  |      |                  | \$ 577.00 |

Comments: Tamela Nelloms will be riding with me.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |   |
|---|---|
| Signed:  | Approved by Supervisor:  |
| Date: 11-1-18   | Approved-Agency Head Date   |

# 6th Annual Wipfli Winter Training Conference

December 3 - 7, 2018 | DoubleTree by Hilton | Orlando, FL

## 2018 Conference Schedule

 [Print Schedule \(print.php?s=no\)](#)

- All Dates
- Preconferences
- December 03
- December 04
- December 05
- December 06
- December 07



Monday Afternoon Full Sessions (attend one)

**1:30-5 p.m.**

**Head Start/Early Head Start Regulation Overview Preconference Cont'd**

[More Info ▾](#)

**1:30-5 p.m.**

**In-Depth Training on OMB's Uniform Guidance Preconference: Cost Principles and Cost Allocation, Selected Items of Cost and Audit Requirements**

[More Info ▾](#)

 **Tuesday, December 04, 2018**

Tuesday Morning Full Sessions (attend one)

**8:30-12 p.m.**

**Head Start/Early Head Start Regulation Overview Preconference Cont'd**

[More Info ▾](#)

**8:30-12 p.m.**

**In-Depth Training on OMB's Uniform Guidance Preconference: Cost Principles and Cost Allocation, Selected Items of Cost and Audit Requirements Cont'd**

[More Info ▾](#)

[More Info ▾](#)

If you did not select an Afternoon Full Session, select a 1st and 2nd Afternoon Mini Session

*Choose one session per time slot below*

Tuesday 1st Afternoon Mini Sessions

**1:30-3:05 p.m.**

**10% de Minimus Indirect Cost Rate**

[More Info ▾](#)

Tuesday 2nd Afternoon Mini Sessions

**3:25-5 p.m.**

**Federally Negotiated Indirect Cost Rates**

[More Info ▾](#)

## Wednesday, December 05, 2018

Select EITHER one Morning Full Session OR a 1st and 2nd Morning Mini Session

Wednesday Morning Full Sessions (attend one)

**8:15-11:45 a.m.**

**HS/EHS Non-Federal Share/In-Kind/Match: No Matter What You Call It, You Have to Have It!**



**10:10-11:45 a.m. Incident Detection and Response Planning in Today's Threat Environment**

[More Info ▾](#)

**10:10-11:45 a.m.  
Budgeting for Head Start/Early Head Start Directors**

[More Info ▾](#)



Select EITHER one Afternoon Full Session OR a 1st and 2nd Afternoon Mini Session

Wednesday Afternoon Full Sessions (attend one)

**1:30-5 p.m.  
Financial Analysis**

[More Info ▾](#)

**1:30-5 p.m.  
Planning for Your Future 3: Leading Strategic Change and Transformation**

[More Info ▾](#)

**1:30-5 p.m.  
Leadership Self-Awareness: Using Predictive Index to Increase Your Effectiveness**

[More Info ▾](#)

**1:30-5 p.m.  
Developing an Information Governance Discipline**

## Select EITHER one Morning Full Session OR a 1st and 2nd Morning Mini Session

Thursday Morning Full Sessions (attend one)

**8:15-11:45 a.m.**

**Impactful Technology From Not-So-Distant Future**

[More Info ▾](#)

**8:15-11:45 a.m.**

**Talent Assessment & Succession Planning**

[More Info ▾](#)

**8:15-11:45 a.m.**

**General Board Governance**

[More Info ▾](#)

**8:15-11:45 a.m.**

**Methods of Procurement Under Uniform Guidance**

[More Info ▾](#)

If you did not select a Morning Full Session, select a 1st and 2nd Morning Mini Session

*Choose one session per time slot below*

Thursday 1st Morning Mini Sessions (attend one)

**8:15-9:50 a.m.**

**Budgeting and Forecasting for Nonprofits**

[More Info ▾](#)

**1:30-5 p.m.**

**Office 365 Tips, Tricks and Takeaways**

[More Info ▾](#)

**1:30-5 p.m.**

**Preparing for the Audit**

[More Info ▾](#)

**1:30-5 p.m.**

**Recruiting and Selecting Head Start Superstars**

[More Info ▾](#)

**1:30-5 p.m.**

**Coaching for Performance**

[More Info ▾](#)

If you did not select an Afternoon Full Session, select a 1st and 2nd Afternoon Mini Session

*Choose one session per time slot below*

Thursday 1st Afternoon Mini Sessions (attend one)

**1:30-3:05 p.m.**

**Focus on Leadership**

[More Info ▾](#)

**1:30-3:05 p.m.**

**HS/EHS Governance: Working Together for the Mission**

### Leading Tomorrow's Organization (Or Don't Succumb to Stupidity)

[More Info ▾](#)

If you did not select a Morning Full Session, select a 1st and 2nd Morning Mini Session

*Choose one session per time slot below*

Friday 1st Morning Mini Sessions

**8:15-9:50 a.m.**

**Keeping Your Nonprofit Website Fresh in 2018**

[More Info ▾](#)

Friday 2nd Morning Mini Sessions

**10:10-11:45 a.m.**

**Roles and Responsibilities of the Finance Department**

[More Info ▾](#)

# What our attendees say...

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23653**

**Vendor Information Shipping Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description   |
|------------|--------------|----------------|------------|--------------------------------|---|
| 12/07/2018 | 01/20/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Auto rental, hotel and parking P.Kalifeh and T. Nelloms WIPFLI Training |

**Auto rental, hotel and parking P.Kalifeh and T. Nelloms WIPFLI Training**

| Unit Qty | Type | Received Qty | Account Rec'd Date | Account Information | Item Number | Item Description  | Unit Price | Tax % | Total  |
|----------|------|--------------|--------------------|---------------------|-------------|---|------------|-------|--------|
| 1        | EA   | 0            |                    | 53000               | N/A         | Auto rental, hotel and parking P.Kalifeh and T. Nelloms WIPFLI Training | 892.00     | 0.000 | 892.00 |

| Account Information     | Percent | Amount   |
|-------------------------|---------|----------|
| 004 01 01 01 100 NA 100 | 0.0051  | \$4.55   |
| 004 01 01 01 100 NA 400 | 0.0014  | \$1.25   |
| 207 01 01 01 203 NA 600 | 0.0362  | \$32.29  |
| 469 01 01 01 404 NA 104 | 0.0254  | \$22.66  |
| 470 01 01 01 404 NA 104 | 0.0724  | \$64.58  |
| 514 01 01 01 501 NA 102 | 0       | \$0.00   |
| 522 01 01 01 501 NA 500 | 0.0931  | \$83.05  |
| 625 01 01 01 301 NA 600 | 0.1371  | \$122.29 |
| 642 01 01 01 301 NA 600 | 0       | \$0.00   |
| 667 01 01 01 301 NA 600 | 0.0418  | \$37.29  |
| 668 01 01 01 301 NA 600 | 0.092   | \$82.06  |
| 861 01 01 01 801 NA 800 | 0.4836  | \$431.37 |
| 127 02 01 02 100 NA 400 | 0.0085  | \$7.58   |
| 125 02 01 02 501 NA 500 | 0.0034  | \$3.03   |

**Approval Information**

**TOTAL \$892.00**

|                   |               |                    |
|-------------------|---------------|--------------------|
| Shelley Shafer    | Accounting    | 01/14/2019 8:50 AM |
| Anita Bushnyakova | Contracts Mgr | 01/11/2019 9:23 AM |
| Shelley Shafer    | Requester     | 01/10/2019 9:11 AM |

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx







**Phyllis Kalifeh**

**From:** Customerservice@enterprise.com  
**Sent:** Monday, December 10, 2018 10:33 AM  
**To:** Phyllis Kalifeh  
**Subject:** ENTERPRISE RENTAL AGREEMENT 47KJ33

**ENTERPRISE LEASING COMPANY - SOUTH CENTRAL, 3404 MAHAN DR, TALLAHASSEE, FL 323085667 (850) 878-1500**

**RENTAL AGREEMENT** REF#  
536178 47KJ33

**SUMMARY OF CHARGES**

**RENTER**  
KALIFEH, PHYLLIS

**DATE & TIME OUT**  
12/04/2018 09:15 AM  
**DATE & TIME IN**  
12/07/2018 07:00 PM

**BILLING CYCLE**  
24-HOUR

**VEH #1 2018 HYUN ELAN 4SEL**  
VIN# 5NPD84LF2JH266786  
LIC# EVYA92  
MILES DRIVEN 523

| Charge Description            | Date          | Quantity | Per | Rate    | Total           |
|-------------------------------|---------------|----------|-----|---------|-----------------|
| TIME & DISTANCE               | 12/04 - 12/07 | 4        | DAY | \$26.43 | \$105.72        |
| REFUELING CHARGE              | 12/04 - 12/07 |          |     |         | \$0.00          |
| <b>Subtotal:</b>              |               |          |     |         | <b>\$105.72</b> |
| <b>Taxes &amp; Surcharges</b> |               |          |     |         |                 |
| FL WASTE TIRE & BATTERY FEE   | 12/04 - 12/07 | 4        | DAY | \$0.02  | \$0.08          |
| VEHICLE LICENSE FEE RECOVERY  | 12/04 - 12/07 | 4        | DAY | \$0.80  | \$3.20          |
| <b>Total Charges:</b>         |               |          |     |         | <b>\$109.00</b> |
| <b>Bill-To / Deposits</b>     |               |          |     |         |                 |
| DEPOSITS                      |               |          |     |         | (\$109.00)      |

**Total Amount Due** \$0.00

**PAYMENT INFORMATION**  
**AMOUNT PAID** \$109.00      **TYPE** Visa      **CREDIT CARD NUMBER** xxxxxxxxxxxx4368



DOUBLETREE HOTEL UNIVERSAL ORLANDO  
 5780 MAJOR BLVD  
 ORLANDO, FL 32819  
 United States of America  
 TELEPHONE 407-351-1000 • FAX 407-363-0106  
 Reservations  
 www.doubletree.com or 1-800-222-TREE

KALIFEH, PHYLLIS  
 2807 REMINGTON GREEN CIRCLE  
 TALLAHASSEE FL 32308  
 UNITED STATES OF AMERICA

Room No: 444/NQ2  
 Arrival Date: 12/4/2018 5:17:00 PM  
 Departure Date: 12/7/2018 10:59:00 AM  
 Adult/Child: 1/0  
 Cashier ID: EGUEST  
 Room Rate: 119.00  
 AL:  
 HH # 610503288 SILVER  
 VAT #  
 Folio No/Che 1613931 A

Confirmation Number: 93665088

DOUBLETREE HOTEL UNIVERSAL ORLANDO 12/7/2018 10:59:00 AM

| DATE        | REF NO   | DESCRIPTION       | CHARGES    |
|-------------|----------|-------------------|------------|
| 12/4/2018   | 10023920 | GUEST ROOM EXEMPT | \$119.00   |
| 12/5/2018   | 10025796 | GUEST ROOM EXEMPT | \$119.00   |
| 12/6/2018   | 10027774 | PARKING-SELF      | \$46.00    |
| 12/6/2018   | 10027775 | VS *4368          | (\$284.00) |
| 12/6/2018   | 10028551 | PARKING-SELF      | \$23.00    |
| 12/6/2018   | 10028552 | GUEST ROOM EXEMPT | \$119.00   |
| 12/7/2018   | 10029840 | VS *4368          | (\$142.00) |
| **BALANCE** |          |                   | \$0.00     |

THANK YOU FOR STAYING, COME BACK SOON

NELLOMS, TAMELA  
5012 ISABELL DR.  
TALLAHASSEE FL 32305  
UNITED STATES OF AMERICA

431/NQ2  
12/4/2018 5:19:00 PM  
12/7/2018 11:19:00 AM

1/0  
119.00

Rate Plan:  
HH #  
AL:  
Car:

WIP  
446015791 BLUE

Confirmation Number: 93925536

12/11/2018

|            |          |                    |            |
|------------|----------|--------------------|------------|
| 12/4/2018  | 10023901 | GUEST ROOM         | \$119.00   |
| 12/4/2018  | 10023901 | STATE TAX          | \$7.74     |
| 12/4/2018  | 10023901 | COUNTY TAX         | \$7.14     |
| 12/5/2018  | 10025776 | GUEST ROOM         | \$119.00   |
| 12/5/2018  | 10025776 | STATE TAX          | \$7.74     |
| 12/5/2018  | 10025776 | COUNTY TAX         | \$7.14     |
| 12/6/2018  | 10028537 | GUEST ROOM         | \$119.00   |
| 12/6/2018  | 10028537 | STATE TAX          | \$7.74     |
| 12/6/2018  | 10028537 | COUNTY TAX         | \$7.14     |
| 12/7/2018  | 10029861 | VS *4368           | (\$401.64) |
| 12/10/2018 | 10036712 | ROOM TAX ALLOWANCE | (\$44.64)  |
| 12/10/2018 | 10036713 | VS *4368           | \$44.64    |
|            |          | **BALANCE**        | \$0.00     |

1613926 A

THANK YOU FOR STAYING, COME BACK SOON

|  |                            |   |                               |   |
|--|----------------------------|---|-------------------------------|---|
| State of Florida<br>Authorization to Incur Travel Expenses | Name: Phyllis Kalifeh      | Official Headquarters: Children's Forum | 11/1/2018                     | ② |
|  | Department: Administration | Division:                               | Distribution or Fund: Admin % |   |

Purpose of Trip: WIPFLI Training

Destination: Orlando, FL

|                |           |             |            |             |   |
|----------------|-----------|-------------|------------|-------------|---|
| Departure Date | 12/4/2018 | Return Date | 12/7/2018  | Total Days  | 4 |
| Departure Time | 12 noon   | Return Time | 5:00:00 PM | Trip Number |   |

Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80)

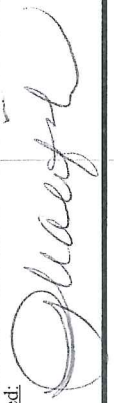

Registration Fee: \$ -

Transportation: \$ -

| Hotel                                | Hotel Name            | Confirm          | Rate | Nights           | Cost      |
|--------------------------------------|-----------------------|------------------|------|------------------|-----------|
|                                      | Doubletree            |                  | 119  | 3                | \$ 357.00 |
| Flights                              | Airline               | Departing Flight | Time | Returning Flight | Time      |
|                                      | Enterprise Car Rental |                  |      |                  | \$ 110.00 |
| <b>TOTAL ESTIMATED COST FOR TRIP</b> |                       |                  |      |                  | \$ 577.00 |

Comments: Tamela Nelloms will be riding with me.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |   |
|---|---|
| Signed:  | Approved by Supervisor:  |
| Date: 11-1-18   | Approved-Agency Head Date   |



|  |                |   |                |
|--|----------------|---|----------------|
| State of Florida<br>Authorization to Incur Travel Expenses | Tamela Nelloms | Official Headquarters: Children's Forum | Date: 11/11/18 |
| Department: Administration                                 | Division:      | Distribution or Fund: Admin             | %              |

Purpose of Trip: WIPFLI Training

Destination: Orlando, FL

|                |           |             |            |             |   |
|----------------|-----------|-------------|------------|-------------|---|
| Departure Date | 12/4/2018 | Return Date | 12/7/2018  | Total Days  | 4 |
| Departure Time | 12 Noon   | Return Time | 5:00:00 PM | Trip Number |   |

Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

Total Estimated Meals & Per Diem:

Registration Fee: \$ -

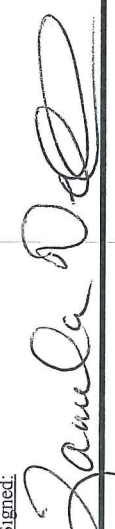

Transportation: \$ -

| Hotel   | Hotel Name   | Confirm   | Rate  | Nights  | Cost               |           |
|---|--|---|---|---|--------------------|-----------|
| Flights <td>Airline <td>Departing Flight <td>Time <td>Returning Flight <td>Time <td>Cost</td> </td></td></td></td></td> | Airline <td>Departing Flight <td>Time <td>Returning Flight <td>Time <td>Cost</td> </td></td></td></td> | Departing Flight <td>Time <td>Returning Flight <td>Time <td>Cost</td> </td></td></td> | Time <td>Returning Flight <td>Time <td>Cost</td> </td></td> | Returning Flight <td>Time <td>Cost</td> </td> | Time <td>Cost</td> | Cost      |
|   |  |   |   |   |                    | \$ 357.00 |
|   |  |   |   |   |                    | \$ -      |

**TOTAL ESTIMATED COST FOR TRIP** \$ 357.00

Comments: Hotel charged on Phyllis Kalifeh's credit card.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |   |
|---|---|
| Signed:  | Approved by Supervisor:  |
| Date: 11/11/18  | Approved-Agency Head Date   |

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23796**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                                |
|------------|--------------|----------------|------------|--------------------------------|--|
| 02/19/2019 | 03/01/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Travel expenses P. Kalifeh WIPFLI Training |

**Travel expenses P. Kalifeh WIPFLI Training**

| Unit Qty | Type | Received Qty | Account Rec'd Date | Account Information | Item Number | Item Description                           | Unit Price | Tax % | Total |
|----------|------|--------------|--------------------|---------------------|-------------|--|------------|-------|-------|
| 1        | EA   | 0            |                    | 53000               | N/A         | Travel expenses P. Kalifeh WIPFLI Training | 35.98      | 0.000 | 35.98 |

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 004 01 01 01 100 NA 100 | 0.0049  | \$0.18  |
| 004 01 01 01 100 NA 400 | 0.0011  | \$0.04  |
| 207 01 01 01 203 NA 600 | 0.0348  | \$1.25  |
| 469 01 01 01 404 NA 104 | 0.0245  | \$0.88  |
| 470 01 01 01 404 NA 104 | 0.0707  | \$2.54  |
| 471 01 01 01 404 NA 104 | 0.0169  | \$0.61  |
| 522 01 01 01 501 NA 500 | 0.073   | \$2.63  |
| 625 01 01 01 301 NA 600 | 0.1318  | \$4.74  |
| 472 01 01 01 404 NA 104 | 0.0181  | \$0.65  |
| 667 01 01 01 301 NA 600 | 0.0402  | \$1.45  |
| 668 01 01 01 301 NA 600 | 0.0885  | \$3.18  |
| 861 01 01 01 801 NA 800 | 0.484   | \$17.41 |
| 127 02 01 02 100 NA 400 | 0.0082  | \$0.30  |
| 125 02 01 02 501 NA 500 | 0.0033  | \$0.12  |

**Approval Information**

Shelley Shafer Accounting 02/20/2019 2:23 PM  
 Anita Bushnyakova Contracts Mgr 02/19/2019 3:09 PM  
 Shelley Shafer Requester 02/19/2019 10:07 AM

**TOTAL \$35.98**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx

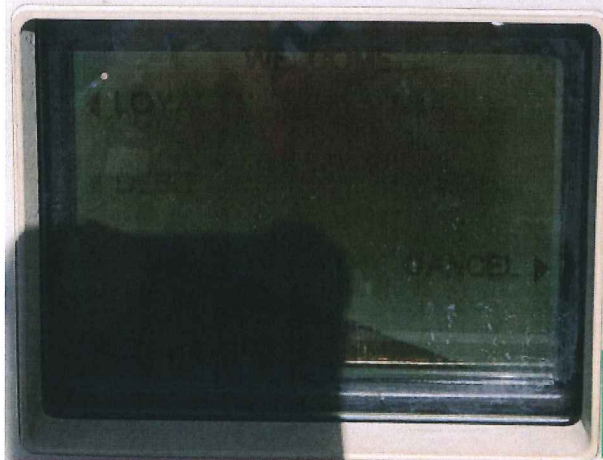




THIS SALE

23.30  
10.305

GALLONS







PAN  
Station

|  |                       |   |           |     |
|--|-----------------------|---|-----------|-----|
| State of Florida<br>Authorization to Incur Travel Expenses | Name: Phyllis Kalifeh | Official Headquarters: Children's Forum | 11/1/2018 | (2) |
| Department: Administration                                 | Division:             | Distribution or Fund:                   | %         | %   |

|   |                |             |             |
|---|----------------|-------------|-------------|
| Purpose of Trip: WIPFLI Training  | Departure Date | Return Date | Total Days  |
| Destination: Orlando, FL  | 12/4/2018      | 12/7/2018   | 4           |
| Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children. | Departure Time | Return Time | Trip Number |
|   | 12 noon        | 5:00:00 PM  |             |


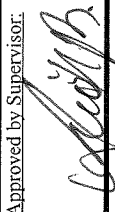
|   |    |        |
|---|----|--------|
| Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80) | \$ | 110.00 |
| Registration Fee:   | \$ | -      |
| Transportation:   | \$ | -      |

| Hotel   | Hotel Name            | Confirm          | Rate | Nights           | Cost      |      |
|---------|-----------------------|------------------|------|------------------|-----------|------|
|         | Doubletree            |                  | 119  | 3                | \$ 357.00 |      |
| Flights | Airline               | Departing Flight | Time | Returning Flight | Time      | Cost |
|         | Enterprise Car Rental |                  |      |                  | \$ 110.00 |      |

**TOTAL ESTIMATED COST FOR TRIP** \$ 577.00

Comments: Tamela Nelloms will be riding with me.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

Signed:  Approved by Supervisor:  Date: 11-1-18

Approved-Agency Head: \_\_\_\_\_ Date: \_\_\_\_\_

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23826**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                 |
|------------|--------------|----------------|------------|--------------------------------|-----------------------------|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Amazon Gift cards for Staff |

**Amazon Gift cards for Staff**

| Unit Qty | Type | Qty | Received Rec'd Date | Account Information           | Item Number | Item Description            | Unit Price | Tax % | Total    |
|----------|------|-----|---------------------|-------------------------------|-------------|-----------------------------|------------|-------|----------|
| 1        | EA   | 0   |                     | 51101 004 01 01 01 100 NA 100 | N/A         | Amazon Gift cards for Staff | 3,300.00   | 0.000 | 3,300.00 |

Approved

**Approval Information**

**TOTAL \$3,300.00**

Shelley Shafer     Accounting     02/20/2019 2:31 PM  
 Kate Nunez        Dir of Finance     02/20/2019 10:19 AM  
 Shelley Shafer     Requester          02/20/2019 8:28 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23532







## Final Details for Order #112-6833938-0834605

Print this page for your records.

**Order Placed:** December 4, 2018

**Amazon.com order number:** 112-6833938-0834605

**Order Total: \$3,300.00**

### Shipped on December 6, 2018

#### Items Ordered

#### Price

25 of: *Amazon.com \$50 Gift Card in a Greeting Card (Christmas Deer Design)* \$50.00  
Sold by: ACI Gift Cards, Inc.

Condition: New

#### Shipping Address:

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

Item(s) Subtotal: \$1,250.00  
Shipping & Handling: \$0.00  
-----  
Total before tax: \$1,250.00  
Sales Tax: \$0.00  
-----

#### Shipping Speed:

Two-Day Shipping

**Total for This Shipment: \$1,250.00**  
-----

### Shipped on December 6, 2018

#### Items Ordered

#### Price

16 of: *Amazon.com \$50 Gift Card in a Greeting Card (Christmas Nativity Design)* \$50.00  
Sold by: ACI Gift Cards, Inc.

Condition: New

#### Shipping Address:

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

Item(s) Subtotal: \$800.00  
Shipping & Handling: \$0.00  
-----  
Total before tax: \$800.00  
Sales Tax: \$0.00  
-----

#### Shipping Speed:

Two-Day Shipping

**Total for This Shipment: \$800.00**  
-----

### Shipped on December 6, 2018

#### Items Ordered

#### Price

25 of: *Amazon.com \$50 Gift Card in a Greeting Card (Christmas Cat Design)* \$50.00  
Sold by: ACI Gift Cards, Inc.

Condition: New

**Shipping Address:**

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

Item(s) Subtotal: \$1,250.00  
Shipping & Handling: \$0.00  
-----

Total before tax: \$1,250.00  
Sales Tax: \$0.00  
-----

**Shipping Speed:**

Two-Day Shipping

**Total for This Shipment: \$1,250.00**  
-----

**Payment information**

**Payment Method:**

Visa | Last digits: 6095

Item(s) Subtotal: \$3,300.00  
Shipping & Handling: \$0.00  
-----

**Billing address**

Phyllis  
2807 Remington Green Circle  
Tallahassee, FL 32308  
United States

Total before tax: \$3,300.00  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$3,300.00**

**Credit Card transactions**

Visa ending in 6095: December 6, 2018: \$3,300.00

To view the status of your order, return to [Order Summary](#).

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
 09-EN-23866

**Vendor Information** **Shipping Information**

|   |   |
|---|---|
| <p><b>Capital One</b><br/>                 PO Box 60599<br/>                 City of Industry, CA 91716-0599<br/>                 Phone - / Fax -</p> | <p>2807 Remington Green Circle<br/>                 Tallahassee, FL 32308<br/>                 (850) 681-7002 Ext<br/>                 Shelley Shafer</p> |
|---|---|

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description              |
|------------|--------------|----------------|------------|--------------------------------|--------------------------|
| 02/01/2019 | 03/09/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Domain Name ELConsortium |

**Domain Name ELConsortium**

| Qty | Unit Type | Received Rec'd | Account Information              | Item Number | Item Description         | Unit Price | Tax % | Total |
|-----|-----------|----------------|----------------------------------|-------------|--------------------------|------------|-------|-------|
| 1   | EA        | 0              | 57550 004 01 01 01 100 NA<br>100 | N/A         | Domain Name ELConsortium | 52.32      | 0.000 | 52.32 |

Approved

**Approval Information** **TOTAL \$52.32**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 02/28/2019 9:29 AM  |
| Kate Nunez     | Dir of Finance | 02/27/2019 4:54 PM  |
| Shelley Shafer | Requester      | 02/27/2019 11:54 AM |

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx





## Phyllis Kalifeh

---

**From:** Phyllis Kalifeh  
**Sent:** Wednesday, February 27, 2019 9:33 AM  
**To:** Phyllis Kalifeh  
**Subject:** Fwd: Phyllis Kalifeh, thank you for your order.

Sent from my iPhone

Begin forwarded message:

**From:** GoDaddy <[donotreply@godaddy.com](mailto:donotreply@godaddy.com)>  
**Date:** December 11, 2018 at 6:54:13 PM EST  
**To:** Phyllis Kalifeh <[pkalifeh@thechildrensforum.com](mailto:pkalifeh@thechildrensforum.com)>  
**Subject:** Phyllis Kalifeh, thank you for your order.

24/7 Support: +1 (480) 505-8877

Phyllis Kalifeh — Customer Number: 204263750  
[Set my Support PIN](#)



# Thanks for your order, Phyllis.

Here's your confirmation for order number 1412242702. Review your receipt and get started using your products.

[Access All Products](#)

Order Number: 1412242702

| Product  | Quantity | Term    | Price   |
|--|----------|---------|---------|
| .ORG Domain Registration<br><a href="http://elconsortium.org">elconsortium.org</a><br><b>Manage</b>    | 1 Domain | 2 Years | \$32.34 |
| Private Domain Registration<br><a href="http://elconsortium.org">elconsortium.org</a><br><b>Manage</b> |          | 2 Years | \$19.98 |
| GoCentral Website Builder Free Trial<br><b>Get Started</b>   | 1 Plan   | 1 Month | \$0.00  |
| Subtotal:  |          |         | \$52.32 |
| Tax:   |          |         | \$0.00  |
| Total:   |          |         | \$52.32 |

**View Full Receipt**

NOTE: Your purchase includes enrollment in our automatic renewal service. This keeps your products up and running, automatically charging then-current renewal fees to your payment method on file, with no further action on your part. If you do not wish to continue automatic renewal service, you can cancel this product by visiting the [Renewals and Billing page](#) in your GoDaddy account.

Enjoy 25%\* off new products.

Use promo code gbbb3545f in your cart when you order.

**Start Shopping**

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18962  
2/7/2019

| Invoice    | Description                       | Discount | Amount   |
|------------|-----------------------------------|----------|----------|
| 09-EN23741 | Travel and expense reimbursements | \$0.00   | \$156.30 |

Electronic Payment Notification

Total : \$0.00 \$156.30

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

# VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18962  
2/7/2019

| Invoice    | Description                       | Discount | Amount   |
|------------|-----------------------------------|----------|----------|
| 09-EN23741 | Travel and expense reimbursements | \$0.00   | \$156.30 |

Electronic Payment Notification

Total : \$0.00 \$156.30



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23741**

**Vendor Information Shipping Information**

**Phyllis Kalifeh**  
 5419 Pimlico Drive  
 Tallahassee, Fl 32309  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description   |
|------------|--------------|----------------|------------|--------------------------------|---|
| 01/10/2019 | 02/15/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Travel expenses P.Kalifeh National NWLC meeting of the States |

**Travel expenses P.Kalifeh National NWLC meeting of the States**

| Unit Qty | Type | Received Qty | Account Rec'd | Information             | Item Number | Item Description  | Unit Price | Tax % | Total  |
|----------|------|--------------|---------------|-------------------------|-------------|---|------------|-------|--------|
| 1        | EA   | 0            | 53000         | 004 01 01 01 100 NA 100 | N/A         | Travel expenses P.Kalifeh National NWLC meeting of the States | 156.30     | 0.000 | 156.30 |

Approved

**Approval Information**

Shelley Shafer Accounting 02/06/2019 12:24 PM  
 Anita Bushnyakova Contracts Mgr 02/05/2019 3:50 PM  
 Shelley Shafer Requester 02/05/2019 1:04 PM

**TOTAL \$156.30**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Order Information                               |                        |    |         | Vendor Information  |                    |       |                |        |       |
|--|------------------------|----|---------|---|--------------------|-------|----------------|--------|-------|
| Acct. No. (if applicable)                                |                        |    |         | Vendor ID   | 1008               |       | For Fiscal Use |        |       |
| Purchase Description                                     | Travel to Baltimore    |    |         | Credit Card Payments  |                    |       |                |        |       |
|  |                        |    |         | Credit Card Name:   |                    |       |                | Last 4 |       |
|  |                        |    |         | Checks/EFTs   |                    |       |                |        |       |
| Purchase/Service Date                                    | 1/8/19                 | to | 1/10/19 | Vendor Name   | Phyllis Kalifeh    |       |                |        |       |
| Requestor's Name/Dept                                    | Phyllis Kalifeh        |    |         | Street Address  | 5419 Pimlico Drive |       |                |        |       |
| Department Approval                                      | <i>Phyllis Kalifeh</i> |    |         | City  | Tallahassee        | State | FL             | Zip    | 32309 |
|  |                        |    |         | Phone   | 850-322-8053       |       |                |        |       |
| For purchases over \$2,500, select method of procurement |                        |    |         | <input type="checkbox"/> 3 Quotes <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal<br><input type="checkbox"/> Invitation to Negotiate <input type="checkbox"/> Sole Source <input type="checkbox"/> Other: _____ |                    |       |                |        |       |

| Purchase Information |                     |          |
|----------------------|---------------------|----------|
| Distribution Code    | Item(s) Description | Amount   |
|                      | Per Diem            | \$ 97.00 |
| 2006                 | Mileage             | \$ 13.70 |
|                      | Taxi & Lyft         | \$ 45.60 |
| Total                |                     | \$156.30 |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

| Approvals     |                                |
|---------------|--------------------------------|
| Fiscal        | <i>Phyllis Kalifeh 2/15/19</i> |
| CEO(>\$1,000) |                                |





\$65.28

Custom Amount

\$54.40

Purchase Subtotal

\$54.40

Tip

\$10.88

*\$20<sup>00</sup>  
cash*

Total

\$65.28



[Signature image]

[[https://api.tiles.mapbox.com/v4/square.io0hcglN/url-s3.amazonaws.com%2Fsquare-receipts-production%2Freceipts%2Fstatic-assets%2Fmobile-map-pin-140924-546476.png\(-76.670,39.180\)/-76.670,39.180,15/375x120@2x.jpg?access\\_token=pk.eyJ1ljoic3F1YXJlIiwiaYSi6lBvOHNOSGcifQ.UEuIhAN8OO4uCCqLShcJw](https://api.tiles.mapbox.com/v4/square.io0hcglN/url-s3.amazonaws.com%2Fsquare-receipts-production%2Freceipts%2Fstatic-assets%2Fmobile-map-pin-140924-546476.png(-76.670,39.180)/-76.670,39.180,15/375x120@2x.jpg?access_token=pk.eyJ1ljoic3F1YXJlIiwiaYSi6lBvOHNOSGcifQ.UEuIhAN8OO4uCCqLShcJw)]

AMEX 1486 (Swipe)

[<https://d3g64w74of3jgu.cloudfront.net/receipts/assets/tender-americanexpress-0bb858c74181cfa21b17ba57e4b7cc1b.png>]

SAMIR TANNA



## Phyllis Kalifeh

---

**From:** Tanna, Samir <samir.tanna@actforchildren.org>  
**Sent:** Thursday, January 10, 2019 12:38 PM  
**To:** Phyllis Kalifeh  
**Subject:** Fwd: Receipt from Muhamoud Ismail

Sent from my Sprint Samsung Galaxy S8+.

----- Original message -----

**From:** Muhamoud Ismail via Square <receipts@messaging.squareup.com>  
**Date:** 1/10/19 12:18 PM (GMT-05:00)  
**To:** "Tanna, Samir" <samir.tanna@actforchildren.org>  
**Subject:** Receipt from Muhamoud Ismail

Receipt for \$65.28 at Muhamoud Ismail on Jan 10 2019 at 12:17 PM.

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

Not your receipt?<[https://a.squareupmessaging.com/CL0/https:%2F%2Faccount.squareup.com%2Fnot-your-receipt%2FrTDQNF8MM9GKVQ1/1/0101016838c59f68-997f1c2d-d667-478e-8a53-2d6aca753af5-000000/qw0FnwgUhpRGe-Bh2\\_ieoYei8oCX7TK\\_ZtphGW94p2c=70](https://a.squareupmessaging.com/CL0/https:%2F%2Faccount.squareup.com%2Fnot-your-receipt%2FrTDQNF8MM9GKVQ1/1/0101016838c59f68-997f1c2d-d667-478e-8a53-2d6aca753af5-000000/qw0FnwgUhpRGe-Bh2_ieoYei8oCX7TK_ZtphGW94p2c=70)>

[[https://d2isyty7gbnm74.cloudfront.net/W9nMHNNmSHYFU9Ot6qP5CVZBfC8=/128x128/filters:watermark\(https://d3g64w74of3jgu.cloudfront.net/receipts/assets/default-merchant-image-5cf2ea3f14de75df8c28bbad2b792c76.png,40,40,0\):quality\(100\):format\(png\)/https://d3g64w74of3jgu.cloudfront.net/receipts/assets/spacer-aaefc7206bbc074481af8eb7755a10ed.png](https://d2isyty7gbnm74.cloudfront.net/W9nMHNNmSHYFU9Ot6qP5CVZBfC8=/128x128/filters:watermark(https://d3g64w74of3jgu.cloudfront.net/receipts/assets/default-merchant-image-5cf2ea3f14de75df8c28bbad2b792c76.png,40,40,0):quality(100):format(png)/https://d3g64w74of3jgu.cloudfront.net/receipts/assets/spacer-aaefc7206bbc074481af8eb7755a10ed.png)]

Muhamoud Ismail

How was your experience?

<<https://a.squareupmessaging.com/CL0/https:%2F%2Faccount.squareup.com%2Fresponse%2FrTDQNF8MM9GKVQ1%2F1/1/0101016838c59f68-997f1c2d-d667-478e-8a53-2d6aca753af5-000000/wpBLG1LfsAlvpulXKxXCDIayG-Dt4gku20DZN6ICjP0=70>>  
[Positive]

<<https://a.squareupmessaging.com/CL0/https:%2F%2Faccount.squareup.com%2Fresponse%2FrTDQNF8MM9GKVQ1%2F1/1/0101016838c59f68-997f1c2d-d667-478e-8a53-2d6aca753af5-000000/FfgaS2fFtilGVaBKp4i8x140i107bg2AK6dNb0nvsso=70>>  
[Negative]

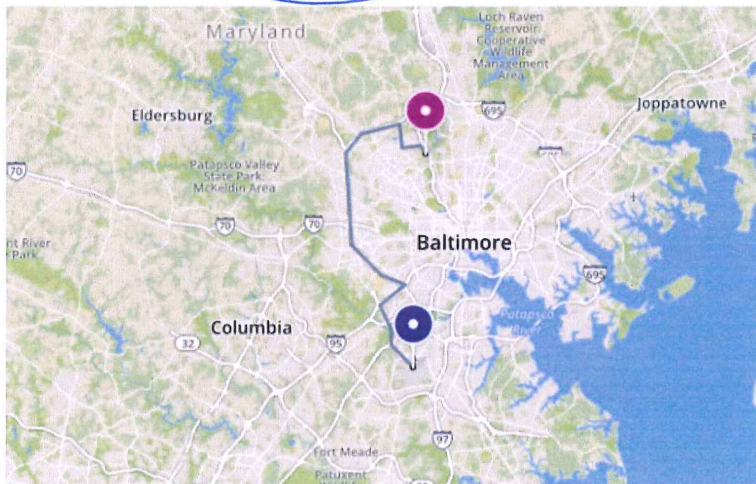
*Paid \$20<sup>00</sup> cash to Samir  
Shared cab*



\$25.60

Thanks for riding with Keith

*Paid (had a \$10 credit)*



- **Pickup 11:43 AM**  
7150 Elm Rd, , MD 21240
- **Dropoff 12:16 PM**  
1801 Thornbury Rd, Baltimore

Lyft fare (24.65mi, 33m 4s) \$35.60

Total \$25.60



# YOUR TRIP TO:

Tallahassee International Airport (TLH)



**23 MIN | 15.4 MI**

**Est. fuel cost: \$1.26**

Trip time based on traffic conditions as of 10:45 AM on January 11, 2019. Current Traffic: Moderate



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **southwest** on Potts Rd toward Noble Dr.

Then 0.12 miles ..... 0.12 total miles



2. Take the 1st **right** onto Noble Dr.

*If you are on Potts Rd and reach Egret Ln you've gone a little too far.*

Then 0.33 miles ..... 0.44 total miles



3. Take the 1st **right** onto Reddenton Rd.

*Reddenton Rd is 0.1 miles past Egret Ln.*

*If you reach Merganser Ct you've gone a little too far.*

Then 0.07 miles ..... 0.51 total miles



4. Turn **right** onto Woodgate Way.

Then 0.58 miles ..... 1.09 total miles



5. Take the 3rd **right** onto Thomasville Rd/FL-61.

*Thomasville Rd is 0.2 miles past Huntington Dr.*

Then 1.18 miles ..... 2.27 total miles



6. Turn **left** to take the I-10 W/FL-8 W ramp toward Pensacola.

*0.1 miles past Raymond Diehl Rd.*

*If you reach Timberlane Rd you've gone about 0.1 miles too far.*

Then 0.02 miles ..... 2.29 total miles



7. Merge onto I-10 W/FL-8 W.

Then 6.64 miles ..... 8.93 total miles



8. Take the FL-263/Capital Cir NW exit, EXIT 196, toward Regional Airport.

Then 0.34 miles ..... 9.27 total miles



9. Turn **left** onto Capital Cir/FL-263.

Then 6.16 miles ..... 15.42 total miles



10. Tallahassee International Airport (TLH), 3300 CAPITAL CIR SW is on the right.

*Handwritten notes:*  
15.42 (circled)  
\$1.26  
31 mi



---

**National and State Child Care Advocates 31<sup>st</sup> Annual Meeting**  
***Building on Our Success: Expanding Investments in Child Care***

**Mt. Washington Conference Center**  
**Baltimore, MD**

**January 8-10, 2019**

---

**Tuesday, January 8**

- |                  |   |
|------------------|---|
| <b>4:00 p.m.</b> | <b>Welcome, Introduction, and Agenda Review: Pullen Plaza</b><br>Helen Blank & Bill Potapchuk |
| <b>5:00 p.m.</b> | <b>What Lies Ahead in Washington: The Federal Outlook with a New Congress</b><br>Helen Blank  |
| <b>5:45 p.m.</b> | <b>Break</b>  |
| <b>6:15 p.m.</b> | <b>Dinner: Hayward Dining Room</b>  |
| <b>7:30 p.m.</b> | <b>Game Room</b>  |

---

**Wednesday, January 9**

- |                   |   |
|-------------------|---|
| <b>7:30 a.m.</b>  | <b>Breakfast: Cafeteria</b>   |
| <b>9:00 a.m.</b>  | <b>New CCDBG Funding: How it Can be Used to Build Momentum for Child Care in Your State</b><br>Maine: Rita Furlow<br>Mississippi: Carol Burnett<br>Rhode Island: Leanne Barrett<br>Louisiana: Melanie Bronfin |
| <b>10:30 a.m.</b> | <b>Break</b>  |
| <b>10:45 a.m.</b> | <b>Child Care Issues in the New Congress</b><br>Kara Marchione, Director of Education Policy, Senate HELP Committee<br>Alex Payne, Education Policy Advisor, Representative Bobby Scott                       |
| <b>12:00 p.m.</b> | <b>Lunch: Hayward Dining Room</b>   |
| <b>1:15 p.m.</b>  | <b>Balancing Child Care Opportunities with Multiple State and National Campaigns</b><br>Georgia: Mindy Binderman<br>New Jersey: Cynthia Rice<br>New York: Dede Hill and Betty Holcomb                         |
| <b>2:45 p.m.</b>  | <b>Break</b>  |

|  |                 |   |           |       |
|--|-----------------|---|-----------|-------|
| State of Florida<br>Authorization to Incur Travel Expenses | Phyllis Kalifeh | Official Headquarters: Children's Forum | 11/1/2018 | (-)   |
| Administration   | Division:       | Distribution or Fund:                   | Forum     | 100 % |

**Attend NWLC National Meeting of the States**

|   |                |          |             |           |            |   |
|---|----------------|----------|-------------|-----------|------------|---|
| Baltimore, MD   | Departure Date | 1/8/2019 | Return Date | 1/10/2019 | Total Days | 3 |
| Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children. |                |          |             |           |            |   |

Total Estimated Meals & Per Diem: B, L, D x 4 days = \$144 plus last day \$80 = \$224

Registration Fee: \$ 495.00

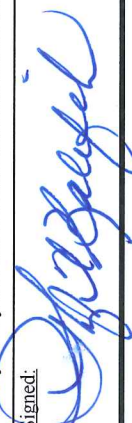
Transportation: \$ 50.00

| Hotel   | Hotel Name                       | Confirm          | Rate    | Nights           | Cost      |           |
|---------|----------------------------------|------------------|---------|------------------|-----------|-----------|
|         | Mr. Washington Conference Center |                  |         | 495              | \$ 495.00 |           |
| Flights | Airline                          | Departing Flight | Time    | Returning Flight | Time      | Cost      |
|         | American Airlines                | 4626             | 6:35 AM | 4504             | 7:33 PM   | \$ 460.10 |

**TOTAL ESTIMATED COST FOR TRIP** \$ 1,620.10

Comments: Hotel costs include some meals.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |                         |         |                      |      |
|---|-------------------------|---------|----------------------|------|
| Signed:   | Approved by Supervisor: | Date    | Approved-Agency Head | Date |
|  |                         | 11/1/18 |                      |      |

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-23827**

**Vendor Information** **Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description   |
|------------|--------------|----------------|------------|--------------------------------|---|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Travel expenses P.Kalifeh NWLC National mtg of the States |

**Travel expenses P.Kalifeh NWLC National mtg of the States**

| Unit Qty | Type | Received Qty | Account Rec'd Date        | Information | Item Number | Item Description  | Unit Price | Tax % | Total  |
|----------|------|--------------|---------------------------|-------------|-------------|---|------------|-------|--------|
| 1        | EA   | 0            | 53000 004 01 01 01 100 NA | 100         | N/A         | Travel expenses P.Kalifeh NWLC National mtg of the States | 480.26     | 0.000 | 480.26 |

Approved

**Approval Information**

**TOTAL \$480.26**

Shelley Shafer     Accounting     02/20/2019 2:35 PM  
 Anita Bushnyakova     Contracts Mgr     02/20/2019 10:23 AM  
 Shelley Shafer     Requester     02/20/2019 8:34 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23533





## Phyllis Kalifeh

---

**From:** Phyllis Kalifeh  
**Sent:** Friday, January 11, 2019 12:20 PM  
**To:** Phyllis Kalifeh  
**Subject:** Fwd: Your trip confirmation-ZBWGJO 08JAN

Sent from my iPhone

Begin forwarded message:

**From:** American Airlines <[no-reply@notify.email.aa.com](mailto:no-reply@notify.email.aa.com)>  
**Date:** December 19, 2018 at 10:52:34 PM EST  
**To:** "[PKKALIFEH@ME.COM](mailto:PKKALIFEH@ME.COM)" <[pkkalifeh@me.com](mailto:pkkalifeh@me.com)>  
**Subject:** Your trip confirmation-ZBWGJO 08JAN



---

Hello Phyllis Kalifeh!

Issued: Dec 19, 2018



Your trip confirmation and receipt

Record locator: **ZBWGJO**

[Manage Your Trip](#)

---

Tuesday, January 8, 2019

TLH  
6:27 AM



MIA  
7:50 AM

Seats: 7A  
Class: Economy (S)  
Meals:

Tallahassee

Miami

American Airlines 3570

OPERATED BY ENVOY AIR AS AMERICAN EAGLE.

MIA



BWI

8:46 AM

11:18 AM

Miami

Baltimore/Washington

American Airlines 810

Seats: 15D

Class: Economy (S)

Meals: Food For Purchase

Free entertainment with the American app »

## Thursday, January 10, 2019

BWI



CLT

1:41 PM

3:20 PM

Baltimore/Washington

Charlotte

American Airlines 1717

Seats: 17C

Class: Economy (Q)

Meals:

CLT



TLH

6:15 PM

7:55 PM

Charlotte

Tallahassee

American Airlines 4494

OPERATED BY REPUBLIC AIRLINES AS AMERICAN EAGLE.

Seats: 16D

Class: Economy (Q)

Meals:

Phyllis Kalifeh

AAdvantage # 219HPX2

Ticket # 0012326772920

## Your trip receipt



Visa XXXXXXXXXXXXXXX6095

**Phyllis Kalifeh**



|                                |                  |
|--------------------------------|------------------|
| FARE-USD                       | \$ 386.98        |
| TAXES AND CARRIER-IMPOSED FEES | \$ 73.12         |
| <b>TICKET TOTAL</b>            | <b>\$ 460.10</b> |



Hotel offers



Car rental offers




Buy trip insurance



SuperShuttle

Up to 35% off  
base rates +  
500 bonus miles



Get inspired with our  
**Phoenix guide**

Free entertainment  
on your flight

How to watch 





Earn miles while  
you sleep.

Search now



[Contact us](#) | [Privacy policy](#)

Get the American Airlines app

### Baggage Information

Baggage charges for your itinerary will be governed by American Airlines BAG ALLOWANCE - TLHBWI-No free checked bags/ American Airlines BAG ALLOWANCE -BWITLH-No free checked bags/ American Airlines 1STCHECKED BAG FEE-TLHBWI-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 1STCHECKED BAG FEE-BWITLH-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 2NDCHECKED BAG FEE-TLHBWI-USD40.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 2NDCHECKED BAG FEE-BWITLH-USD40.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY

You may have purchased a "Special Fare" and certain restrictions apply. Some fares are NON-REFUNDABLE. If the fare allows changes, a fee may be assessed for the change.

Some American Airlines check-in counters do not accept cash as a form of payment. For

### Transactions

Visit [www.capitalone.com/sparkbusiness](http://www.capitalone.com/sparkbusiness) to see detailed

#### PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

| Date | Description | Amount |
|------|-------------|--------|
|------|-------------|--------|

#### PHYLLIS K KALIFEH #6095: Transactions

| Date | Description | Amount |
|------|-------------|--------|
|------|-------------|--------|

|        |   |            |
|--------|---|------------|
| Dec 7  | Amazon.com*M083R38A2Amzn.com/billWA   | \$3,300.00 |
| Dec 7  | BP#6621106SUNSHINE 250OCALAF  | ✓ \$23.36  |
| Dec 7  | PAN FOOD STORES 3TALLAHASSEEFL  | ✓ \$12.62  |
| Dec 11 | DNH*GODADDY.COM480-5058855AZ  | \$52.32    |
| Dec 19 | AMERICAN AIR0012326772920FORT WORTH TX<br>TK#: 0012326772920<br>PSGR: KALIFEH/PHYLLIS<br>ORIG: TLH, DEST: MIA<br>S/O: O CARRIER: AA SVC: S<br>ORIG: MIA, DEST: BWI<br>S/O: X CARRIER: AA SVC: S<br>ORIG: BWI, DEST: CLT<br>S/O: X CARRIER: AA SVC: QX<br>ORIG: CLT, DEST: TLH<br>S/O: X CARRIER: AA SVC: QX | ✓ \$460.10 |
| Dec 19 | AMERICAN AIR0010638340392FORT WORTH TX<br>TK#: 0010638340392<br>PSGR: KALIFEH/PHYLLIS<br>ORIG: RVU, DEST: FEE<br>S/O: O CARRIER: AA SVC: Y  | \$20.16    |

PHYLLIS K KALIFEH #6095: Total **\$3,868.56**

Total Transactions for This Period **\$3,868.56**

#### Fees

| Date                       | Description | Amount        |
|----------------------------|-------------|---------------|
| Total Fees for This Period |             | <b>\$0.00</b> |

#### Interest Charged

|                                       |               |
|---------------------------------------|---------------|
| Interest Charge on Purchases          | \$0.00        |
| Interest Charge on Cash Advances      | \$0.00        |
| Interest Charge on Other Balances     | \$0.00        |
| <b>Total Interest for This Period</b> | <b>\$0.00</b> |

#### Totals Year-to-Date

|                        |               |
|------------------------|---------------|
| Total Fees charged     | <b>\$0.00</b> |
| Total Interest charged | <b>\$0.00</b> |

### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------|
| Purchases       | 19.24% P                     | \$0.00                           | \$0.00          |
| Cash Advances   | 25.24% P                     | \$0.00                           | \$0.00          |

P, L, D, F = Variable Rate. See reverse of page 1 for details.

300084



Stay on top of your credit score.

Monitor your credit score with CreditWise® built right into the Capital One® mobile app.

Text ONE to 80101 to download the app. Messaging & Data rates may apply.

|  |                 |   |           |       |
|--|-----------------|---|-----------|-------|
| State of Florida<br>Authorization to Incur Travel Expenses | Phyllis Kalifeh | Official Headquarters: Children's Forum | 11/1/2018 | (2)   |
| Administration   | Administration  | Division:                               | Forum     | 100 % |
| Distribution or Fund:                                      |                 |   |           |       |

**Attend NWLC National Meeting of the States**

|   |                |          |             |           |             |   |
|---|----------------|----------|-------------|-----------|-------------|---|
| Baltimore, MD   | Departure Date | 1/8/2019 | Return Date | 1/10/2019 | Total Days  | 3 |
| Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children. | Departure Time |          | Return Time |           | Trip Number |   |

Total Estimated Meals & Per Diem: B, L, D x 4 days = \$144 plus last day \$80 = \$224

Registration Fee: \$ 120.00

Transportation: \$ 495.00

|         |                                  |                  |         |                  |           |
|---------|----------------------------------|------------------|---------|------------------|-----------|
| Hotel   | Hotel Name                       | Confirm          | Rate    | Nights           | Cost      |
|         | Mt. Washington Conference Center |                  |         | 495              | \$ 495.00 |
| Flights | Airline                          | Departing Flight | Time    | Returning Flight | Time      |
|         | American Airlines                | 4626             | 6:35 AM | 4504             | 7:33 PM   |
|         |                                  |                  |         |                  | \$ 460.10 |

**TOTAL ESTIMATED COST FOR TRIP** \$ 1,620.10

Comments: Hotel costs include some meals.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|         |                         |         |                      |      |
|---------|-------------------------|---------|----------------------|------|
| Signed: | Approved by Supervisor: | Date    | Approved-Agency Head | Date |
|         |                         | 11/1/18 |                      |      |

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-23823**

**Vendor Information** **Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description   |
|------------|--------------|----------------|------------|--------------------------------|---|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Parking fee P.Kalifeh NWLC National mtg of the States |

**Parking fee P.Kalifeh NWLC National mtg of the States**

| Unit Qty | Type | Qty | Received Rec'd Date | Account Information           | Item Number | Item Description                                      | Unit Price | Tax % | Total |
|----------|------|-----|---------------------|-------------------------------|-------------|---|------------|-------|-------|
| 1        | EA   | 0   |                     | 53000 004 01 01 01 100 NA 100 | N/A         | Parking fee P.Kalifeh NWLC National mtg of the States | 39.00      | 0.000 | 39.00 |

Approved

**Approval Information**

**TOTAL \$39.00**

Shelley Shafer Accounting 02/20/2019 2:30 PM  
 Anita Bushnyakova Contracts Mgr 02/20/2019 10:23 AM  
 Shelley Shafer Requester 02/20/2019 8:21 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx





*Airport  
Parking*

**Tallahassee International Airport**

**RECEIPT**



 Toledo Ticket Co., Toledo, OH   
www.toledoticket.com

100535 05:24 039.00 01/10 19:56 02

*Pd  
Capital one*

|  |                                   |   |           |     |
|--|-----------------------------------|---|-----------|-----|
| State of Florida<br>Authorization to Incur Travel Expenses | Phyllis Kalifeh<br>Administration | Official Headquarters: Children's Forum | 11/1/2018 | (1) |
| Division:  |                                   | Fund:                                   | Forum     | 100 |
| Distribution or Fund:                                      |                                   | %                                       |           |     |

Attend NWLC National Meeting of the States  
 Baltimore, MD

Conference or convention travel: Explanation of benefits accruing to the State of Florida  
 Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

Total Estimated Meals & Per Diem: B, L, D x 4 days = \$144 plus last day \$80 = \$224

Registration Fee: \$ 120.00

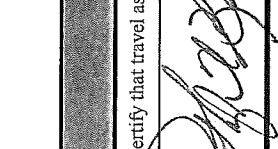
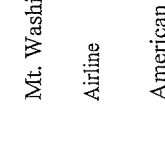
Transportation: \$ 495.00

| Hotel   | Hotel Name                       | Confirm          | Rate    | Nights           | Cost      |           |
|---------|----------------------------------|------------------|---------|------------------|-----------|-----------|
|         | Mt. Washington Conference Center |                  |         | 495              | \$ 495.00 |           |
| Flights | Airline                          | Departing Flight | Time    | Returning Flight | Time      | Cost      |
|         | American Airlines                | 4626             | 6:35 AM | 4504             | 7:33 PM   | \$ 460.10 |

**TOTAL ESTIMATED COST FOR TRIP** \$ 1,620.10

Comments: Hotel costs include some meals.

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |  |               |                      |      |
|---|--|---------------|----------------------|------|
| Signed:  | Approved by Supervisor:  | Date: 11/1/18 | Approved-Agency Head | Date |
|---|--|---------------|----------------------|------|



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-23825**

**Vendor Information** **Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                  |
|------------|--------------|----------------|------------|--------------------------------|------------------------------|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Dropbox File Storage upgrade |

**Dropbox File Storage upgrade**

| Unit Qty | Type | Qty | Received Rec'd | Account Information | Item Number | Item Description             | Unit Price | Tax % | Total |
|----------|------|-----|----------------|---------------------|-------------|------------------------------|------------|-------|-------|
| 1        | EA   | 0   |                | 57550               | N/A         | Dropbox File Storage upgrade | 99.00      | 0.000 | 99.00 |

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 004 01 01 01 100 NA 100 | 0.0049  | \$0.49  |
| 004 01 01 01 100 NA 400 | 0.0011  | \$0.11  |
| 207 01 01 01 203 NA 600 | 0.0348  | \$3.45  |
| 469 01 01 01 404 NA 104 | 0.0245  | \$2.43  |
| 470 01 01 01 404 NA 104 | 0.0707  | \$7.00  |
| 471 01 01 01 404 NA 104 | 0.0169  | \$1.67  |
| 522 01 01 01 501 NA 500 | 0.073   | \$7.23  |
| 625 01 01 01 301 NA 600 | 0.1318  | \$13.05 |
| 472 01 01 01 404 NA 104 | 0.0181  | \$1.79  |
| 667 01 01 01 301 NA 600 | 0.0402  | \$3.98  |
| 668 01 01 01 301 NA 600 | 0.0885  | \$8.76  |
| 861 01 01 01 801 NA 800 | 0.484   | \$47.92 |
| 127 02 01 02 100 NA 400 | 0.0082  | \$0.81  |
| 125 02 01 02 501 NA 500 | 0.0033  | \$0.33  |

**Approval Information**

**TOTAL \$99.00**

Shelley Shafer     Accounting     02/20/2019 2:31 PM  
 Kate Nunez       Dir of Finance     02/20/2019 10:18 AM  
 Shelley Shafer     Requester           02/20/2019 8:26 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



**Dropbox Inc.**  
333 Brannan Street  
San Francisco, CA 94107  
United States  
billing-support@dropbox.com

Receipt for pkkalifeh@gmail.com

| <b>Payment</b>               | <b>Date</b> | <b>Amount</b> | <b>Receipt ID</b> |
|------------------------------|-------------|---------------|-------------------|
| Visa ending in 6095 approved | 1/16/2019   | \$99.00       | 8ZLFRJCWQ8H5      |

| <b>Description</b>                    | <b>Amount</b> |
|---------------------------------------|---------------|
| Dropbox Plus (1/16/2019 to 1/16/2020) | \$99.00       |
| <b>Total</b>                          | \$99.00       |

All amounts shown are in USD. This is not an invoice. No additional payment is required.

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23824**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                            |
|------------|--------------|----------------|------------|--------------------------------|--|
| 02/01/2019 | 03/02/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Memorial Scholarship Fund Contribution |

**Memorial Scholarship Fund Contribution**

| Unit Qty | Type | Received Qty | Account Rec'd | Date | Account Information           | Item Number | Item Description                       | Unit Price | Tax % | Total    |
|----------|------|--------------|---------------|------|-------------------------------|-------------|--|------------|-------|----------|
| 1        | EA   | 0            |               |      | 57490 004 01 01 01 100 NA 100 | N/A         | Memorial Scholarship Fund Contribution | 1,000.00   | 0.000 | 1,000.00 |

Approved

**Approval Information**

**TOTAL \$1,000.00**

Shelley Shafer Accounting 02/20/2019 2:30 PM  
 Kate Nunez Dir of Finance 02/20/2019 10:17 AM  
 Shelley Shafer Requester 02/20/2019 8:25 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx





## Tamela Nelloms

---

**From:** Phyllis Kalifeh  
**Sent:** Tuesday, January 22, 2019 5:06 PM  
**To:** Tamela Nelloms  
**Subject:** Fwd: Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"

Will you do a PO for this? It was board approved contribution to the Educational Fund on behalf of Chuck Hood's children. Thanks!

Sent from my iPhone

Begin forwarded message:

**From:** Phyllis Kalifeh <[pkkalifeh@me.com](mailto:pkkalifeh@me.com)>  
**Date:** January 22, 2019 at 1:45:59 PM EST  
**To:** Phyllis Kalifeh <[pkkalifeh@thechildrensforum.com](mailto:pkkalifeh@thechildrensforum.com)>  
**Subject: Fwd: Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"**

Sent from my iPhone

Begin forwarded message:

**From:** GoFundMe <[support@gofundme.com](mailto:support@gofundme.com)>  
**Date:** January 22, 2019 at 12:37:15 PM EST  
**To:** [pkkalifeh@me.com](mailto:pkkalifeh@me.com)  
**Subject: Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"**



Thanks for your **\$1,000** donation to  
Children of Chuck Hood Memorial Scholarship  
Fund

Dear Children's Forum,

This is a receipt for your donation to Children of Chuck Hood Memorial Scholarship Fund.



**Date:** January 22, 2019

**Donation to:** Children of Chuck Hood Memorial Scholarship Fund

**Donation will be received by:** Maria Marzano Madgett

**Amount:** \$1,000.00

**Tip to:** GoFundMe

**Amount:** \$10.00

**Total amount:** \$1,010.00

**The donation will appear on your statement as WPY\*CHILDREN OF CHUCK HOO and the tip will appear as WPY\*GoFundMe**

Manage in My Donations



## **Free fundraising platform**

GoFundMe is powered by the kindness of our donors. Generous tips like yours allow us to keep our platform free so that we can help even more people. Thank you for helping us make GoFundMe the safest, most trusted, and most successful option for personal fundraising.

Sent from GoFundMe's Headquarters:  
855 Jefferson Ave, PO Box 1329, Redwood City, CA 94063

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23868**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description  |
|------------|--------------|----------------|------------|--------------------------------|--|
| 02/01/2019 | 03/09/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | GoFundMe fee for Donation to Children of Chuck Hood Memorial Scholarship |

**GoFundMe fee for Donation to Children of Chuck Hood Memorial Scholarship**

| Unit Qty | Type | Received Rec'd | Account Date | Information                   | Item Number | Item Description   | Unit Price | Tax % | Total |
|----------|------|----------------|--------------|-------------------------------|-------------|--|------------|-------|-------|
| 1        | EA   | 0              |              | 57490 004 01 01 01 100 NA 100 | N/A         | GoFundMe fee for Donation to Children of Chuck Hood Memorial Scholarship | 10.00      | 0.000 | 10.00 |

APPROVED

**Approval Information**

**TOTAL \$10.00**

Shelley Shafer     Accounting     02/28/2019 9:30 AM  
 Kate Nunez       Dir of Finance     02/27/2019 4:56 PM  
 Shelley Shafer     Requester           02/27/2019 11:58 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23574



**Date:** January 22, 2019

**Donation to:** Children of Chuck Hood Memorial Scholarship Fund

**Donation will be received by:** Maria Marzano Madgett

**Amount:** \$1,000.00

**Tip to:** GoFundMe

**Amount:** \$10.00

**Total amount:** \$1,010.00

**The donation will appear on your statement as**

WPY\*CHILDREN OF CHUCK HOO **and the tip will appear as**

WPY\*GoFundMe

[Manage in My Donations](#)



## **Free fundraising platform**

GoFundMe is powered by the kindness of our donors. Generous tips like yours allow us to keep our platform free so that we can help even more people. Thank you for helping us make GoFundMe the safest, most trusted, and most successful option for personal fundraising.

Sent from GoFundMe's Headquarters:

855 Jefferson Ave, PO Box 1329, Redwood City, CA 94063

**Tamela Nelloms**

---

**From:** Phyllis Kalifeh  
**Sent:** Tuesday, January 22, 2019 5:06 PM  
**To:** Tamela Nelloms  
**Subject:** Fwd: Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"

Will you do a PO for this? It was board approved contribution to the Educational Fund on behalf of Chuck Hood's children. Thanks!

Sent from my iPhone

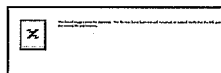
Begin forwarded message:

**From:** Phyllis Kalifeh <[pkkalifeh@me.com](mailto:pkkalifeh@me.com)>  
**Date:** January 22, 2019 at 1:45:59 PM EST  
**To:** Phyllis Kalifeh <[pkkalifeh@thechildrensforum.com](mailto:pkkalifeh@thechildrensforum.com)>  
**Subject:** Fwd: Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"

Sent from my iPhone

Begin forwarded message:

**From:** GoFundMe <[support@gofundme.com](mailto:support@gofundme.com)>  
**Date:** January 22, 2019 at 12:37:15 PM EST  
**To:** [pkkalifeh@me.com](mailto:pkkalifeh@me.com)  
**Subject:** Thank you for your donation to "Children of Chuck Hood Memorial Scholarship Fund"



Thanks for your **\$1,000** donation to  
Children of Chuck Hood Memorial Scholarship  
Fund

Dear Children's Forum,

This is a receipt for your donation to Children of Chuck Hood Memorial Scholarship Fund.

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-23867**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description |
|------------|--------------|----------------|------------|--------------------------------|-------------|
| 02/01/2019 | 03/09/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Supplies    |

**Supplies**

| Unit Qty | Type | Received Rec'd | Account Date | Information | Item Number | Item Description | Unit Price | Tax % | Total |
|----------|------|----------------|--------------|-------------|-------------|------------------|------------|-------|-------|
| 1        | EA   | 0              |              | 57300       | N/A         | Supplies         | 11.48      | 0.000 | 11.48 |

| Account Information     |        |        | Percent | Amount |
|-------------------------|--------|--------|---------|--------|
| 004 01 01 01 100 NA 100 | 0.0004 | \$0.00 |         |        |
| 004 01 01 01 100 NA 400 | 0.0001 | \$0.00 |         |        |
| 004 02 01 02 100 NA 400 | 0.0061 | \$0.07 |         |        |
| 207 01 01 01 203 NA 600 | 0.0038 | \$0.04 |         |        |
| 207 02 01 02 203 NA 600 | 0.0351 | \$0.40 |         |        |
| 304 01 01 01 600 NA 600 | 0      | \$0.00 |         |        |
| 304 02 01 02 600 NA 600 | 0      | \$0.00 |         |        |
| 469 01 01 01 404 NA 104 | 0.0027 | \$0.03 |         |        |
| 469 02 01 02 404 NA 104 | 0.0246 | \$0.28 |         |        |
| 470 01 01 01 404 NA 104 | 0.0077 | \$0.09 |         |        |
| 470 02 01 02 404 NA 104 | 0.0713 | \$0.82 |         |        |
| 471 01 01 01 404 NA 104 | 0.0018 | \$0.02 |         |        |
| 471 02 01 02 404 NA 104 | 0.017  | \$0.20 |         |        |
| 522 01 01 01 501 NA 500 | 0.0079 | \$0.09 |         |        |
| 522 02 01 02 501 NA 500 | 0.0736 | \$0.84 |         |        |
| 625 01 01 01 301 NA 600 | 0.0143 | \$0.16 |         |        |
| 625 02 01 02 301 NA 600 | 0.0276 | \$0.32 |         |        |
| 667 01 01 01 301 NA 600 | 0.0044 | \$0.05 |         |        |
| 667 02 01 02 301 NA 600 | 0.0405 | \$0.46 |         |        |
| 668 01 01 01 301 NA 600 | 0.0096 | \$0.11 |         |        |
| 668 02 01 02 301 NA 600 | 0.0781 | \$0.90 |         |        |
| 861 01 01 01 801 NA 800 | 0.0939 | \$1.08 |         |        |
| 861 02 01 02 602 NA 800 | 0.125  | \$1.44 |         |        |
| 861 02 01 02 801 NA 800 | 0.3214 | \$3.69 |         |        |
| 125 01 01 01 501 NA 500 | 0.0004 | \$0.00 |         |        |
| 125 02 01 02 501 NA 500 | 0.0033 | \$0.04 |         |        |
| 127 01 01 01 100 NA 400 | 0.0009 | \$0.01 |         |        |
| 127 02 01 02 100 NA 400 | 0.0083 | \$0.10 |         |        |
| 472 01 01 01 404 NA 104 | 0.002  | \$0.02 |         |        |
| 472 02 01 02 404 NA 104 | 0.0182 | \$0.21 |         |        |



Control No. 23573



| Unit Qty | Type | Received Rec'd Date | Account Information | Item Number | Item Description | Unit Price | Tax % | Total |
|----------|------|---------------------|---------------------|-------------|------------------|------------|-------|-------|
|----------|------|---------------------|---------------------|-------------|------------------|------------|-------|-------|

Approved

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 02/28/2019 9:29 AM  |
| Kate Nunez     | Dir of Finance | 02/27/2019 4:56 PM  |
| Shelley Shafer | Requester      | 02/27/2019 11:56 AM |

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>\$11.48</b> |
|--------------|----------------|

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23573



# Missing Receipt Form

## EXPENSE TRANSACTION INFORMATION

Employee Name: **Phyllis Kalifeh**

Vendor Location: **Tallahassee**

Department Name: **Admin**

Transaction Date: **1/19/2019**

Credit Card Name: **Capital One**

Amount \$: **\$11.48**

Credit Card Ending: \_\_\_\_\_

Purchase Vendor Name: **Target**

## DESCRIPTION OF PURCHASE:

~~Office~~ Supplies for Office

## MISSING RECEIPT AFFIDAVIT

I certify that the transaction amount documented above was incurred on behalf of the Children's Forum as a legitimate company expense. The charge complies with Children Forum's policies and authorization limits. This form is submitted as a substitute to the original missing receipt.

Initial for acknowledgement of affidavit: *PK*

Employee Name: **Phyllis Kalifeh**

Signature: *Phyllis Kalifeh*

Date: **2/1/2019**

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-23869**

**Vendor Information Shipping Information**

**Capital One**  
 PO Box 60599  
 City of Industry, CA 91716-0599  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                                   |
|------------|--------------|----------------|------------|--------------------------------|---|
| 02/01/2019 | 03/09/2019   | Shelley Shafer | Accounting | Documents Transferred to Abila | Airfare for P. Kalifeh-TEACH annual symposium |

**Airfare for P. Kalifeh-TEACH annual symposium**

| Unit Qty | Type | Received Rec'd | Account Date | Account Information | Item Number | Item Description                              | Unit Price | Tax % | Total  |
|----------|------|----------------|--------------|---------------------|-------------|---|------------|-------|--------|
| 1        | EA   | 0              |              | 18200               | N/A         | Airfare for P. Kalifeh-TEACH annual symposium | 591.40     | 0.000 | 591.40 |

| Account Information     | Percent | Amount   |
|-------------------------|---------|----------|
| 861 02 01 02 801 NA 800 | 0.72    | \$425.81 |
| 861 02 01 02 602 NA 800 | 0.28    | \$165.59 |

APPROVED

**Approval Information**

**TOTAL \$591.40**

Shelley Shafer     Accounting     02/28/2019 9:30 AM  
 Kate Nunez         Dir of Finance     02/27/2019 5:00 PM  
 Shelley Shafer     Requester           02/27/2019 11:59 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 23575



**Phyllis Kalifeh**

**From:** Delta Air Lines <DeltaAirLines@e.delta.com>  
**Sent:** Saturday, January 26, 2019 9:37 AM  
**To:** Phyllis Kalifeh  
**Subject:** Your Flight Receipt - PHYLLIS KALIFEH 22APR19

**Hello, PHYLLIS** SkyMiles #\*\*\*\*\*847 >

---

**Your Trip Confirmation #: F75Y8T**

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on [delta.com](http://delta.com) including time, date and destination. Explore all of your options here.

| <b>Mon, 22APR</b>   | <b>DEPART</b>   | <b>ARRIVE</b>      |
|---------------------|-----------------|--------------------|
| DELTA 5506*         | TALLAHASSEE, FL | ATLANTA            |
| Delta Comfort+® (W) | 10:40am         | 11:49am            |
| DELTA 2150          | ATLANTA         | RALEIGH-DURHAM, NC |
| Delta Comfort+® (W) | 12:43pm         | 2:11pm             |

| <b>Wed, 24APR</b>   | <b>DEPART</b>      | <b>ARRIVE</b>   |
|---------------------|--------------------|-----------------|
| DELTA 2048          | RALEIGH-DURHAM, NC | ATLANTA         |
| Delta Comfort+® (W) | 5:33pm             | 7:14pm          |
| DELTA 443           | ATLANTA            | TALLAHASSEE, FL |
| Delta Comfort+® (W) | 8:26pm             | 9:30pm          |

\*Flight 5506 Operated by ENDEAVOR AIR DBA DELTA CONNECTION

**TSA CHANGES - ARRIVE EARLY**

Please be aware of the recent changes to TSA screening procedures, including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an international flight to the United States. For more information on powder restrictions, visit [delta.com](http://delta.com).

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at [delta.com](http://delta.com) or via the Fly Delta app to help avoid delays.



## NEW BRANDED BOARDING ORDER

Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more [here](#).

## RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our News Hub.

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

## Passenger Info

| NAME               | FLIGHT     | SEAT |
|--------------------|------------|------|
| PHYLLIS KALIFEH    | DELTA 5506 | 07C  |
| SkyMiles #*****847 | DELTA 2150 | 11D  |
|                    | DELTA 2048 | 11D  |
|                    | DELTA 443  | 12B  |

Visit [delta.com](#) or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

## Flight Receipt

Ticket #: 0062355989881

Place of Issue: Delta.com

Ticket Issue Date: 26JAN19

Ticket Expiration Date: 26JAN20

## METHOD OF PAYMENT

VI\*\*\*\*\*6095

**\$554.00 USD**

## CHARGES

### Air Transportation Charges

Base Fare

\$472.55 USD

### Taxes, Fees and Charges

|   |             |
|---|-------------|
| United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) | \$11.20 USD |
| United States - Transportation Tax (US)   | \$35.45 USD |
| United States - Passenger Facility Charge (XF)  | \$18.00 USD |
| United States - Flight Segment Tax (ZP)   | \$16.80 USD |

**TICKET AMOUNT \$554.00 USD**

**NONREF/PENALTY APPLIES**

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, 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.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: TLH DL X/ATL DL RDU Q18.60 Q9.30 309.77QA70A0CL DL X/ATL DL TLH134.88XAVNH3CL USD472.55END ZP TLHATLRDUATL XF TLH4.5ATL4.5RDU4.5ATL4.5

**Checked Bag Allowance**

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Mon 22 Apr 2019 DELTA: TLH  $\Delta$ ATL

|          |                     |                     |
|----------|---------------------|---------------------|
| CARRY ON | FIRST               | SECOND              |
| FREE     | \$30 <sup>USD</sup> | \$40 <sup>USD</sup> |

Mon 22 Apr 2019 DELTA: ATL  $\Delta$ RDU

|          |          |          |
|----------|----------|----------|
| CARRY ON | FIRST    | SECOND   |
| INCLUDED | INCLUDED | INCLUDED |

Visit [delta.com](http://delta.com) for details on baggage embargos that may apply to your itinerary.

Wed 24 Apr 2019 DELTA: RDU  $\Delta$ ATL

|          |                     |                     |
|----------|---------------------|---------------------|
| CARRY ON | FIRST               | SECOND              |
| FREE     | \$30 <sup>USD</sup> | \$40 <sup>USD</sup> |

Wed 24 Apr 2019 DELTA: ATL  $\Delta$ TLH

|          |          |          |
|----------|----------|----------|
| CARRY ON | FIRST    | SECOND   |
| INCLUDED | INCLUDED | INCLUDED |



**Trip Protection Receipt**

**Passenger Information**

Phyllis Kalifeh

Confirmation Number: 206116289

**BILLING AND INFORMATION**

Insurance Co. Name: Allianz Global Assistance  
 Trip Protection  
 Taxes & fees  
**TOTAL**

37.40  
 0.00  
**37.40**

**Insurance Information**

Insurance Co. Name: Allianz Global Assistance

950 Mayland Drive  
 Richmond, VA 23233  
 8503228053  
 delta@allianceassistance.com

**Insurance Name** Trip Protection  
**Plan Effective Date** Mon 22 Apr - Wed 24 Apr 2019  
**Date of Purchase**  
**Travel Date** Mon 22 Apr 2019

File a claim - <http://www.etravelprotection.com/delta/>  
 Manage Your Policy - <http://www.etravelprotection.com/delta/>  
 the coverage is subject to terms, conditions and exclusions.

**COPYRIGHT INFORMATION**

This email message and its contents are copyrighted and are proprietary products of Delta Air Lines, Inc. Delta Blvd. P.O. Box 20706 Atlanta, GA 30320-6001. Any unauthorized use, reproduction, or transfer of this message or its contents, in any medium, is strictly prohibited.

© 2018 Delta Air Lines, Inc. All rights reserved.

Search for a topic...

Popular Topics: [Accessible Travel Services](#) [Travel with Children & Infants](#) [Travel with Pets](#)

**ABOUT DELTA**

- [About Us](#)
- [Careers](#)
- [News Hub](#)
- [Investor Relations](#)
- [Business Travel](#)
- [Travel Agents](#)
- [Mobile App](#)

**CUSTOMER SERVICE**

- [Need Help?](#)
- [Tweet Us](#)
- [Email Us](#)

**SITE SUPPORT**

- [Login Help](#)
- [Site Map](#)
- [Browser Compatibility](#)
- [Accessibility](#)
- [Booking Information](#)

**POLICIES**

- [Customer Commitment](#)
- [Tarmac Delay Plan](#)
- [Legal](#)
- [Sustainability](#)
- [Contract of Carriage](#)
- [Cookies, Privacy & Security](#)
- [Human Trafficking Statement](#)

|  |                            |   |           |
|--|----------------------------|---|-----------|
| State of Florida<br>Authorization to Incur Travel Expenses | Name: Phyllis Kalifeh      | Official Headquarters: Children's Forum | 1/15/2019 |
|  | Department: Administration | Division: TEACH                         | 100 %     |

Purpose of Trip: TEACH Annual Symposium

Destination: ~~Tampa, FL~~ Raleigh-Durham, NC

Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

Total Estimated Meals & Per Diem: Lunch and dinner on ~~4/24~~ <sup>4/25</sup>; Per Diem on ~~4/25~~ <sup>4/26</sup> (\$80)


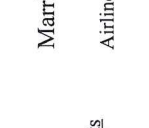
Registration Fee: \$ -

Transportation: \$ -

| Hotel                                | Hotel Name         | Confirm          | Rate  | Nights           | Cost      |           |
|--------------------------------------|--------------------|------------------|-------|------------------|-----------|-----------|
|                                      | Marriott Courtyard |                  |       | 149              | \$ 149.00 |           |
| Flights                              | Airline            | Departing Flight | Time  | Returning Flight | Time      | Cost      |
|                                      | Delta              | 5506             | 10:40 | 443              | 9:30 PM   | \$ 591.40 |
| <b>TOTAL ESTIMATED COST FOR TRIP</b> |                    |                  |       |                  | \$ 850.40 |           |

Comments: I will be sharing a rental vehicle with Denise Bishop and Kerri Cloud. *the forum team*

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

|   |  |               |
|---|--|---------------|
| Signed:  | Approved by Supervisor:  | Date: 8/27/19 |
|   | Approved-Agency Head   | Date          |