



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
3/22/18	Supplies for PD Conference		\$15.36
3/22/18	Auto rental, gas, parking and hotel for Board members BOD meeting	Tampa, Fl	\$1332.93
3/30/18	Travel expenses Military Child Care Pilot Project	Atlanta, Ga	\$493.73
3/18/18	Adobe Pro for computer		\$179.88
3/1/18	Airfare to TEACH conference	Chapel Hill, NC	\$446.90
3/25/18	Hotel deposit and Registration for NAEYC conf.	Austin, TX	\$420.95
4/6/18	Travel expenses HMG National Forum	Seattle WA	\$1852.30
4/19/18	Travel expenses FHSA Conference	Orlando, Fl	\$371.12
4/19/18	Hotel for Lisa Roberts visit to FLAEEYC conf site	Orlando, Fl	\$99.99
4/30/18	Travel expenses TEACH Conference	Chapel Hill, NC	\$2163.02
5/3/18	Travel expenses Smart Start Conf	Greensboro, NC	\$714.73
5/4/18	Research Presentation ticket One Goal Conf		\$35.00
5/1/18	Meeting expenses		\$120.94
5/2/18	Registration and Airfare for NAEYC Affiliate Day		\$
5/2/18	Training videos for HMG		\$610.00
5/18/18	Travel expenses DCF conference	Orlando, Fl	\$710.53
5/23/18	Meeting expense		\$37.94
5/26/18	Travel expenses HMG statewide mtg	Orlando, Fl	\$142.07

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-22191****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/22/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Supplies for the PD Conference

Supplies for the PD Conference

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300 004 01 01 01 100 NA 100	N/A	Supplies for the PD Conference	15.36	0.000	15.36

Approval Information

Shelley Shafer Accounting 04/10/2018 11:11 AM
Kerri Cloud Dir of Finance 04/10/2018 9:54 AM
Shelley Shafer Requester 04/09/2018 1:48 PM

TOTAL \$15.36

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. 21877

Tuesday, April 10, 2018 Page 1 of 1

22191

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

Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID		
				Vendor Name	TSB Visa <i>Kalifeh</i>	
Purchase Description	Amazon			Street Address		
Purchase/Service Date	3/22/18	To	3/22/18	City		
Requestor's Name/Dept	Phyllis Kalifeh			Phone		
Department Approval	<i>[Signature]</i>			Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum	Video Paper Tigers for PD Conference	15.36
Total		\$ 15.36

Expense Coding Info	
GL Code	<i>57300</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<i>RCloud 4/10/18</i>
CEO(+ \$1,000)	

**Details for Order #111-5630112-0689828**

Print this page for your records.

Order Placed: March 22, 2018

Amazon.com order number: 111-5630112-0689828

Order Total: \$15.36

Supporting: Childrens Forum, Inc.

Not Yet Shipped**Items Ordered**

1 of: *Paper Tigers*, Jim Sporleder
Sold by: Amazon.com Services, Inc.

Price

\$14.29

Condition: New

Shipping Address:

Phyllis
2807 Remington Green Circle
Tallahassee, FL 32308
United States

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 4368

Item(s) Subtotal: \$14.29

Shipping & Handling: \$0.00

Total before tax: \$14.29

Estimated tax to be collected: \$1.07

Grand Total: \$15.36

Billing address

Phyllis Kalifeh
Children's Forum
2807 Remington Green Circle
Tallahassee, FL 32308
United States

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

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Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22192

Vendor Information**Tallahassee State Bank**

PO Box 23061
 Columbus, GA 31902
 Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/22/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental/gas and mtg expenses for the BOD mtg

Auto rental/gas and mtg expenses for the BOD mtg

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Auto rental/gas for the BOD mtg	142.18	0.000	142.18

Account Information**Percent****Amount**

004 01 01 01 100 NA 100	0.0041	\$0.58
004 01 01 01 100 NA 400	0.0111	\$1.58
207 01 01 01 203 NA 600	0.0325	\$4.62
317 01 01 01 600 NA 600	0.0792	\$11.26
467 01 01 01 404 NA 104	0.0203	\$2.89
468 01 01 01 404 NA 104	0.046	\$6.54
514 01 01 01 501 NA 102	0.0218	\$3.10
521 01 01 01 501 NA 500	0.0498	\$7.08
624 01 01 01 301 NA 600	0.0475	\$6.75
642 01 01 01 301 NA 600	0.1639	\$23.30
665 01 01 01 301 NA 600	0.0373	\$5.30
664 01 01 01 301 NA 600	0.0744	\$10.58
819 01 01 01 801 NA 800	0.3881	\$55.18
124 01 01 01 100 NA 400	0.0136	\$1.93
125 01 01 01 501 NA 500	0.0104	\$1.48

1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Meeting expenses for the BOD mtg	176.94	0.000	176.94
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Approval Information

Shelley Shafer Accounting 04/10/2018 11:11 AM
 Kate Nunez Contracts Mgr 04/10/2018 9:13 AM
 Shelley Shafer Requester 04/09/2018 1:51 PM

TOTAL**\$319.12**

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. 21878

Tuesday, April 10, 2018 Page 1 of 1

22192

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	4300		For fiscal Use
Purchase Description	BOD travel expenses Enterprise			Vendor Name	TSB Visa Kalifeh		
Purchase/Service Date	3/22/18	To	3/23/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City	State	IL	Zip
Supervisor Approval				Phone	Fax		
				Reservation#			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Admin	Auto Rental	\$ 79.55
	(exact bill / receipt has not been received)	
Admin	Gasoline	\$ 46.97
		\$ 15.66
Forum	Board Dinner	\$ 176.94
	(Bob and Karen Buesing, Larry Pintacuda, Chuck Hood, and Allison Davis)	
Total		\$ 319.12

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

Approvals	
Fiscal Dept.	KR Nielsen-Nunez 4/10/18
CEO(+ \$1,000)	

River's Edge
at Sheraton Riverwalk
200 N. Ashley Drive
Tampa, Florida 33602
(813) 223-2222
CHECK: 1743
TABLE: 17/3
SERVER: 149 Anthony
DATE: MAR22'18 8:49PM
CARD TYPE: Visa
ACCT #: XXXXXXXXXXXX4368
EXP DATE: XX/XX
AUTH CODE: 023668
PHYLLIS KALIFEH

TOT-L: 151.94
Tip 25.00
Total 176.94
Signature _____

WELCOME
00302689
TEXACO
3401 COLLEGE RD
OCALA FL

DATE 03/23/18 14:26
TRAN# 9019993
PUMP# 01
SERVICE LEVEL: SELF
PRODUCT: UNLD1
GALLONS: 16.963
PRICE/G: \$ 2.769
FUEL SALE \$ 46.97
CREDIT \$46.97

XXXXXXXXXXXX4368
Stn# 00302689
VISA
Inv# 8979014
Auth# 008645

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
See application
for details

THANK YOU
HAVE A NICE DAY

PAN FOOD STORE #3
2290 CAPITAL CIR NE
TALLAHASSEE FL 3230
850-386-6888

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 03/23/18 17:37
TRAN# 9018314
PUMP# 01
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 6.267
PRICE/G: \$ 2.499
FUEL SALE \$ 15.66
CREDIT \$15.66

VISA
Auth #: 061232
Resp Code: 000
Stan: 0380578870
Reference: 73623

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

Board
Dinner
- Bussing (2) - A. Davis
- A. Hood - L. Pintacuda

Gasoline

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Saturday, March 24, 2018 7:23 AM
To: Phyllis Kalifeh
Subject: ENTERPRISE Rental Agreement 1R2NYX



RA #: 1R2NYX

Renter: KALIFEH,PHYLLIS

Dates & Times	Location
Pickup Mar 22, 2018 9:27 AM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Mar 24, 2018 7:17 AM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle	
Make/Model: DODG/GCAR	
Color: WHITE	
Mileage: 555	
Fuel Out: Full	Fuel In: Full
License: AEXH64	
Unit #: 7N47F0	

Charges	Price/Unit	Total
TIME & DISTANCE 03/22 - 03/24	2 @ \$34.32/DAY	\$68.64
CDW INCLUDED	2 @ \$0.00/DAY	\$0.00
RAP	2 @ \$0.00/DAY	\$0.00
TIRE AND BATTERY FEE	2 @ \$0.02/DAY	\$0.04
SURCHARGE	2 @ \$2.00/DAY	\$4.00
VLf RECOVERY FEE	2 @ \$0.66/DAY	\$1.32
SALES TAX	7.5000%	\$5.55

Total Charges: \$79.55

Charge To: VISA xxxx4368

2018-03-24 07:22:46

2

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM
Forum board meeting and speaking at FLAIEYC conference

HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

APPROVED BY SUPERVISOR

DATE _____

FISCAL APPROVAL

DATE _____

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22193****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/15/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel charges for Staff and Board members

Hotel charges for Staff and Board members

Qty	Unit Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Hotel charges for Staff and Board members	844.33	0.000	844.33

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0041	\$3.46
004 01 01 01 100 NA 400	0.0111	\$9.37
207 01 01 01 203 NA 600	0.0325	\$27.44
317 01 01 01 600 NA 600	0.0792	\$66.87
467 01 01 01 404 NA 104	0.0203	\$17.14
468 01 01 01 404 NA 104	0.046	\$38.84
514 01 01 01 501 NA 102	0.0218	\$18.41
521 01 01 01 501 NA 500	0.0498	\$42.05
624 01 01 01 301 NA 600	0.0475	\$40.11
642 01 01 01 301 NA 600	0.1639	\$138.39
665 01 01 01 301 NA 600	0.0373	\$31.49
664 01 01 01 301 NA 600	0.0744	\$62.82
819 01 01 01 801 NA 800	0.3881	\$327.68
124 01 01 01 100 NA 400	0.0136	\$11.48
125 01 01 01 501 NA 500	0.0104	\$8.78

*Changed total
in m.p.
See attached report
for breakdown.*

\$852.33

Approval Information

Shelley Shafer	Accounting	04/10/2018 11:12 AM
Kate Nunez	Contracts Mgr	04/10/2018 10:27 AM
Shelley Shafer	Requester	04/09/2018 2:02 PM
Shelley Shafer	Requester	04/09/2018 2:01 PM

TOTAL**\$844.33**

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.

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



Control No. 21879

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

Purchase Order

Purchase Order Information				Vendor Information			
Purchase Description		<u>3/15/18</u> <u>BOD Meeting Expenses</u>		Vendor ID	For fiscal Use		
		Hotwire		Vendor Name	TSB-Admin <u>Kalifeh</u>		
				Street Address			
Purchase/Service Date	3/28/18	To	3/30/18	City	State	Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	Fax		
Supervisor Approval				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Admin	Hotel secured through Hotwire	\$ 134.58
	because hotel rates were more than \$250 per night	\$ <u>193.35</u> 185.35
		\$ 524.40
	Hotel rooms for:	
	Phyllis Kalifeh, Kerri Cloud, Denise Bishop (staff)	
	Allison Davis, Larry Pintacuda, Chuck Hood (board)	
	Average cost per night: \$140.72	
	Sheraton Riverwalk Hotel	
	200 N. Ashley Drive	
	Tampa, FL 33602	
Total		\$ <u>844.33</u> <u>\$852.33</u>

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

Approvals	
Fiscal Dept.	<u>KR Nulsen-Nunes</u> <u>4/10/18</u>
CEO(+ \$1,000)	

CHILDREN'S FORUM, INC.

LOST RECEIPT FORM

Date: 4/2/18

For: Hotwire Receipt for Hotel Rooms for Board Meeting

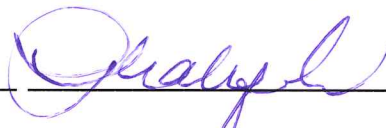
Amount: \$134.58 & \$524.40

Method of Payment: TSB Visa

I attest that this information is true and correct.

4/2/18

Date



Phyllis Kalifeh, CEO

Sheraton Tampa Riverwalk Hotel

200 North Ashley Drive, Tampa, FL 33602 | (813) 223-2222

Reservation information

Hotwire confirmation
C292413595

Hotwire itinerary
6684122219

Booking date
Mar 14, 2018

Check-in
Thu, Mar 22 - 03:00pm

Check-out
Fri, Mar 23 - 12:00pm

Room
1 room (hotel chooses bed type) | 2 adults

Nights
1 night

Primary guest
Allison Davis (Must be present upon check-in)

Price summary

Room
\$150.00 (\$150.00 per night x 1 night x 1 room)

Taxes & fees
\$35.35 (\$35.35 per night x 1 night x 1 room)

Trip insurance
\$8.00

Trip total (USD)
\$193.35

Trip total per night (USD)
\$193.35

Policies and restrictions

All bookings are final. No refunds or changes. Primary guest must be 18 and bring ID. Hotels will require a credit card when you check in; debit cards may not be accepted. You'll pay the hotel directly for additional charges, like room service or resort fees. Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed. Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.

INDIVIDUAL CARDHOLDER ACTIVITY

03-20 03-19 24431068079898000077684 COSTCO WHSE #1026 TALLAHASSEE FL 256.86

DASIELY CRUZ XXXX-XXXX-XXXX-1695	CREDITS \$0.00	PURCHASES \$242.07	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$242.07
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-02	03-01	24055238060083358021098	WALMART.COM 8009666546 800-966-6546 AR	144.07
03-05	03-03	24692168062100538285199	READYREFRESH BY NESTLE 800-274-5282 CA	21.07
03-05	03-02	24445008062001006765688	BJS WHOLESALE #0367 MIAMI FL	64.96
03-16	03-15	24226388075091004206336	WAL-MART #4140 MIAMI FL	11.97

PHYLLIS KALIFEH XXXX-XXXX-XXXX-4368	CREDITS \$0.00	PURCHASES \$3,350.10	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$3,350.10
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
02-28	02-26	24431068058978002378564	AMERICAN AIR0010618398475 FORT WORTH TX KALIFEH/PHYLLIS	40.40
02-28	02-26	24431068058978001239809	RVU AA Y FEE AMERICAN AIR0012175336686 FORT WORTH TX KALIFEH/PHYLLIS	406.50
03-09	03-08	24431068068200764900024	TLH AA S CLT AA S RDU AA S MIA AA S TLH CONNECTICUT CHILDREN'S M 860-545-9000 CT	400.00
03-12	03-09	24717058069870690659996	DELTA AIR 0062316025336 DELTA.COM CA KALIFEH/PHYLLIS	11.20
03-12	03-09	24717058069870690659988	TLH DL S ATL DL S SEA DL S DEN DL S ATL DELTA AIR 0060197422090 DELTA.COM CA KALIFEH/PHYLLIS	420.00
03-16	03-15	24493988074026719160000	LAX DL X LAX TRAVEL INSURANCE POLICY 800-729-6021 VA	8.00
03-16	03-15	24692168074100733820143	HOTWIRE-SALES FINAL 866-468-9473 CA	134.58
03-16	03-15	24692168074100733905068	HOTWIRE-SALES FINAL 866-468-9473 CA	185.35
03-16	03-15	24692168074100733814492	HOTWIRE-SALES FINAL 866-468-9473 CA	524.40
03-19	03-17	24247608077500767904485	N A E Y C CONFERENCE 202-232-8777 DC	179.88
03-21	03-20	24431068079026942015931	ADOBE SYSTEMS, INC. 408-536-6000 CA	15.36
03-26	03-23	24692168082100890127886	AMAZON.COM AMZN.COM/BILL WA	15.66
03-26	03-23	24299108083005533474466	PAN FOOD STORES 3 TALLAHASSEE FL	25.68
03-26	03-24	24073148084900019639110	SHERATON TAMPA RIVERWALK TAMPA FL 677538 ARRIVAL: 03-22-18	25.68
03-26	03-24	24073148084900019639151	SHERATON TAMPA RIVERWALK TAMPA FL 677547 ARRIVAL: 03-22-18	46.97
03-26	03-23	24692168082100127460811	TEXACO 0302689 OCALA FL	79.55
03-26	03-24	24164078084018801822650	ENTERPRISE RENT-A-CAR TALLAHASSEE FL 1R2NYX	176.94
03-26	03-22	24073148082900019727024	SHERATON TAMPA RIVERWALK TAMPA FL	258.95
03-26	03-25	24431068084722412649836	HYATT PLACE AUSTIN DWTN AUSTIN TX 129562973 ARRIVAL: 06-08-18	

Continued on next pa

Shelley Shafer

From: Phyllis Kalifeh
Sent: Monday, April 2, 2018 11:43 AM
To: Shelley Shafer
Subject: Receipt for Hotwire

Shelley, I reserved rooms for the board meeting under Hotwire for board / staff. Then I had a second Hotwire charge for Allison Davis' room (she wasn't in my original count) so hers was separate. I have her receipt but I am missing the receipts for the first charge to Hotwire (which would have been 5 rooms @ whatever it was). Can you look at the TSB Visa bill and tell me what that total charge was. I went through Hotwire because the rooms were all more than \$250 each and I got them for much cheaper through Hotwire. But now I can't find that original receipt! Dangit...

I'll do a lost receipt for the Hotwire rooms. Thanks!

Best,



Phyllis Kalifeh, Ed.D
President & CEO



2807 Remington Green Circle
Tallahassee, FL 32308
(850) 681-7002 Work
(850) 322-8053 Mobile
(888) FL-CHILD Toll-Free
<http://www.thechildrensforum.com>

[Facebook](#) [Twitter](#) [Pinterest](#) [YouTube](#)

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②

Children's Forum, Inc. Travel Authorization Request (TAR)		Employee:	Phyllis Kalifeh		Purpose/Benefit of Trip:		DATE																													
Destination:		Tampa, FL	Dates of Travel:		3/22/2018	Forum Board Meeting -- Governance	3/1/2018																													
Return:			Departure:		3/23/2018	Funds Charged/ Percentage:	Others on Trip:																													
						Admin	KC, DB																													
ESTIMATED EXPENDITURES			ESTIMATED COST		TRAVEL DATES																															
			HOTEL	PER DIEM	OTHER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			\$844.33	\$90	\$ 80.00																															
						</																														

Childrens Forum Inc.
Unposted General Ledger Transactions - A-Unposted Entry-sks
4/10/2018
18-APIVisaMarKalif - MWFMOD-Imported by Shelley Shafer

Document Num...	Document Date	Effective Date	GL Code	Fu... Code	Au... Code	FAS Code	Func Code	Prog Code	Activity Code	Dept Code	Debit	Credit	Transaction Description	ID
	3/15/2018	3/15/2018		317	01	01	01	600	NA	600	67.50		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		467	01	01	01	404	NA	104	17.30		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		468	01	01	01	404	NA	104	39.21		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		514	01	01	01	501	NA	102	18.58		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		521	01	01	01	501	NA	500	42.45		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		624	01	01	01	301	NA	600	40.49		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		642	01	01	01	301	NA	600	139.70		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		664	01	01	01	301	NA	600	63.41		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		665	01	01	01	301	NA	600	31.79		Hotel charges for Staff and Board members	5257
	3/15/2018	3/15/2018		819	01	01	01	801	NA	800	330.80		Hotel charges for Staff and Board members	5257
Total 09-EN-221...	3/15/2018										852.33	852.33		
Total 18-APIVisaMarKalif - MWFMOD-Imported by Shelley Shafer														
											852.33	852.33		
Total 4/10/2018														
											852.33	852.33		
Report Total														
											852.33	852.33		

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22198

Vendor Information**Tallahassee State Bank**

PO Box 23061
 Columbus, GA 31902
 Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/22/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Parking fees for P.Kalifeh/BOD mtg

Parking fees for P.Kalifeh/BOD mtg

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Parking fees for P.Kalifeh/BOD mtg	51.36	0.000	51.36

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0041	\$0.21
004 01 01 01 100 NA 400	0.0111	\$0.57
207 01 01 01 203 NA 600	0.0325	\$1.67
317 01 01 01 600 NA 600	0.0792	\$4.07
467 01 01 01 404 NA 104	0.0203	\$1.04
468 01 01 01 404 NA 104	0.046	\$2.36
514 01 01 01 501 NA 102	0.0218	\$1.12
521 01 01 01 501 NA 500	0.0498	\$2.56
624 01 01 01 301 NA 600	0.0475	\$2.44
642 01 01 01 301 NA 600	0.1639	\$8.42
665 01 01 01 301 NA 600	0.0373	\$1.92
664 01 01 01 301 NA 600	0.0744	\$3.82
819 01 01 01 801 NA 800	0.3881	\$19.93
124 01 01 01 100 NA 400	0.0136	\$0.70
125 01 01 01 501 NA 500	0.0104	\$0.53

Approval Information

Shelley Shafer Accounting 04/10/2018 11:15 AM
 Kate Nunez Contracts Mgr 04/10/2018 9:21 AM
 Shelley Shafer Requester 04/09/2018 2:17 PM

TOTAL \$51.36

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. 21884

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			<i>For fiscal Use</i>
Purchase Description	Parking			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	3/22/18	To	3/23/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code		Amount
<i>Admin</i>	parking for Forum Board Mtg.	\$51.36
Total		\$ 51.36

Expense Coding Info	
GL Code	<i>53000</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	_____
CEO(+ \$1,000)	_____

Sheraton Tampa Riverwalk Hotel
 200 N. Ashley Drive
 Tampa, FL 33602
 United States
 Tel: 813-223-2222 Fax: 813-273-0839



Sheraton®

Phyllis Kalifeh

Page Number	:	1	Invoice Nbr	:	173564
Guest Number	:	677547			
Folio ID	:	A			
Arrive Date	:	22-03-2018	16:18		
Depart Date	:	23-03-2018	16:48		
No. Of Guest	:	1			
Room Number	:	116			
Club Account	:				

Tampa Riverwalk APR-06-2018 08:50 SALVAREZ

Date	Reference	Description	Charges (USD)	Credits (USD)
22-03-2018	RT116	Overnight Parking	25.68	
23-03-2018	VI	Visa-4368		-25.68
For Authorization Purpose Only				
xxxxxx4368				
Date	Code	Authorized		
22-03-2018	091357	25		
22-03-2018	043835	25		
** Total			25.68	-25.68
*** Balance			0.00	

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18310
4/5/2018

Invoice	Description	Discount	Amount
09-EN-22146	Travel expenses P. Kalifeh/Military State child care Pilot 3	\$0.00	\$191.00
09-EN-22147	Travel expenses Forum BOD mtgs 3/22-3/23/18	\$0.00	\$110.12
Electronic Payment Notification			
Total :		\$0.00	\$301.12

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18310
4/5/2018

Invoice	Description	Discount	Amount
09-EN-22146	Travel expenses P. Kalifeh/Military State child care Pilot 3	\$0.00	\$191.00
09-EN-22147	Travel expenses Forum BOD mtgs 3/22-3/23/18	\$0.00	\$110.12
Electronic Payment Notification			
Total :		\$0.00	\$301.12

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22146

Shipping Information**Vendor 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
03/30/2018	04/14/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh/Military State child care Pilot 3/28-3/30/18
Travel expenses P. Kalifeh/Military State child care Pilot 3/28-3/30/18					

Qty	Unit Type	Qty Rec'd	Received Date	Account 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/Military State child care Pilot 3/28- 3/30/18	191.00	0.000	191.00

Approved

Approval Information

Shelley Shafer Accounting 04/05/2018 8:30 AM
 Kate Nunez Contracts Mgr 04/04/2018 2:37 PM
 Shelley Shafer Requester 04/04/2018 12:28 PM

TOTAL \$191.00

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. 21832

Thursday, April 5, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	1008	For fiscal Use	
				Vendor Name	Phyllis Kalifeh		
Purchase Description	Phyllis Kalifeh			Street Address			
Purchase/Service Date	3/28/18	To	3/30/18	City	State	Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	Fax		
Supervisor Approval				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Forum 120016	Per Diem, Meals, Misc. Expense Reimbursement	\$ 146.00
	Mileage Reimbursement (\$.445)	\$ -
	Parking/Toll (unless paid on Agency credit card)	\$ 45.00
=A17	Gas	\$ -
Total		\$ 191.00

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

Approvals	
Fiscal Dept.	KR Nulsen-Nuney 4/4/18
CEO(+ \$1,000)	

Children's Forum										EMPLOYEE		Phyllis Kalifeh		Benefitting Program:		Forum																			
Reimbursement of Travel Expenses										DEPARTURE		Return Date:		Distribution or Fund:		Purpose:																			
Name of City From Point of Origin to Destination										Atlanta, GA		12/5/2017		Military Child Care System		Work with Georgia on implementing a pilot project using best practices from the Military Child Care System.																			
DATE										Per Diem (\$50/day)		Time of Departure:		Time of Return:		Hotel		Airfare		Auto Rental		Agency Charged Gas		Traveler Paid Gas		Parking		Map Mileage Claimed		Vicinity Mileage Claimed		Other Expenses			
										Breakfast (\$6)		Lunch (\$11)		Dinner (\$19)		AM or PM		AM or PM																	
03/28/18										11.00		19.00		11:30 AM		14:00																			
03/29/18										6.00		11.00		19.00																					
03/30/18										80.00																									
												</																							

TOTAL PARKING: \$45⁰⁰



THE GEORGIAN TERRACE ATLANTA GA
\$15.00
Mar 30, 2018
Transportation - Parking Charges

Address

THE GEORGIAN TERRACE HOTEL
659 PEACHTREE ST NE
ATLANTA
GA
30308-1928
UNITED STATES

Transaction Reference Number
320180900739747574



Pay this amount to stay in control of
your balance. The payment will be
applied toward your balance and not
to this specific transaction.

Make a Payment

RECEIPT
MUST BE FACE UP ON DASH

Thank You for Parking
Elite Parking Corporation
Feedback: 404-672-8868

License Plate Number

IRSZ48

Expiration Date/Time

05:49 PM
MAR 30, 2018

Purchase Date/Time: 08:49am Mar 30, 2018

Total Due: \$15.00

Rate: Up to 9 Hours

Total Paid: \$15.00

Payment Type: Card

Ticket #: 00000945

S/N #: 520116452402

Setting: Lot 302

Mach Name: Lot 302A

#****-1009, American Express

Auth #: 534339

NO IN and OUT
On Same Receipt

TICKET NON TRANSFERABLE
PATROLLERS WILL TOW, BOOT

RECEIPT
MUST BE FACE UP ON DASH

Thank You for Parking
Elite Parking Corporation
Feedback: 404-672-8868

License Plate Number

IRSZ4B

Expiration Date/Time

10:05 PM
MAR 29, 2018

Purchase Date/Time: 01:05pm Mar 29, 2018

Total Due: \$15.00

Rate: Up to 9 Hours

Total Paid: \$15.00

Payment Type: Card

Ticket #: 00000876

S/N #: 520116452402

Setting: Lot 302

Mach Name: Lot 302A

#****-1009, American Express

NO IN and OUT
On Same Receipt

TICKET NON TRANSFERABLE
PATROLLERS WILL TOW, BOOT

Military-State Child Care Pilot...*Beyond the Gates*

AGENDA

March 29-30, 2018



Attendees: Pam Stevens, Lari Lyn Beyer, Christi Moore, and Catherine Broussard (GA)
Kathy Thornburg (AEM); M.-A. Lucas (Army Child Care Rtd) and
Phyllis Kalifeh (National Workforce Registry Alliance)

March 29th (1:30-5:00) and March 30th (9:00-3:00)

In April 1997, Military Child Development Programs were recognized as a benchmark for the Nation's child care programs. This acknowledgment, through a White House Executive Memorandum, specifically cited the military child care training and wage initiatives. This Child Care Workforce Initiative links competency-based staff training requirements to wages and compensation and is a cornerstone of this achievement.

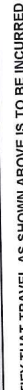
- A. Introductions and Background
- B. *Georgia on my Mind* (GA Materials Discussion)
- C. Military Child Care Workforce Support
- D. Job Descriptions, Hiring Tools and More
 - Center Directors
 - Trainers/Coaches
 - Direct Care Staff
- E. *Program Operations ...Risk Management*
- F. *Military Child Care Myths and Realities*
- G. *DoD Virtual Lab School Access* (Demonstration and Discussion)
- H. UGA Extension Services Community Outreach
 - *imAlone... Preparing Youth to Stay "Home Alone Afterschool*
 - *Adult Babysitter Training...An Option for Kith& Kin/Non – Licensed Providers*
- I. Next Steps

2

[illegible]

EXPLANATION OF BENEFITS ACCRUITING TO THE CHILDREN'S FORUM

Forum board meeting and speaking at FLAEYC conference

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM		DATE 3-1-18	FISCAL APPROVAL	DATE
EMPLOYEE SIGNATURE 		APPROVED BY SUPERVISOR		

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22147

Vendor Information

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description				
03/23/2018	04/14/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses Forum BOD mtgs 3/22-3/23/18				
Travel expenses Forum BOD mtgs 3/22-3/23/18									
Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Travel expenses Forum BOD mtgs 3/22-3/23/18	110.12	0.000	110.12

Approval Information

Shelley Shafer Accounting 04/05/2018 8:31 AM
Kate Nunez Contracts Mgr 04/04/2018 2:22 PM
Shelley Shafer Requester 04/04/2018 12:30 PM

TOTAL \$110.12

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. 21833

Thursday, April 5, 2018 Page 1 of 1

Purchase Order

Purchase Information		
Distribution Code	Item Description	Amount
Forum /2006	Per Diem, Meals, Misc. Expense Reimbursement	\$ 99.79.00
	Mileage Reimbursement (\$.445)	\$ 11.12
	Parking/Toll (unless paid on Agency credit card)	\$ -
	Gas	\$ -
		Total \$ 110.12 90.12

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

Approvals

Fiscal Dept. RR Nielsen-Nunez 4/4/18

CEO(+\$1,000) _____

[illegible]



MEETING AGENDA

Board of Directors Meeting
9:00 a.m. – 1:00 p.m.
March 23, 2018
Trenam & Kemker
101 E. Kennedy Blvd, Tampa, FL

Board of Directors Meeting

Topic: **Children's Forum Board Meeting**
Time: Mar 23, 2018 9:00 AM to 1:00 PM Eastern

Join from PC, Mac, Linux, iOS or Android:
<https://zoom.us/j/184787119>

Or Telephone: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 408 740 3766 or +1 546 876 9923

Welcome

Bob Buesing, Chair

Reading and Approval of Minutes

Larry Pintacuda
Secretary

Mission Minute

Board Members

Chair's Report

Nominating Committee

Bob Buesing

Larry Pintacuda

Finance Committee

Allison Davis, CPA & Kerri Cloud, CPA

- Financial Statements*
- CEO Travel & Expense Approval*

President's Report

Phyllis Kalifeh, EdD
President & CEO

- Summary
- Legislative Report
- Strategic Plan Progress

New Business

Closed Executive Session

Bob Buesing

Adjournment

* Items marked with an asterisk require board action

*nonprofit
Leadership
United
Tampa, FL*

⑦

[illegible]

PERCEIVED BENEFITS ACCORDING TO THE CHILDREN'S FORUM

Forum board meeting and speaking at FLAAYC conference

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM		DATE	FISCAL APPROVAL	DATE
EMPLOYEE SIGNATURE 		APPROVED BY SUPERVISOR	3-1-18	

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22326

Vendor Information**Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/01/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental P. Kalifeh/Military State Child Care Pilot 3/28-3/30/18

Auto rental P. Kalifeh/Military State Child Care Pilot 3/28-3/30/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Auto rental P. Kalifeh/Military State Child Care Pilot 3/28 -3/30/18	88.50	0.000	88.50

Approval Information

Shelley Shafer	Accounting	05/10/2018 1:35 PM
Kate Nunez	Contracts Mgr	05/09/2018 2:55 PM
Shelley Shafer	Requester	05/08/2018 9:51 AM

TOTAL**\$88.50**

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. 22014

Thursday, May 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	4300		For fiscal Use
				Vendor Name	TSB Visa <i>Kalifeh</i>		
Purchase Description				Enterprise			
				Street Address			
Purchase/Service Date	3/28/18	To	3/30/18	City		State	IL Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
Supervisor Approval				Reservation#			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Forum <i>12006</i>	Auto Rental	\$ 88.50
	(exact bill / receipt has not been received)	
	<i>Military State Child Care Pilot</i>	
Total		\$ 88.50

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

Approvals	
Fiscal Dept.	<i>KR Nulsen-Nuney</i> <i>5/9/18</i>
CEO(+ \$1,000)	

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Saturday, March 31, 2018 7:09 AM
To: Phyllis Kalifeh
Subject: ENTERPRISE Rental Agreement 1SWV32



RA #: 1SWV32

Renter: KALIFEH,PHYLLIS

Dates & Times	Location
Pickup Mar 28, 2018 9:36 AM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Mar 30, 2018 6:00 PM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle

Make/Model: HYUN/SANF

Color: WHITE

Mileage: 641

Fuel Out: Empty

Fuel In: 1/8

License: IRSZ48

Unit #: 7Q4T32

Charges	Price/Unit	Total
TIME & DISTANCE 03/28 - 03/30	3 @ \$28.82/DAY	\$86.46
CDW INCLUDED	3 @ \$0.00/DAY	\$0.00
RAP	3 @ \$0.00/DAY	\$0.00
TIRE AND BATTERY FEE	3 @ \$0.02/DAY	\$0.06
VLF RECOVERY FEE	3 @ \$0.66/DAY	\$1.98
Total Charges:		\$88.50
Charge To:		VISA xxxx4368

2018-03-31 07:09:24

2

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22327****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/01/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Gas charges P. Kalifeh/Military State Child Care Pilot 3/28-3/30/18

Gas charges P. Kalifeh/Military State Child Care Pilot 3/28-3/30/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Gas charges P. Kalifeh/Military State Child Care Pilot 3/28 -3/30/18	62.85	0.000	62.85

Approval Information

Shelley Shafer	Accounting	05/10/2018 1:36 PM
Kate Nunez	Contracts Mgr	05/09/2018 2:55 PM
Shelley Shafer	Requester	05/08/2018 9:53 AM

TOTAL \$62.85

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. 22015

Thursday, May 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID		<i>For fiscal Use</i>	
				Vendor Name		TSB-Admin <i>Kalifeh</i>	
Purchase Description Gasoline				Street Address			
Purchase/Service Date 3/28/18 To 3/30/18				City		State	Zip
Requestor's Name/Dept Phyllis Kalifeh				Phone		Fax	
Supervisor Approval				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Forum <i>2004</i>	Hotel	\$ -
	(stayed with son, Jason)	
	Gasoline	\$ 38.98
	<i>Military State Child Care Pilot</i>	\$ 23.87
Total		\$ 62.85

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

Approvals
Fiscal Dept. <i>KR/Valsen-Nunez 5/9/18</i>
CEO(+ \$1,000) _____

QUIKTRIP #00752
4340 BELLS FERRY RD.
KENNESAW, GA

Invoice # 00000000
Date 03/29/18
Time 05:40PM
Auth # 039739

Acct #
*****4368

Pump	Gallons	Price
12	10.074	\$2.369

Product	Amount
UNLEADED	\$23.87

Total Sale \$23.87

Thank You for
Shopping QuikTrip!
Please Come Back
Again!!

MCKENZIE MKTS CAPITAL
00000164327
2315 CAPITAL CIRCL
TALLAHASSEE, FL
03/28/2018 791860353
09:28:32 AM

4368
VISA

INVOICE 092418
AUTH 00-010822
REF250090328180924

PUMP# 3	
REGULAR	15.352G
PRICE/GAL	\$2.539

FUEL TOTAL \$ 38.98

CREDIT \$ 38.98

COMPLETION
SWIPE Exp.Date: **/**
Batch: 25 Seq Num: 9
ZIP CODE APPROVED
Earn up to \$.25 on
Marathon purchases
with Marathon Visa

Charged to
TSB
VISA

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22194

Vendor Information**Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/18/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Adobe Pro for P. Kalifehs computer

Adobe Pro for P. Kalifehs computer

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	Adobe Pro for P. Kalifehs computer	179.88	0.000	179.88

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0041	\$0.74
004 01 01 01 100 NA 400	0.0111	\$2.00
207 01 01 01 203 NA 600	0.0325	\$5.85
317 01 01 01 600 NA 600	0.0792	\$14.25
467 01 01 01 404 NA 104	0.0203	\$3.65
468 01 01 01 404 NA 104	0.046	\$8.27
514 01 01 01 501 NA 102	0.0218	\$3.92
521 01 01 01 501 NA 500	0.0498	\$8.96
624 01 01 01 301 NA 600	0.0475	\$8.54
642 01 01 01 301 NA 600	0.1639	\$29.48
665 01 01 01 301 NA 600	0.0373	\$6.71
664 01 01 01 301 NA 600	0.0744	\$13.38
819 01 01 01 801 NA 800	0.3881	\$69.81
124 01 01 01 100 NA 400	0.0136	\$2.45
125 01 01 01 501 NA 500	0.0104	\$1.87

Approval Information

Shelley Shafer Accounting 04/10/2018 11:13 AM
Kerri Cloud Dir of Finance 04/10/2018 9:54 AM
Shelley Shafer Requester 04/09/2018 2:03 PM

TOTAL \$179.88

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. 21880

Tuesday, April 10, 2018 Page 1 of 1

Purchase Order

Purchase Information		
Distribution Code	Item Description	Amount
Admin	Adobe Pro	179.88
Total		\$ 179.88

Expense Coding Info	
GL Code	57300
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

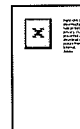
Approvals

Fiscal Dept. Rcloud 4/10/18

CEO(+ \$1,000) _____

Phyllis Kalifeh

From: Adobe Systems Incorporated <storemanager@adobe.com>
Sent: Monday, March 19, 2018 1:10 PM
To: Phyllis Kalifeh
Subject: Thanks for your purchase



Thanks for your purchase, Phyllis.

Click below to get started using your new purchases.

Get started

Your order details

Order number: **ADB023779595**

Ordered: **March 19, 2018**



Acrobat Pro DC subscription (one-year, prepaid)
(Annual Plan, prepaid)

US\$179.88 / yr

Subtotal: US\$179.88 / yr

Tax/VAT 0%: US\$0.00 / yr

Total: US\$179.88 / yr

[Manage Your Account](#) | [Customer Support](#) | [Forums](#) | [Terms of Use](#)

Service begins as soon as your payment is processed. You'll be charged the annual rate stated at the time of purchase as one lump sum, plus applicable taxes. Your contract will renew automatically, on your annual renewal date, until you cancel. Renewal rates are subject to change, but you will be notified of any change in your rate with the option to cancel in accordance with these terms. If you cancel within 14 days of your initial order, you'll be fully refunded. Should you cancel after 14 days, your payment is non-refundable and your

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22195

Vendor Information**Tallahassee State Bank**

PO Box 23061
 Columbus, GA 31902
 Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/01/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P. Kalifeh TEACH Conference

Airfare P. Kalifeh TEACH Conference

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200	N/A	Airfare P. Kalifeh TEACH Conference	446.90	0.000	446.90

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$321.77
819 02 01 02 602 NA 800	0.28	\$125.13

Approval Information

Shelley Shafer Accounting 04/10/2018 11:13 AM
 Kerri Cloud Dir of Finance 04/10/2018 9:55 AM
 Shelley Shafer Requester 04/09/2018 2:06 PM

TOTAL \$446.90

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. 21881

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)	31118			Vendor ID			For fiscal Use
Purchase Description	Airline Ticket			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	2/26/18	To	2/26/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

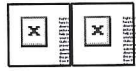
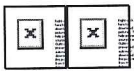
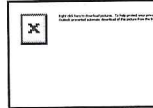
Purchase Information		
Distribution Code		Amount
TEACH 12819	TEACH Annual Symposium	\$446.90
	4/23-4/27/18	
Total		\$ 446.90

Expense Coding Info	
GL Code	18200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	K. Cloud 4/10/18
CEO(+\$1,000)	

Tamelia Nelloms

From: americanairlines@aa.com
Sent: Thursday, April 5, 2018 3:37 PM
To: Tamela Nelloms
Subject: Phyllis Kalifeh 04/23/2018 trip details [heur]


AA Record Locator: ZFGRVP
Status: Ticketed - Feb 26, 2018
Your Itinerary

Carrier	Flight Number	Departing		Arriving		Booking Code	Meals
		City	Date & Time	City	Time		
AMERICAN AIRLINES OPERATED BY PSA AIRLINES AS AMERICAN EAGLE	5284	TLH Tallahassee	Apr 23, 2018 07:04 AM	CLT Charlotte	Apr 23, 2018 08:36 AM	S	N/A
AMERICAN AIRLINES	2659	CLT Charlotte	Apr 23, 2018 11:20 AM	RDU Raleigh/Durham	Apr 23, 2018 12:11 PM	S	N/A
AMERICAN AIRLINES	1521	RDU Raleigh/Durham	Apr 27, 2018 06:31 PM	MIA Miami	Apr 27, 2018 08:47 PM	S	Food for purchase
AMERICAN AIRLINES OPERATED BY ENVOY AIR AS AMERICAN EAGLE	3685	MIA Miami	Apr 27, 2018 09:50 PM	TLH Tallahassee	Apr 27, 2018 11:27 PM	S	N/A

Traveler Information

Passenger	Class	Seat Assignment
PHYLLIS KALIFEH	Economy	12C
PHYLLIS KALIFEH	Economy	12D
PHYLLIS KALIFEH	Economy	12D
PHYLLIS KALIFEH	Economy	8A

Traveling passengers may check in and obtain boarding passes for U.S. domestic electronic tickets within 24 hours of the flight time online at AA.com by using www.aa.com/checkin or at a Self-Service Check-In machine at the airport. Check-in options may be found at www.aa.com/options. For information regarding American Airlines checked baggage policies, please visit www.aa.com/baggageinfo.

Travelers must present a government-issue photo ID with either a boarding pass or a priority verification card at the security screening checkpoint

Please remember flight details are subject to change. In order to check a flight's status, gate, or departure and

9:50 PM



11:27 PM

MIA

TLH

 **3685** American Airlines

Operated by Envoy Air as American Eagle

Travel time: 1h 37m

Aircraft: ER4

Class: Economy

Seats: 8A

[Get alerts for this flight](#)

Total: \$ 446.90

Includes all taxes and carrier-imposed fees

*****ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

EMPLOYEE SIGNATURE	APPROVED BY SUPERVISOR
--------------------	------------------------

FISCAL APPROVAL

DATE _____

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22196****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description				
03/25/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel deposit P. Kalifeh/ NAEYC conference				
Hotel deposit P. Kalifeh/ NAEYC conference									
Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200 004 01 01 01 100 NA 100	N/A	Hotel deposit P. Kalifeh/ NAEYC conference	258.95	0.000	258.95

Approval Information

Shelley Shafer	Accounting	04/10/2018 11:13 AM
Kerri Cloud	Dir of Finance	04/10/2018 9:55 AM
Shelley Shafer	Requester	04/09/2018 2:16 PM
Shelley Shafer	Requester	04/09/2018 2:07 PM

TOTAL \$258.95

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. 21882

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			For fiscal Use
Purchase Description	Reservation			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	3/25/18	To	3/25/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Description	Amount
2018	2018 NAEYC Professional Learning Inst.	\$258.95
	Hotel Reservation Deposit	
Total		\$ 258.95

Expense Coding Info	
GL Code	18200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	K. Caloud 4/10/18
CEO(+ \$1,000)	



Hyatt Place Austin Downtown
 211 East 3rd Street
 Austin, TX 78701
 Tel: 512-476-4440
 Fax: 512-476-4404
 austindowntown.place.hyatt.com

INVOICE

Ms Phyllis Kalifeh
 2807 Remington Green Cir
 Tallahassee FL 323083752
 United States

Room No.
 Arrival 06-08-18
 Departure 06-13-18
 Folio Window 1
 Folio No.

Confirmation No. 6583541001
 Group Name NAEYC -Ntl Assn Education Young Chidren

Date	Description	Charges	Credits
06-08-18	Deposit Transferred at C/I		258.95
06-08-18	Group Room	224.00	
06-08-18	State Tax	13.44	
06-08-18	City/Local Tax	20.16	
06-08-18	State-Cost Recovery Fee	1.35	
06-09-18	Group Room	224.00	
06-09-18	State Tax	13.44	
06-09-18	City/Local Tax	20.16	
06-09-18	State-Cost Recovery Fee	1.35	
06-10-18	Group Room	224.00	
06-10-18	State Tax	13.44	
06-10-18	City/Local Tax	20.16	
06-10-18	State-Cost Recovery Fee	1.35	
06-11-18	Group Room	224.00	
06-11-18	State Tax	13.44	
06-11-18	City/Local Tax	20.16	
06-11-18	State-Cost Recovery Fee	1.35	
06-12-18	Group Room	224.00	
06-12-18	State Tax	13.44	
06-12-18	City/Local Tax	20.16	
06-12-18	State-Cost Recovery Fee	1.35	

Total	1,294.75	258.95
--------------	----------	--------

Guest Signature

Balance	1,035.80
----------------	----------

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership: XXXXXX309U
 Bonus Codes:
 Qualifying Nights: 5
 Eligible Spend: 1,120.00
 Redemption Eligible: 0.00

Thank you for choosing Hyatt Place Austin Downtown. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

Please remit payment to:
 Hyatt Place Austin Downtown
 Acct: 2404-501170
 62960 Collection Drive
 Chicago, IL 60693-0960

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

EMPLOYEE SIGNATURE _____ APPROVED BY SUPERVISOR _____
--

DATE _____

FISCAL APPROVAL

DATE _____

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22197****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/17/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration P. Kalideh/NAEYC conference

Registration P. Kalideh/NAEYC conference

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200	N/A	Registration P. Kalideh/NAEYC conference	395.00	0.000	395.00

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$284.40
819 02 01 02 602 NA 800	0.28	\$110.60

Approval Information

Shelley Shafer Accounting 04/10/2018 11:14 AM
Kerri Cloud Dir of Finance 04/10/2018 9:55 AM
Shelley Shafer Requester 04/09/2018 2:16 PM

TOTAL \$395.00

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. 21883

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			For fiscal Use
Purchase Description	Registration			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	3/17/18	To	3/17/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Description	Amount
2819 2819	NAEYC Professional Learning Inst. Registration	\$395.00
Total		\$ 395.00

Expense Coding Info	
GL Code	18200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	RCloud 4/17/18
CEO(+ \$1,000)	

REGISTRATION INFORMATION

Badge Type: Member
Registration ID Number: 209556
First Name: PHYLLIS
Last Name: KALIFEH
Job Title: PRESIDENT & CEO
Organization:
Address: 2807 REMINGTON GREEN CIR
Address 2:
City: TALLAHASSEE
State: FL
Postal Code: 32308-3752
Email: pkalifeh@thechildrensforum.com
Telephone: (850) 6817002
Fax:

REGISTRATION SUMMARY INFORMATION

QTY	DESCRIPTION	PRICE	TOTAL
1	MEMBER [PHYLLIS KALIFEH]	\$395.00	\$395.00
	Total Amount:		\$395.00
	Total Paid:		\$395.00
	Balance Due:		\$0.00

If you have any questions regarding your Institute registration, contact CompuSystems, Inc., Monday through Friday 9:00 a.m. – 5:00 p.m. Central Time, at 855-326-4468 or 224-563-3111.

REGISTRATION ONLINE ACCESS

[CLICK HERE](#) to access your registration to make any changes. You may also send your corrections to CompuSystems, Inc. via fax to 708-344-4444.

Or, you can copy the following link and paste it in your web browser to access your registration:
https://www.compusystems.com/servlet/ar?evt_uid=972&login=PK6817002&pwd=209556

CANCELLATION POLICY

Registration fees are nonrefundable after Friday, May 11; only substitutions will be permitted after Friday, May 11. Cancellations received by May 11 will incur a \$75.00 processing charge. Telephone cancellation is not accepted; certified mail is recommended. Refunds will be issued in the same manner in which payment was received. When submitting a refund request, please include the name and registration ID of each registrant, the name of the organization or person receiving the refund, and the mailing address of where to send the refund. Cancellation requests may be mailed to NAEYC Institute Refunds, c/o CompuSystems, Inc., 2651 Warrenville Rd., Suite 400, Downers Grove, IL 60515.

SCHEDULE OF EVENTS

Please visit the Schedule at a Glance at www.naeyc.org/institute.

HOTEL RESERVATIONS

NAEYC has blocked guest rooms at the JW Marriott Austin, Hyatt Place Austin Downtown, Courtyard by Marriott Austin

Tameia Nelloms

From: Phyllis Kalifeh <pkkalifeh@me.com>
Sent: Thursday, April 5, 2018 5:11 PM
To: Tameia Nelloms
Subject: Fwd: Your 2018 NAEYC Professional Learning Institute Registration

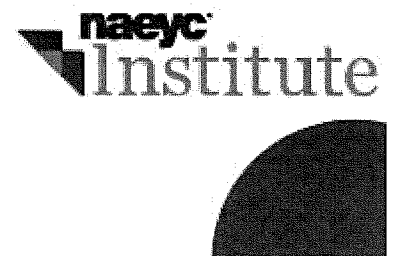
Here's the registration for the NAEYC PLI Receipt.

Sent from my iPhone

Begin forwarded message:

From: NAEYC <NAEYC@Compusystems.com>
Date: April 5, 2018 at 2:09:55 PM PDT
To: pkalifeh@thechildrensforum.com
Cc: pkkalifeh@me.com
Subject: Your 2018 NAEYC Professional Learning Institute Registration
Reply-To: NAEYC@Compusystems.com

2018 NAEYC
Professional Learning Institute
June 10-13 | Austin, Texas



Preregistration Receipt and Confirmation



Apr. 05, 2018

Registration Confirmation: 209556

PHYLLIS KALIFEH
PRESIDENT & CEO
2807 REMINGTON GREEN CIR
TALLAHASSEE, FL 32308-3752

Dear PHYLLIS KALIFEH:

Thank you for registering for the 2018 NAEYC Professional Learning Institute.

Please take a moment to review your registration information below.

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18325
4/13/2018

Invoice	Description	Discount	Amount
09-EN-22244	Travel expenses P. Kalifeh/HMG National Forum 4/3-4/6...	\$0.00	\$159.57

Electronic Payment Notification

Total :

\$0.00

\$159.57

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18325
4/13/2018

Invoice	Description	Discount	Amount
09-EN-22244	Travel expenses P. Kalifeh/HMG National Forum 4/3-4/6...	\$0.00	\$159.57

Electronic Payment Notification

Total :

\$0.00

\$159.57

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22244

Vendor Information

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description				
04/06/2018	04/21/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh/HMG National Forum 4/3-4/6/18				
Travel expenses P. Kalifeh/HMG National Forum 4/3-4/6/18									
Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Travel expenses P. Kalifeh/HMG National Forum 4/3- 4/6/18	159.57	0.000	159.57

Approval Information

Shelley Shafer Accounting 04/12/2018 12:02 PM
Kate Nunez Contracts Mgr 04/11/2018 3:17 PM
Shelley Shafer Requester 04/11/2018 2:55 PM

TOTAL \$159.57

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 # xxxxxxxxxxxxx



Control No. 21930

Thursday, April 12, 2018 Page 1 of 1

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	1008	For fiscal Use	
				Vendor Name	Phyllis Kalifeh		
Purchase Description	Help Me Grow National			Street Address			
Purchase/Service Date	4/3/18	To	4/6/18	City		State	Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
Supervisor Approval				Invoice #			
				Terms (Due)			

[illegible]

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

Approvals

Fiscal Dept. KR Nulsen-Nunez 4/11/18

CEO(+ \$1,000) _____



FRIDAY - APRIL 6, 2018

4.6

**Help Me Grow Implementation: A Community Approach to
Implementation of Developmental Screening and the Impact on
Early Intervention**

Diane Liebe (WA)

Victor Cardenas (WA), Emily Reed (WA)

Location: Adams - 2nd Floor

4.7

**Opportunities for HealthySteps and Help Me Grow Alignment:
Catalysts for Early Detection, Referral and Linkage**

Johanna Lister,
Senior Policy Specialist, Policy and Finance
HealthySteps National Office
Location: Stuart - 2nd Floor

Turn to page 33 for session descriptions

Closing Remarks

4:00 PM - 4:30 PM

Paul Dworkin

Founding Director, Help Me Grow National
Executive Vice President, Community Child Health
Connecticut Children's Medical Center

Location: Cascade Foyer Ballroom - 2nd Floor



FRIDAY - APRIL 6, 2018

3.1

**Help Me Grow Implementation: HMG 101: Child Health Care
Provider Outreach**

Abby Alter (CT), Katie Naman-Prince (AL), Gail Piggott (AL)
Erin Cornell (National Center)
Location: Puget Sound - 1st Floor

3.2

**Help Me Grow Implementation: Cutting Through the Noise:
Effectively Marketing HMG**

Liliana Gonzalez (CA)
Location: Blakely - 3rd Floor

3.3

**Continuous System Improvement: Evaluation Innovation with
HMG National Evaluation Advisory Group**

Lynn Pullano (NY)
Von Jessee (National Center), Mary Nelle Trefz (IA), Cailin OConnor (Center for the
Study of Social Policy), Lisa Soenen (SC), Theresa Zighera (CA)
Location: Elliott Bay - 1st Floor

3.4

**Continuous System Improvement: Picture It: Learning to Map
Your Early Childhood Network**

Danielle Varda (University of Colorado, Denver)
Sarah Zucker (National Center)
Location: Olympic - 2nd Floor

3.5

**Continuous System Improvement: Using data to drive your
physician outreach strategy: an original South Carolina research
study**

Desmond Kelly (SC)
Jacqueline Forrester (SC), Sarah Griffin (SC), Julia Moss (SC), Megan Schmalz (SC),
Kerry Sease (SC), Christopher Wilson (SC)
Location: St. Helens - 2nd Floor



Breakout Sessions



9th Annual **Help Me Grow**
National Forum

Seattle, WA

FRIDAY - APRIL 6, 2018

Poster, Networking & Exhibitor Session & Breakfast (Cont'd)

Help Me Grow Alabama: Statewide Collaboration and Systems Development

Katie Naman-Prince

HMG Alabama

Help Me Grow Alameda & Contra Costa, California: Bridging the Gap in Services for Children with Mild-to-Moderate Delays

Liliana Gonzalez

Jane Bernzweig, Kim Carpenter, Wanda Davis, Liliana Gonzalez, Chris Hwang, Lyn Paleo, Deborah Turner

HMG Alameda & Contra Costa Counties, CA

Help Me Grow California Expansion

Heather Little

HMG California

Help Me Grow Delaware: Embracing the Early Childhood Comprehensive Systems Impact Grant

Paulina Gyan

HMG Delaware

Help Me Grow Indiana

Shannon Garrity

Carrie Higgins, Kristi Linson

HMG Indiana

Help Me Grow Michigan: Services and supports within reach
Veronica Pechumer

Amber Anderson, Flavia Maccio, Tami Mannes, Kathy Peppin, Kaela Wright

HMG Michigan

Help Me Grow Missouri

Christina Torbet

Catherine Miller

HMG Missouri

Help Me Grow Oregon

Catherine Drinan

Sherri Alderman, Peg King, Jody Wright

HMG Oregon

Help Me Grow South Carolina and the Foster Care Pathway

Jane Witowski

Charline Sánchez

HMG South Carolina



THURSDAY - APRIL 5, 2018

1.8

Innovation Consultation

Erin Cornell (National Center), Jacquelyn Rose (National Center)

CA: Ronnie S. Thomas, with Cheri Davis, Maribel Munoz

MO: Christina Torbet, Catherine Miller

UT: Barbara Leavitt, Janae Moss

Location: Mercer/Denny - Lower Level

Turn to page 21 for session descriptions

Lunch

12:45 PM - 1:45 PM

Location: Cascade Foyer/Ballroom - 2nd Floor

Affiliate Networking Opportunity: The Web of Connections & Strategies for Outreach and Engagement - Design led by Deepa Srinivasaradan, HMG-NJ

1:45 PM - 2:30 PM

Participants will engage in a facilitated networking activity that will demonstrate how "The Web of Connections" tool can be used in conjunction with other tools such as "Engaging Everybody" and other strategies to ensure relevant family, community, and health care provider participation in all stages of HMG implementation at the federal, state, and local levels.

Location: Pike/Mercer/Denny - Lower Level

Breakout Sessions: II

2:45 PM - 3:45 PM

Includes Breakout Sessions 2.1 - 2.8



Breakout Sessions

2.1

Help Me Grow Implementation: HMG 101 - Centralized Access Point

Elizabeth Gilman (VT), MaryEllen Mendl (VT), Tamara Price (FL), Alexandra Goldberg (FL)

Sarah Zucker (National Center)

Location: Grand Crescent - 4th Floor



9th Annual Help Me Grow
National Forum

Seattle, WA

WEDNESDAY - APRIL 4, 2018

Welcome and Washington State Plenary

3:00 PM – 4:00 PM

Patty Hayes,

Director of Public Health – Seattle & King County

Sheila Capestany,

Strategic Advisor for Children and Youth for King County

Location: Westin Seattle - Cascade Ballroom - 2nd Floor

Opening Reception hosted by WithinReach and sponsored by Vroom, an initiative of the Bezos Family Foundation

5:30 PM – 7:30 PM

The reception will be held in the Main Ticketing Lobby off of 5th Avenue. MoPOP is a 17 minute walk from the Westin; 5 minute Uber or Lyft or quick ride on the historic Seattle Center Monorail, built in 1962 for the Seattle World's Fair!

The Reception will include appetizers and beverages, and access to the Science Fiction and Fantasy Hall of Fame Exhibit.

Location: Museum of Pop Culture (MoPOP) 325 5th Avenue N, Seattle, WA 98109

Dinner on Your Own & Explore Seattle (Off-Site)

7:30 PM



9th Annual Help Me Grow
National Forum

Seattle, WA

WEDNESDAY - APRIL 4, 2018

✓ **WASHINGTON HOST SESSIONS: Baby Steps, Parent Engagement, and Connection to Services**

9:00 AM – 11:45 AM

Join Baby Step's PI Julie Kientz who will share their recent research study results and discuss how Baby Steps-a digital baby book using texting, mobile phones, and social media-can broaden your support for parents, normalize developmental surveillance, and create another connection to early intervention services.

Location: Westin Seattle - Puget Sound - 1st floor

Help Me Grow Spread, Scale, and Sustainability Session – HOSTED BY THE NATIONAL CENTER

9:00 AM - 11:00 AM

Join Help Me Grow National and representatives from affiliate systems across the network to discuss a pivotal structural requirement of the HMG model: Spread and Scale. Participants will have the opportunity to engage in powerful conversations with an experienced peer network of Help Me Grow colleagues all tackling critical strategic questions around this important topic.

Location: Westin Seattle - Pike/Mercer/Denny - Lower Level

LUNCH

Welcome by HMG National Center and Forum Planning Committee

12:00 PM – 1:30 PM

Location: Westin Seattle - Cascade Foyer & Ballroom - 2nd Floor

Affiliate Networking Opportunity: Funding and Sustainability Strategies for Help Me Grow - Design led by Lynn Pullano, HMG-WNY

1:45 PM – 2:45 PM

Participants will engage in a facilitated networking session to identify the attributes and outcomes that make HMG attractive to potential funders and sustainability stakeholders at the federal, state and local levels. Strategies for promoting the benefits and outcomes associated with the HMG model will be developed and shared collaboratively.

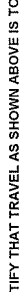
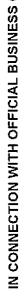
Location: Westin Seattle - Pike/Mercer/Denny - Lower Level

[illegible]

*****ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORM		FISCAL APPROVAL	DATE
 EMPLOYEE SIGNATURE		 APPROVED BY SUPERVISOR	DATE 3-1-18

[illegible]

Children's Forum		EMPLOYEE	Phyllis Kalifeh	Benefiting Program:		Help Me Grow										
Reimbursement of Travel Expenses		DESTINATION	Seattle, WA	Distribution or Fund:		100%										
		Departure Date:	4.3.2018	Purpose and benefit of travel:		Attending the National Help Me Grow Symposium and meet with other states re: best and promising practices.										
		Return Date:	4.6.2018													
DATE	Name of City From Point of Origin to Destination	Purpose or Reason	Per Diem (\$80/day)	Meals			Hotel	Airfare	Auto Rental	Agency Charged Gas	Traveler Paid Gas	Tolls	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
				Breakfast (\$6)	Lunch (\$11)	Dinner (\$19)									Amount	Type
4.3.2018	In Travel Status	Travel to Seattle, WA from Tallahassee for the HMG National Forum		6.00	11.00	19.00	242.74	442.40						13.0	\$ 52.00	Airport Parking
4.4.2018	In Travel Status	Attending HMG National Forum				19.00	242.74								\$ 375.00	Registration
4.5.2018	In Travel Status	Attending HMG National Forum				19.00	242.74									
4.6.2018	In Travel Status	Travel from Seattle to Denver	80.00											13.0	\$ 81.31	Uber
				Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Summary Total
				\$ 80.00	\$ 6.00	\$ 11.00	\$ 57.00	\$ 728.22	\$ 442.40	\$ -	\$ -	\$ -	\$ -	\$ 11.57	\$ 508.31	\$ 1,844.50
Agency Credit Card Charge? (Yes/No) LESS ADVANCE RECEIVED LESS AMOUNT CHARGED TO AGENCY CREDIT CARD LESS AMOUNTS PREVIOUSLY REPORTED (e.g. registration fees) NET AMOUNT DUE: If the balance is due is negative, this the amount you owe to the Children's Forum.																
NOTES REGARDING TRAVEL: I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061, F.S. I have attached all original receipts pertaining to this travel reimbursement form. The amounts are accurate and correct and reflect the policies and procedures outlined in the Children's Forum Employee Handbook, policy #3.160. I understand that any discrepancies, miscalculations, or missing information on this form may delay the reimbursement process. Mission Critical Statement: "Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families"																
EMPLOYEE'S SIGNATURE:  SUPERVISOR'S SIGNATURE: SUPERVISOR'S TITLE: DATE: 4/10/2018																

GENERAL INSTRUCTIONS

Breakfast ---- when travel begins before 6 a.m. and extends beyond 8 a.m.
Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.
Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel
occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher.

Inadvertent non-reimbursable charges are to be deducted.

Per diem allowances are prorated as follows:

- 1. If an employee arrives back at the office or work site before 6:00a.m. on the last travel day, per diem of \$20 may be paid.
- 2. If an employee arrives back at the office or work site after 6:00 a.m. and before noon on the last day of travel, per diem of \$40 may be paid.
- 3. If an employee arrives back at the office or work site after noon but before 6:00 p.m. on the last day of travel, per diem of \$60 may be paid.
- 4. If an employee arrives back at the office or work site after 6:00 p.m. on the last day of travel, per diem of \$80 may be paid.

Vicinity Mileages:

Children's Forum to DOE Turlington Building - 6.75 miles
Children's Forum to Airport - 14.25 miles
Children's Forum to Avis Rental - 7 miles
DOE Turlington Building to Airport - 7 miles
DOE Turlington Building to Avis - 1 mile

Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. If travel is to a conference or convention, the a copy of a agenda and a registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

State of Florida		Name	Phyllis Kalifeh	Official Headquarters	Tallahassee	Date	3.1.2018												
Authorization to Incur Travel Expenses		Department	Children's Forum	Division	Help Me Grow Florida														
Purpose of Trip: 2018 Help Me Grow National Forum																			
Destination: 1900 5 th Avenue, Seattle, Washington		Departure Date		4/3/2018		Return Date													
Conference or convention travel: Explanation of benefits accruing to the State of Florida		Departure Time		7:00 am		Return Time													
Attending the Help Me Grow National Forum to obtain information on best practices occurring across the nation as well as representing Help Me Grow Florida.						5:30 pm													
						Total Days													
						4													
						Trip Number													
						1													
Total Estimated Per Diem and Meals: 150																			
Registration Fee: 375																			
Mileage: 12																			
Taxi/Shuttle 135																			
<table border="1"> <thead> <tr> <th>Hotel</th> <th>Confirmation</th> <th>Rate</th> <th>Nights</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Westin Hotel</td> <td></td> <td>242.74</td> <td>4</td> <td>728.22</td> </tr> </tbody> </table>								Hotel	Confirmation	Rate	Nights	Cost	Westin Hotel		242.74	4	728.22		
Hotel	Confirmation	Rate	Nights	Cost															
Westin Hotel		242.74	4	728.22															
<table border="1"> <thead> <tr> <th>Airline</th> <th>Dep. Flight</th> <th>Time</th> <th>Ret. Flight</th> <th>Time</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Delta Airlines</td> <td>3509</td> <td>7:00am</td> <td></td> <td>10:00 am</td> <td>\$442.40</td> </tr> </tbody> </table>								Airline	Dep. Flight	Time	Ret. Flight	Time	Cost	Delta Airlines	3509	7:00am		10:00 am	\$442.40
Airline	Dep. Flight	Time	Ret. Flight	Time	Cost														
Delta Airlines	3509	7:00am		10:00 am	\$442.40														
TOTAL ESTIMATED COST FOR TRIP \$1842.62																			
Comments: Hotel Price Justification: The hotel is the location of the Help Me Grow Forum and room rates are based upon conference block of rooms for conference participants. Additionally, due to lack of transportation while on the trip it is beneficial to stay at the conference hotel. Hotel includes taxes and fees that due to being out of Florida is included in room cost.																			
Others on this trip include Alex Goldberg, Liz Randall, Allyson Adolphson, and Tamara Price																			
Mission Critical Statement: "Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families"																			
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													

[illegible]

Children's Forum, Inc. Travel Authorization Request (TAR)	Employee:		Phyllis Kalifeh		Purpose/Benefit of Trip:		DATE		
					HMG National Symposium		3/1/2018		
	Dates of Travel: Seattle, WA		Departure:		Funds Charged/		Percentage:		
			4/3/2018		T.E.A.C.H. 100 %				
		Return:		4/6/2018				Others on Trip:	

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

APPROVED BY SUPERVISOR

DATE _____

FISCAL APPROVAL

DATE _____

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22199****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/08/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration P. Kalifeh/HMG National Forum

Registration P. Kalifeh/HMG National Forum

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		58000 521 02 01 02 600 NA 500	N/A	Registration P. Kalifeh/HMG National Forum	400.00	0.000	400.00

Approval Information

Shelley Shafer Accounting 04/10/2018 11:16 AM
Kate Nunez Contracts Mgr 04/10/2018 9:22 AM
Shelley Shafer Requester 04/09/2018 2:19 PM

TOTAL \$400.00

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. 21885

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			For fiscal Use
Purchase Description	Registration			Vendor Name	TSB-Kalifeh		
Purchase/Service Date	3/8/18	To	3/8/18	Street Address			
Requestor's Name/Dept	Tamela Nelloms			City		FL	
Department Approval	Phyllis Kalifeh			Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Description	Amount
HMG	Help Me Grow National Forum Registration	\$400.00
Total		\$ 400.00

Expense Coding Info	
GL Code	58000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	KR Nelsen-Nuney 4/10/18
CEO(+ \$1,000)	

GENERAL OPTIONS

Name:
Phyllis Kalifeh

Title:
President & CEO

Organization:
Children's Forum

Address:
2807 Remington Green Circle

Tallahassee, Florida 32308

USA

Number of People Registered:
1

Confirmation Number:
PYNR6837GNX (needed to modify your registration)

Event Title:
2018 Help Me Grow National Forum

Location:
The Westin Seattle

1900 5th Ave

Seattle, Washington 98101

USA

Phone:
1-206-728-1000

Date:
04/04/2018

Time:
12:00 AM

CURRENT REGISTRATION DETAILS

PHYLLIS KALIFEH

Agenda Items

Registration Item	Cost
Help Me Grow National Forum 2018-Event Registration	\$400.00

Sessions

Date and Time	Session	Cost
04/04/2018 9:00 AM	Help Me Grow Spread, Scale, and Sustainability-Hosted by the National Center	

ORDER SUMMARIES

Order

Date	Type	Invoice #	Amt Ordered	Amt Paid	Amt Due
03/08/2018 1:18 PM ET	online order	032018-0303-0303	\$400.00	\$400.00	\$0.00
Total:			\$400.00	\$400.00	\$0.00

PAYMENT DETAILS

Details

Date	Type	Reference #	Amt Paid
03/08/2018	Visa	4368	\$400.00

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22200****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/09/2018	04/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P. Kalifeh/HMG National Forum

Airfare P. Kalifeh/HMG National Forum

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Airfare P. Kalifeh/HMG National Forum	431.20	0.000	431.20

Approval Information

Shelley Shafer	Accounting	04/10/2018 11:16 AM
Kate Nunez	Contracts Mgr	04/10/2018 9:32 AM
Shelley Shafer	Requester	04/09/2018 2:20 PM

TOTAL \$431.20

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. 21886

Tuesday, April 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			For fiscal Use
Purchase Description	Airline Ticket			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	3/9/18	To	3/9/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Description	Amount
HMG	Help Me Grow National Conference	\$431.20
	<i>Travel Insurance</i>	<i>\$50</i>
Total		\$ 431.20

Expense Coding Info	
GL Code	<i>53000</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<i>KR Nulsen-Nunez</i> <i>4/10/18</i>
CEO(+ \$1,000)	

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Thursday, April 5, 2018 5:14 PM
To: Tamela Nelloms
Subject: Fwd: Congrats On Your SkyMiles Award Trip

Here's the Delta Airlines receipt for this trip. Thanks!

Sent from my iPhone

Begin forwarded message:

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Date: March 9, 2018 at 11:23:09 AM PST
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: Congrats On Your SkyMiles Award Trip
Reply-To: Delta Air Lines <support-b2qzcabbfpayqkauzssr3c20uu7jxb@e.delta.com>



SHOW US WHERE YOUR MILES ARE TAKING YOU USING #SKYMILESLIFE



MILES + CASH RECEIPT

Tue, 03APR	DEPART	ARRIVE
DELTA 3509*	TALLAHASSEE, FL	ATLANTA
Delta Comfort+® (S)	7:00am	8:12am
DELTA 39	ATLANTA	SEATTLE
Delta Comfort+® (S)	9:46am	12:15pm
Fri, 06APR	DEPART	ARRIVE
DELTA 2710	SEATTLE	DENVER, CO
Delta Comfort+® (S)	3:30pm	7:18pm
Tue, 10APR	DEPART	ARRIVE
DELTA 1816	DENVER, CO	ATLANTA
Delta Comfort+® (S)	10:35am	3:35pm
DELTA 5285*	ATLANTA	TALLAHASSEE, FL
Delta Comfort+® (S)	6:12pm	7:21pm

*Flight 3509 Operated by ENDEAVOR AIR DBA DELTA CONNECTION

*Flight 5285 Operated by ENDEAVOR AIR DBA DELTA CONNECTION

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags with non-removable lithium-ion batteries** as carry-on or checked baggage on any Delta mainline or 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 3509	07C
SkyMiles #*****847	DELTA 39	19E
	DELTA 2710	11B
	DELTA 1816	11E
	DELTA 5285	07B

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

Miles + Cash Flight Receipt

Ticket #: [0062316025336-37](#)

Place of Issue: Delta.com

Ticket Issue Date: 09MAR18

Ticket Expiration Date: 09MAR19

METHOD OF PAYMENT

VI*****4368 **\$431.20 USD**

ECREDITS APPLIED

eCredits Number	0060872988378
Passenger Name	PHYLLIS KALIFEH
Amount Applied	0.00 USD
Applied to Ticket Number	0062316025336-37

MILES

SkyMiles #*****847	
Miles Redeemed	40,500 Miles

CHARGES

Cash Portion	\$420.00 USD (22,500 Miles)
--------------	-----------------------------

Air Transportation Charges

Base Fare	\$0.00 USD
-----------	------------

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger
Civil Aviation Security Service Fee) (AY) \$11.20 USD

Total Charges \$431.20 USD

TOTAL TICKET VALUE 63,000 Miles and \$11.20 USD

VALID ON DL/SM OAL/PNLTY FOR CHGS

Changes to outbound Award Travel must be made 72 hours prior to the departure time of the currently-ticketed outbound flight. Changes to return Award Travel must be made at least 72 hours prior to the departure time of the currently-ticketed return flight. Award Tickets booked within 72 hours of departure are nonrefundable and cannot be redeposited or changed. Changes to origin, destination, routing, date and time are permitted provided there are no changes to the mileage required for the new itinerary. For paper tickets, once travel has commenced, only date and time changes are permitted unless changes are processed at a Delta ticketing office. Taxes and fees apply for any changes. You can exchange, reissue and refund eligible electronic tickets at delta.com.

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.

Cash Portion of Miles + Cash Award Tickets is nonrefundable and may be subject to additional taxes and fees.

Medallion® status listed reflects a member's status at the time of ticketing, which may differ from the actual status at the time of flight departure.

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

Fare Details: TLH DL X/ATL DL SEA0.00SSLR290/FFC22 DL DEN0.00SSU140/FFC11 DL X/ATL DL
TLH0.00SSXR200/FFC22 USD0.00END

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.

Tue 03 Apr 2018 DELTA: TLH ▶ ATL

CARRY ON	FIRST	SECOND
FREE	\$25 ^{USD}	\$35 ^{USD}

Tue 03 Apr 2018 DELTA: ATL ▶ SEA

CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

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

Fri 06 Apr 2018 DELTA: SEA ▶ DEN

CARRY ON	FIRST	SECOND
----------	-------	--------

FREE

\$25^{USD}

\$35^{USD}

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

Tue 10 Apr 2018

DELTA: DEN → ATL

CARRY ON

FIRST

SECOND

FREE

\$25^{USD}

\$35^{USD}

Tue 10 Apr 2018

DELTA: ATL → TLH

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

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

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit [delta.com Restricted Items](#) Section.

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Terms of use apply. Available on all wifi-equipped Delta aircraft.



LEARN MORE >

INDIVIDUAL CARDHOLDER ACTIVITY

03-20	03-19	24431068079898000077684	COSTCO WHSE #1026 TALLAHASSEE FL		256.86	
DASIELY CRUZ XXXX-XXXX-XXXX-1695			CREDITS \$0.00	PURCHASES \$242.07	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$242.07
Post Date	Trans Date	Reference Number	Transaction Description			Amount
03-02	03-01	24055238060083358021098	WALMART.COM 8009666546 800-966-6546 AR			144.07
03-05	03-03	24692168062100538285199	READYREFRESH BY NESTLE 800-274-5282 CA			21.07
03-05	03-02	24445008062001006765688	BJS WHOLESALE #0367 MIAMI FL			64.96
03-16	03-15	24226388075091004206336	WAL-MART #4140 MIAMI FL			11.97
PHYLLIS KALIFEH XXXX-XXXX-XXXX-4368			CREDITS \$0.00	PURCHASES \$3,350.10	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$3,350.10
Post Date	Trans Date	Reference Number	Transaction Description			Amount
02-28	02-26	24431068058978002378564	AMERICAN AIR0010618398475 FORT WORTH TX KALIFEH/PHYLLIS RVU AA Y FEE			40.40
02-28	02-26	24431068058978001239809	AMERICAN AIR0012175336686 FORT WORTH TX KALIFEH/PHYLLIS TLH AA S CLT AA S RDU AA S MIA AA S TLH			406.50
03-09	03-08	24431068068200764900024	CONNECTICUT CHILDREN'S M 860-545-9000 CT			400.00
03-12	03-09	24717058069870690659996	DELTA AIR 0062316025336 DELTA.COM CA KALIFEH/PHYLLIS TLH DL S ATL DL S SEA DL S DEN DL S ATL			11.20
03-12	03-09	24717058069870690659988	DELTA AIR 0060197422090 DELTA.COM CA KALIFEH/PHYLLIS LAX DL X LAX			420.00
03-16	03-15	24493988074026719160000	TRAVEL INSURANCE POLICY 800-729-6021 VA			8.00
03-16	03-15	24692168074100733820143	HOTWIRE-SALES FINAL 866-468-9473 CA			134.58
03-16	03-15	24692168074100733905068	HOTWIRE-SALES FINAL 866-468-9473 CA			185.35
03-16	03-15	24692168074100733814492	HOTWIRE-SALES FINAL 866-468-9473 CA			524.40
03-19	03-17	24247608077500767904485	N A E Y C CONFERENCE 202-232-8777 DC			395.00
03-21	03-20	24431068079026942015931	ADOBE SYSTEMS, INC. 408-536-6000 CA			179.88
03-26	03-23	24692168082100890127886	AMAZON.COM AMZN.COM/BILL WA			15.36
03-26	03-23	24299108083005533474466	PAN FOOD STORES 3 TALLAHASSEE FL			15.66
03-26	03-24	24073148084900019639110	SHERATON TAMPA RIVERWALK TAMPA FL 677538 ARRIVAL: 03-22-18			25.68
03-26	03-24	24073148084900019639151	SHERATON TAMPA RIVERWALK TAMPA FL 677547 ARRIVAL: 03-22-18			25.68
03-26	03-23	24692168082100127460811	TEXACO 0302689 OCALA FL			46.97
03-26	03-24	24164078084018801822650	ENTERPRISE RENT-A-CAR TALLAHASSEE FL 1R2NYX			79.55
03-26	03-22	24073148082900019727024	SHERATON TAMPA RIVERWALK TAMPA FL			176.94
03-26	03-25	24431068084722412649836	HYATT PLACE AUSTIN DWTN AUSTIN TX 129562973 ARRIVAL: 06-08-18			258.95

Continued on next page

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22325

Vendor Information**Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/06/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel, transportation and parking P. Kalfieh/HMG Conf 4/3-4/6/18

Hotel, transportation and parking P. Kalfieh/HMG Conf 4/3-4/6/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Hotel, transportation and parking P. Kalfieh/HMG Conf 4/3-4/6/18	861.53	0.000	861.53

Approval Information

Shelley Shafer Accounting 05/10/2018 1:35 PM
Kate Nunez Contracts Mgr 05/09/2018 2:54 PM
Shelley Shafer Requester 05/08/2018 9:45 AM

TOTAL \$861.53

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. 22013

Thursday, May 10, 2018 Page 1 of 1

22325

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	For fiscal Use		
				Vendor Name	TSB-Admin <i>Kalifeh</i>		
Purchase Description	Westin Seattle			Street Address			
Purchase/Service Date	4/3/18	To	4/6/18	City	State	Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	Fax		
Supervisor Approval	<i>Phyllis Kalifeh</i>			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
HMG	Hotel	\$ 728.22
HMG	Uber Charges:	
	Airport to Hotel	\$ 34.66
	Hotel to HMG Event	\$ 9.83
	Hotel to Airport	\$ 36.82
HMG	Airport Parking	\$ 52.00
Total		\$ 861.53

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

Approvals	
Fiscal Dept.	<i>KR Nulsen-Nunez</i> 5/9/18
CEO(+ \$1,000)	

The Westin Seattle
 1900 Fifth Avenue
 Seattle, WA 98101
 United States
 Tel: 206-728-1000 Fax: 206-728-2259



Dr. Phyllis Kalifeh
 2807 REMINGTON GREEN CIR
 TALLAHASSEE, 32308-3752

Page Number : 1
 Guest Number : 2360634
 Folio ID : A
 Arrive Date : 03-APR-18 14:09
 Depart Date : 06-APR-18 08:05
 No. Of Guest : 1
 Room Number : 3033
 Club Account : SPG - A0570

Copy Tax Invoice

The Westin Seattle APR-06-2018 08:09 A0076384

Date	Reference	Description	Charges (USD)	Credits (USD)
03-APR-18	RT3033	Room Charge	208.25	
03-APR-18	RT3033	State Tax	17.91	
03-APR-18	RT3033	Seattle Tourism Assessment	2.00	
03-APR-18	RT3033	Occupancy Tax	14.58	
04-APR-18	RT3033	Room Charge	208.25	
04-APR-18	RT3033	State Tax	17.91	
04-APR-18	RT3033	Seattle Tourism Assessment	2.00	
04-APR-18	RT3033	Occupancy Tax	14.58	
05-APR-18	RT3033	Room Charge	208.25	
05-APR-18	RT3033	State Tax	17.91	
05-APR-18	RT3033	Seattle Tourism Assessment	2.00	
05-APR-18	RT3033	Occupancy Tax	14.58	
06-APR-18	VI	Visa-4368		-728.22
** Total			728.22	-728.22
*** Balance			0.00	

Continued on the next page

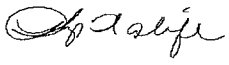
The Westin Seattle
1900 Fifth Avenue
Seattle, WA 98101
United States
Tel: 206-728-1000 Fax: 206-728-2259

THE WESTIN
SEATTLE

Dr. Phyllis Kalifeh
2807 REMINGTON GREEN CIR
TALLAHASSEE, 32308-3752

Page Number : 2
Guest Number : 2360634
Folio ID : A
Arrive Date : 03-APR-18 14:09
Depart Date : 06-APR-18 08:05
No. Of Guest : 1
Room Number : 3033

I agreed to pay all room & incidental charges.



PG - A0570

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

As a Starwood Preferred Guest you have earned at least 1250 Starpoints for this visit A0570

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room/Tax	Food/Bev	Telephone	Other	Total	Payment
04-03-2018	242.74	0.00	0.00	0.00	242.74	0.00
04-04-2018	242.74	0.00	0.00	0.00	242.74	0.00
04-05-2018	242.74	0.00	0.00	0.00	242.74	0.00
04-06-2018	0.00	0.00	0.00	0.00	0.00	-728.22

Continued on the next page



4/6/18, 2:58 PM
Hyundai Accent AUS1213

\$34.66
[Add a tip](#)

- 55 5th Ave, Seattle, WA 98101, USA
- SEA Main Terminal, SeaTac, WA 98158, USA



You rated Bienvenu



[Help](#)

[Receipt](#)

uberX Receipt

Trip fare	\$34.66
Subtotal	\$34.66



4/3/18, 4:34 PM
Chrysler 200 AWE6528

\$36.82
[Add a tip](#)

- SeaTac, WA 98188, USA
- 601 Stewart St, Seattle, WA 98101, USA



Your trip with Stephen

[Help](#) [Receipt](#)

uberX Receipt

Trip fare	36.82
-----------	-------

Subtotal	\$36.82
----------	---------

Distance	<i>HMO meeting at museum</i>	\$2.10
Time		\$2.92
Normal Fare		\$6.37
Surge x1.2		\$1.27
Subtotal		\$7.64
Booking Fee		\$1.95
City of Seattle Regulatory Fee		\$0.14
City of Seattle Accessibility Fee		\$0.10
Total		\$9.83

Airport Parking

RPS TALLAHASSEE AIRP
3300 CAPITAL CIR SW
PARKING LOT EXIT BOOTH
TALLAHASSEE, FL. 32310
850-576-6023

Sale

xxxxxxxxxxxx4368

VISA

Entry Method: Chip

Total: \$

52.00

04/10/18

19:23:48

Inv #: 000000001

Appr Code: 031179

Apprvd: Online

VISA CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSI: 68 00

Customer Copy

THANK YOU!

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18333
5/3/2018

Invoice	Description	Discount	Amount
09-EN-22270	Travel expenses FHSA Conf. Presentation 4/18-4/19/18	\$0.00	\$190.48

Electronic Payment Notification

Total :

\$0.00

\$190.48

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18333
5/3/2018

Invoice	Description	Discount	Amount
09-EN-22270	Travel expenses FHSA Conf. Presentation 4/18-4/19/18	\$0.00	\$190.48

Electronic Payment Notification

Total :

\$0.00

\$190.48

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22270

Vendor Information**Phyllis Kalifeh**

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/19/2018	05/10/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses FHSA Conf. Presentation 4/18-4/19/18

Travel expenses FHSA Conf. Presentation 4/18-4/19/18

Unit Qty	Type	Qty	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Travel expenses FHSA Conf. Presentation 4/18- 4/19/18	190.48	0.000	190.48

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0041	\$0.78
004 01 01 01 100 NA 400	0.0111	\$2.11
207 01 01 01 203 NA 600	0.0325	\$6.19
317 01 01 01 600 NA 600	0.0792	\$15.09
467 01 01 01 404 NA 104	0.0203	\$3.87
468 01 01 01 404 NA 104	0.046	\$8.76
514 01 01 01 501 NA 102	0.0218	\$4.15
521 01 01 01 501 NA 500	0.0498	\$9.49
624 01 01 01 301 NA 600	0.0475	\$9.05
642 01 01 01 301 NA 600	0.1639	\$31.22
665 01 01 01 301 NA 600	0.0373	\$7.10
664 01 01 01 301 NA 600	0.0744	\$14.17
819 01 01 01 801 NA 800	0.3881	\$73.93
124 01 01 01 100 NA 400	0.0136	\$2.59
125 01 01 01 501 NA 500	0.0104	\$1.98

Approval Information

Shelley Shafer Accounting 05/02/2018 11:11 AM
Kate Nunez Contracts Mgr 05/01/2018 9:02 AM
Shelley Shafer Requester 04/30/2018 2:59 PM

TOTAL \$190.48

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



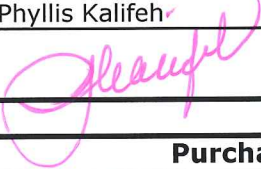
Control No. 21958

Wednesday, May 2, 2018 Page 1 of 1

22270

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	1008		For fiscal Use
				Vendor Name	Phyllis Kalifeh		
Purchase Description	FHSA Conference Presentation			Street Address			
Purchase/Service Date	4/18/18	To	4/19/18	City	State	Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	Fax		
Supervisor Approval				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Admin	Per Diem, Meals, Misc. Expense Reimbursement	\$ 90.00
Admin	Mileage Reimbursement (\$.445)	\$ 10.68
Admin	Parking/Toll/Tips (unless paid on Agency credit card)	\$ 10.25
Admin	Enterprise Car Rental (They charged my personal card rather than agency card)	\$ 79.55
Total		\$ 190.48

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

Approvals	
Fiscal Dept.	KR Nielsen - Nunez 5/1/18
CEO(+ \$1,000)	

Children's Forum		EMPLOYEE	Phyllis Kalifeh	Benefiting Program:				Administration									
Reimbursement of Travel Expenses		DESTINATION	Orlando, FL	Distribution or Fund:				Administration									
		Departure Date:	4/18/2018	Time of Departure:	7:00	AM or PM	Purpose and benefit of travel: Forum board meeting, meeting with AmeriCorps Advisory Team, and serving as keynote at Leadership Luncheon on Higher Ed Report										
		Return Date:	4/19/2018	Time of Return:	16:30	AM or PM	FHSa Conf presentation/town hall discussion panel										
DATE	Name of City From Point of Origin to Destination	Purpose or Reason	Per Diem (\$80/day)	Meals			Hotel	Airfare	Auto Rental	Agency Charged Gas	Traveler Paid Gas	Tolls	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses		
				Breakfast (\$6)	Lunch (\$11)	Dinner (\$19)									Amount	Type	
04/18/18	Tallahassee to Orlando	FHSA Conference Presentation			11.00		19.00				49.10			12.0	\$	7.00	Tips
04/19/18	Orlando to Tallahassee	FHSA Conference Presentation	60.00				99.99		79.55	31.55		3.25		12.0			
			Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	24 Mi. 44.5	Column Total	Column Total	Summary Total	
			\$ 60.00	\$ -	\$ 11.00	\$ 19.00	\$ 99.99	\$ -	\$ 79.55	\$ 80.65	\$ -	\$ 3.25	\$ 10.68	\$ 7.00	\$	371.12	
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061, F.S. I have attached all original receipts pertaining to this travel reimbursement form. The amounts are accurate and correct and reflect the policies and procedures outlined in the Children's Forum Employee Handbook, policy #3.160. I understand that any discrepancies, miscalculations, or missing information on this form may delay the reimbursement process.																	
NOTES REGARDING TRAVEL: Asw Roberts Room is charged on my TSB Visa.																	
LESS ADVANCE RECEIVED <i>NO</i> LESS AMOUNT CHARGED TO AGENCY CREDIT CARD LESS AMOUNTS PREVIOUSLY REPORTED (e.g. registration fees) NET AMOUNT DUE:																	
Pursuant to section 112.061(3)(a), F.S., I hereby certify or affirm that to the best of my knowledge the above travel was on official business of Children's Forum and was performed for the purpose stated above:																	
SUPERVISOR'S SIGNATURE:																	
SUPERVISOR'S TITLE:																	
DATE: 4-20-18																	
TITLE: CEO																	
GENERAL INSTRUCTIONS Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m. Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m. Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.																	

Cash

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 05
COLL R170
TOLL DUE 3.25
PAID 3.25 CHANGE 16.75
PAY TYPE CASH
04/18/18-10:58:02.562

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

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

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Thursday, April 19, 2018 4:55 PM
To: Phyllis Kalifeh
Subject: ENTERPRISE Rental Agreement 201T2D



RA #: 201T2D

Renter: KALIFEH,PHYLLIS

Dates & Times	Location
Pickup Apr 17, 2018 4:09 PM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Apr 19, 2018 4:47 PM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle	
Make/Model: DODG/GCAR	
Color: BLACK	
Mileage: 647	
Fuel Out: Full	Fuel In: Full
License: DZPP59	
Unit #: 7QK8KN	

Charges	Price/Unit	Total
TIME & DISTANCE 04/17 - 04/19	2 @ \$34.23/DAY	\$68.46
CDW INCLUDED	2 @ \$0.00/DAY	\$0.00
RAP	2 @ \$0.00/DAY	\$0.00
TIRE AND BATTERY FEE	2 @ \$0.02/DAY	\$0.04
SURCHARGE	2 @ \$2.00/DAY	\$4.00
VLF RECOVERY FEE	2 @ \$0.75/DAY	\$1.50
SALES TAX	7.5000%	\$5.55
Total Charges:		\$79.55
Charge To:		AMERICAN EXPRESS xxxx1009

2018-04-19 16:54:40

Florida Head Start Association

Creating Connections
Enhancing Lives



**FHSA 2018 ANNUAL
CONFERENCE & EXPO**

April 16- 19, 2018

DoubleTree by Hilton at the Entrance to Universal Orlando

ABOUT OUR GENERAL SESSION SPEAKERS

Wednesday, April 18, 3:15 PM – 5:00 PM

POLICY & ADVOCACY TOWN HALL PANEL

In true fashion of this year's conference theme "Creating Connections | Enhancing Lives" we have assembled a panel of child and family advocacy leaders in Florida to have an open dialogue regarding family needs issues and implementation on public policy in our State. This session will be moderated by our States Head Start Collaboration Director, Nacole Guyton.

TOWN HALL PANELISTS



Vance Aloupis, CEO, The Children's Movement

Vance Aloupis is the CEO of The Children's Movement. Having spoken across both the state and country on issues specific to the first five years in children's lives, Vance has become a new face in the conversation around early childhood investment. In 2012, Vance was appointed by Gov. Rick Scott to serve as a commissioner on the Governor's Commission on Community Service - also known as Volunteer Florida - which oversees much of the state's AmeriCorps programs. A member of the board for the Miami Coalition for the Homeless and founding board member of the Awesome Foundation Miami, Vance is a graduate of Class VI of the Miami Fellows and Class IV of Connect Florida. He is a graduate of the University of Miami School of Law. As a proud alum of the University of Miami, Vance now serves a member of the UM Alumni Association Board of Directors. Prior to joining The Children's Movement, Vance worked as both a civil litigator and with the Legal Services of Greater Miami's Homeless Project.

frogstreet

Continuum of Curriculum Birth to Five

Infant • Toddler • Threes • Pre-K
Professional Learning • CDA program & more

The Cornerstones of Frog Street's Early Childhood Programs:

- Early brain development research
- Developmental learning domains
- Intentional instruction
- Social and emotional development

The Perfect Fit For Every Age and Every Stage

***Frog Street is a Proud Sponsor of the
Florida Head Start Association***

Policy Luncheon, Tuesday, April 17, 2018

Join the conversation "On the Street"



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FrogStreet Infant
0-18 months



FrogStreet Toddler
18-36 months



FrogStreet Threes
36-48 months



FrogStreet Pre-K
48-60 months

ABOUT OUR GENERAL SESSION SPEAKER

TOWN HALL PANELISTS



William Daiuto, Regional Managing Director, Department of Children and Families

William "Bill" D'Aiuto, appointed in 2012, to Central Region Managing Director, began his career the front line as a public assistance specialist for the agency. During his 20-year tenure, Bill has held various positions, bringing a wealth of experience to the Central Region. He served as the region ACCESS Director and was also the Circuit 5 Administrator. Bill is a graduate of the 2006 Department of Children and Families Executive Leadership Program and played a crucial role in the modernization of public assistance. He was also a critical figure in the Haiti Repatriation Operations of 2009, assisting with the emergency re-entry of more than 12,000 Haitian-Americans to the United States. Bill oversees a region comprised of 12 counties and over 1800 professionals responsible for child welfare, adult protection, child care regulations and public assistance. Bill earned his Master's in Public Administration and Bachelor of Arts degree from the University of Central Florida.



Phil Scarpelli, Region Professional Development and Talent Management Director, Department of Children and Families

Phil Scarpelli received his undergraduate and graduate degrees in Psychology and has worked in the behavioral healthcare and child welfare arenas for the past thirty years. Phil has held executive leadership positions in both the public and private sectors and has been a community ambassador for many social causes around Central Florida. He is currently a part of the Department of Children and Families Central Region's leadership team overseeing Professional Development, Talent Management and Strategic Planning. Phil provides organizational and systemic analyses, executive coaching, staff development and talent management, including oversight of the Central Region Leadership Academy. He is a visionary and transformational leader who aspires to servant leadership principles while inspiring and motivating human service's workforces.



Dr. Saralyn Grass, Executive Director, Association for Early Learning Coalitions, Inc.

Dr. Saralyn Grass is the Executive Director of the Association of Early Learning Coalitions, Inc. Dr. Grass received her bachelor's at the University of North Florida and pursued her master's at Virginia Tech and doctorate at Florida State University. Dr. Grass came to Tallahassee in 2006, where she has built a gratifying career serving children and families. She is on the board of The Village Square and; was appointed by Mayor Gillum to the Commission on the Status of Women and Girls; is the Vice President of the Big Bend Region of the Florida State Foster/Adoptive Parent Association; and is a volunteer with Guardian ad Litem. Grass received a Golden A.C.E. award from the Network of Young Professionals, a Pinnacle Award from 850 Magazine, and was named one of the "25 Women to Know" by Tallahassee Magazine.



Dr. Phyllis Kalifeh, President & CEO, Children's Forum

Dr. Phyllis Kalifeh has 39 years of experience in the area of early childhood service provision in Florida. She has served as a classroom teacher, child advocate and executive director for a regional nonprofit, where she was responsible for the administration of CCR&R, school readiness program practitioner training programs, and Head Start and Early Head Start programs.

Since 2000, she has served as the President/CEO of the Children's Forum, a state-level organization in Tallahassee, FL. Dr. Kalifeh oversees the T.E.A.C.H. Early Childhood® Scholarship Program, Child

ABOUT OUR GENERAL SESSION SPEAKERS

TOWN HALL PANELISTS

Care WAGE\$ Florida, Help Me Grow Florida®, and has served on several state and national forces, advisory councils and boards related to early learning/afterschool issues. Dr. Kalifeh has a bachelor's degree in Early Childhood Education from the University of West Florida, a master's degree from Florida State University and a doctorate in Educational Leadership and Policy with a focus on early childhood policy and evaluation from Florida State University.



Rodney J. MacKinnon, Executive Director, Office of Early Learning

Rodney MacKinnon began his career in early learning in 2002 as the external auditor for the Welfare Board of Pinellas County, a children's services council. In 2007 he joined the Office of Early Learning as a compliance analyst and served in that position until 2010.

Rodney served as assistant general counsel for the Office of Early Learning from 2010 to 2012, then as inspector general from 2012 to 2014. In December 2014, he was named interim executive director and was appointed executive director seven months later. Rodney serves on the Governor's Early Learning and Youth Cabinet and the Medicaid and Public Assistance Fraud Task Force. A member of the Florida Bar and a certified inspector general, Rodney holds a Juris Doctor from Stetson University, a College of Law, MBA and bachelor's degree in Business Administration from Florida State University.



Wanda Minick, Executive Director, Florida Head Start Association

Wanda Minick is the Executive Director for the Florida Head Start Association (FHSA). FHSA is the statewide voice for Head Start programs serving over 40,000 children and families. She is an innovative community-based leader providing advocacy; developing effective partnerships with organizations and state agencies whose policies and funding affect the Head Start community. Previously, she served as the Deputy Executive Director and Director of Member Services for the Florida Association of Postsecondary Schools and Colleges for over 12 years. Wanda is a member of the Florida Society of Association Executives and recipient of their Rising Star Award in 2010. She has a degree in business and marketing.



Jennifer L. Ohlsen, Executive Director, Florida Healthy Families

Jennifer Ohlsen is the Executive Director of Healthy Families Florida (HFF). HFF is Florida's evidence-based home visiting program serving over 10,000 families and their 18,000 children each year. Jennifer holds a master's degree in Early Childhood Education from the Florida State University. She is dedicated to early childhood system development including initiatives addressing safety, domestic violence, child maltreatment and the coordination of services for at-risk families. Jennifer currently serves on the National Advisory Committee for Healthy Families America, a member of the Florida Association for Infant Mental Health, the Florida Child Abuse Death Review Committee, and is the Florida District of Kiwanis Chairperson for Young Children.

ABOUT OUR GENERAL SESSION SPEAKER

TOWN HALL PANELISTS



**María T. Riesra-Quintero, Ed.D., Chief of School Readiness and Early Childhood Programs
Community Action Human Services Department**

Dr. Maria Riesra-Quintero is the Chief of School Readiness and Early Childhood programs at Miami Dade County's Community Action and Human Services Department where she leads all administrative and programmatic activities for one of the largest Head Start, Early Head Start Programs in Region IV. Prior to her current role, Dr. Riesra-Quintero was a Delegate Head Start/Early Head Start executive director, District Supervisor, Curriculum Support Specialist, Mathematical and Science Lead Teacher, Montessori Early Childhood Teacher and Title I paraprofessional. She is an Adjunct Professor at Nova Southeastern University's International Teacher Education Graduate Program and the Latin American Institute for Educational Leadership.

Dr. Riesra-Quintero serves as a Board member at the United Way Center of Excellence in Early Childhood, Miami-Dade College Early Childhood Education Advisory Committee and University of Miami Early Childhood and Special Education Graduate Program. Her work and dedication to the field of early childhood education has been recognized by The School Board of Miami-Dade County, Florida and the Florida Department of Education. In addition, Dr. Riesra-Quintero has also received several honors such as SpotSuccess Perpetual Award and Great Educator and Mentor (GEM) Award.



Panel Facilitator: Nacole Guyton, Florida Head Start State Collaboration Director

Nacole Guyton is Florida Head Start State Collaboration Director serving in the Office of Early Learning. She has over 20 years experience in early childhood education and over 10 years experience providing oversight and support to Head Start and Early Head Start programs.

In her past positions she served as a Head Start/Early Head Start Executive Director, Head Start, Early Head Start Director, Curriculum Manager, Education Specialist, Reading Intervention Specialist, Literacy Coach, and Kindergarten Teacher.

She holds a bachelor's in early childhood education, a master's in instructional technology, and a education specialist in reading education from Georgia Southern University. She is currently pursuing a Doctor of Education in higher education and adult learning. Nacole is also a certified Florida Professional Educator and CLASS instructor.

*****ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22323

Vendor Information**Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/19/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel/gas P. Kalifeh FHSA Conf 4/18-4/19/18

Hotel/gas P. Kalifeh FHSA Conf 4/18-4/19/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Hotel/gas P. Kalifeh FHSA Conf 4/18-4/19/18	180.64	0.000	180.64

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0041	\$0.74
004 01 01 01 100 NA 400	0.0111	\$2.01
207 01 01 01 203 NA 600	0.0325	\$5.87
317 01 01 01 600 NA 600	0.0792	\$14.31
467 01 01 01 404 NA 104	0.0203	\$3.67
468 01 01 01 404 NA 104	0.046	\$8.31
514 01 01 01 501 NA 102	0.0218	\$3.94
521 01 01 01 501 NA 500	0.0498	\$9.00
624 01 01 01 301 NA 600	0.0475	\$8.58
642 01 01 01 301 NA 600	0.1639	\$29.61
665 01 01 01 301 NA 600	0.0373	\$6.74
664 01 01 01 301 NA 600	0.0744	\$13.44
819 01 01 01 801 NA 800	0.3881	\$70.11
124 01 01 01 100 NA 400	0.0136	\$2.46
125 01 01 01 501 NA 500	0.0104	\$1.88

Approval Information

Shelley Shafer Accounting 05/10/2018 1:34 PM
Kate Nunez Contracts Mgr 05/09/2018 2:52 PM
Shelley Shafer Requester 05/08/2018 9:41 AM

TOTAL \$180.64

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. 22011

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

Purchase Order

Purchase Order Information				Vendor Information			
				Vendor ID	For fiscal Use		
				Vendor Name	TSB-Admin <i>Kalifeh</i>		
Purchase Description	Rosen Shingle Creek			Street Address			
Purchase/Service Date	4/18/18	To	4/19/18	City	State	Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	Fax		
Supervisor Approval	<i>[Signature]</i>			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
<i>Forum</i>	Hotel	\$ 99.99
<i>Admin</i>		
	Note: Lisa Roberts' room was also charged	
	to PK Visa Card	
	Gasoline	\$ 49.10
		\$ 31.55
	<i>FHSA Conference</i>	
Total		\$ 180.64

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

Approvals	
Fiscal Dept.	<i>KR Nelson</i> <i>5/9/18</i>
CEO(+ \$1,000)	

**ROSEN
CENTRE
HOTEL**



ROSEN HOTELS & RESORTS

9840 International Drive

Orlando, FL 32819

Tel: (407) 996-9840 Fax: (407) 996-0865

Guest Name: (Vip) Phyllis Kalifeh
FLAEYC

Room #: 2038
Folio #: RR62FA42E - 1
Group #:
Guests: 1
Clerk:
CL #:

Arrive: 04/18/18 Time: 08:06 PM Depart: 04/19/18 Time: 01:11 AM Status: FOL

Date	Description	Reference	Comment	Charges	Credits
04/18/2018	ROOM CHARGE	2038		\$99.00	
04/18/2018	OCCCD FEE	2038t	OCCCD FEE	\$0.99	

Folio Balance: \$99.99

The Hotel will collect one percent of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.

If I elect to pay by credit card, I understand that: acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio (s) and be transmitted electronically in lieu of a sales draft; my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.

*Gassline
Charged to BB*

30480 Cortez Blvd.
Brooksvill, FL 3460
(352) 796-2848
For Guest Experience
Comments, Please
Call 888.636.5589 or
go to racetrac.com
Term: JD12041615003
Appr: 095297
Seq#: 060976
PUMP No. 02
Grade: Unl-87
Gallons: 18.260 G
Price: \$2.689/Gal
Total Fuel: \$49.10
TOTAL SALE \$49.10
Visa \$49.10

Capture

Visa
XXXXXXXXXXXX4368
Swiped

04/19/2018 11:01:33
HOW ARE WE DOING?
WWW.TELLRACETRAC.COM
OR CALL 800.251.6970
BUY COFFEE GET FREE
SM DONUT EXP-10DAY
4/19/2018 11:03:51

PAN FOOD STORE #3
2290 CAPITAL CIR NE
TALLAHASSEE FL 3230
850-386-6888

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 04/19/18 16:19
TRAN# 9081351
PUMP# 08
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 11.734
PRICE/G: \$ 2.689
FUEL SALE \$ 31.55
CREDIT \$31.55

VISA
Auth #: 035850
Resp Code: 000
Stan: 0408618860
Reference: 93836

SITE ID: CARY116601

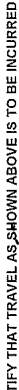
THANK YOU
HAVE A NICE DAY

***** ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

Forum board meeting and speaking at FLAEYC conference

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM	APPROVED BY SUPERVISOR 	DATE 3/15/18	FISCAL APPROVAL	DATE
--	---	-----------------	-----------------	------

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22324****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/19/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel L. Roberts/visit FLAAYC Conf site 4/18-4/19/18

Hotel L. Roberts/visit FLAAYC Conf site 4/18-4/19/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 127 02 01 02 301 NA 600	N/A	Hotel L. Roberts/visit FLAAYC Conf site 4/18- 4/19/18	99.99	0.000	99.99

Approval Information

Shelley Shafer	Accounting	05/10/2018 1:35 PM
Kate Nunez	Contracts Mgr	05/09/2018 2:53 PM
Shelley Shafer	Requester	05/08/2018 9:43 AM

TOTAL**\$99.99**

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. 22012

Thursday, May 10, 2018 Page 1 of 1

CEO(+\$1,000)

**ROSEN
CENTRE
HOTEL**



ROSEN HOTELS & RESORTS

9840 International Drive

Orlando, FL 32819

Tel: (407) 996-9840 Fax: (407) 996-0865

Guest Name: (Vip) Lisa Roberts
FLAEYC

Room #: 2055
Folio #: RR62FA42C - 1
Group #:
Guests: 1
Clerk:
CL #:

Arrive: 04/18/18 Time: 08:09 PM Depart: 04/19/18 Time: 01:11 AM Status: FOL

Date	Description	Reference	Comment	Charges	Credits
04/18/2018	ROOM CHARGE	2055		\$99.00	
04/18/2018	OCCCD FEE	2055t	OCCCD FEE	\$0.99	

Folio Balance: \$99.99

The Hotel will collect one percent of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.

If I elect to pay by credit card, I understand that: acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio (s) and be transmitted electronically in lieu of a sales draft; my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22492****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/01/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel, auto rental, gas and parking P. Kalifeh TEACH Conf 4/23-27

Hotel, auto rental, gas and parking P. Kalifeh TEACH Conf 4/23-27

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Hotel, auto rental, gas and parking P. Kalifeh TEACH Conf 4/23-27	1,028.73	0.000	1,028.73

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$740.69
819 02 01 02 602 NA 800	0.28	\$288.04

Approval Information

Shelley Shafer	Accounting	06/07/2018 11:22 AM
Kate Nunez	Contracts Mgr	06/06/2018 2:09 PM
Shelley Shafer	Requester	06/05/2018 9:18 AM

TOTAL \$1,028.73

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. 22182

Thursday, June 7, 2018 Page 1 of 1

22472

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

Purchase Order

Purchase Order Information				Vendor Information			
	5/1/18			Vendor ID			
Purchase Description	Hotel, auto rental Marriott Courtyard + gas			Vendor Name	TSB-Admin Kalifeh		
Purchase/Service Date	4/23/18	To	4/27/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City	State	Zip	
Supervisor Approval				Phone	Fax		
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
TEACH	Hotel	\$ 653.76
TEACH	Gas	\$ 14.98
TEACH	Airport Parking	\$ 65.00
	Auto Rental	\$ 294.99
	TEACH Conference + Compensation Summit	
Total		\$ 733.74

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

Approvals	
Fiscal Dept.	KR Nielsen-Nunez 6/6/18
CEO(+ \$1,000)	

\$1028.73



Courtyard Chapel Hill

100 Marriott Way
Chapel Hill NC 27517
T 919.883.0700

Phyllis Kalifeh
2807 Remington Green Circ
Tallahassee FL 32308
Children's Forum Inc.

Room: 409
Room Type: GENR
Number of Guests: 1
Rate: \$144.00 Clerk: MMR

Arrive: 23Apr18 Time: 01:22PM Depart: 27Apr18 Time: 07:24AM Folio Number: 94929

Date	Description	Charges	Credits
23Apr18	Room Charge	144.00	
23Apr18	Room Tax	10.80	
23Apr18	City Tax	8.64	
24Apr18	Room Charge	144.00	
24Apr18	Room Tax	10.80	
24Apr18	City Tax	8.64	
25Apr18	Room Charge	144.00	
25Apr18	Room Tax	10.80	
25Apr18	City Tax	8.64	
26Apr18	Room Charge	144.00	
26Apr18	Room Tax	10.80	
26Apr18	City Tax	8.64	
27Apr18	Visa		653.76
	Card #: VXXXXXXXXXXXX4368XXXX		
	Amount: 653.76 Auth: 020201 Signature on File		
	This card was electronically swiped on 23Apr18		
	Balance:	0.00	

Rewards Account # XXXXX7891. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Thank you for choosing the Courtyard in Chapel Hill. Please come again.

See our "Privacy & Cookie Statement" on Marriott.com.



RA 446473691 Bill 0
Rental 23-APR-2018 12:55 PM
RALEIGH DURHAM ARPT
Return 27-APR-2018 03:32 PM
RALEIGH DURHAM ARPT

PHYLLIS KALIFEH
Vehicle # JR202196
Model GCARAVAN
Class Driven/MVAR Class Charged MVAR
License# FL773AAF State/Province IN
M/Kms Driven 110
M/Kms Out 10284
M/Kms In 10394

DEPARTMENT OF EDUCATION

Billing Ref RF61360182

Charges	No Unit	Price	Amount
CDW/LDW	4 Days		0.00*
RAP	4 Days		0.00*
T & M	4 Days	44.50	178.00*
T & M	2 Hours	14.69	29.38*
UNLIM M/KM	0 M/Kms		0.00*
CONC REC			23.26*
CUSTOMER FACILITY CHARGE			25.00*
VLF REC			2.00*
NC HWAY USE TAX @8.000 %			20.61
COUNTY GRTX @1.500 %			3.86
TTA TAX @5.000 %			12.88

Total Charges USD 294.99

Deposit Visa 4368

Amount Due USD 294.99

* Taxable Items
Subject to Audit
Your loyalty number is 393282492
For Reservations: 1-800-RENT-A-CAR

Receipt

7042723272018
Tallahassee Airport
Tallahassee Airport
Fees for parking
Tallahassee Airport
Tallahassee Airport
Tallahassee Airport
Tallahassee Airport
Tallahassee Airport
Tallahassee Airport

Computer Number: 7
Entry Time: 4/23/2018 5:58 AM
Exit Time: 4/27/2018 11:27 PM
Duration: 4d 17h 29m
Op: Khrissy
Non-resetable tr #: 41180
Tran: 3380
Ticket Number: 29732

Short Term \$ 65.00

Total: \$ 65.00

Visa \$ 65.00

Last 4 Digits: 4368

P1 9



Rental Agreement # 446473691

Invoice # 90101898694

Renter Information

Renter Name

PHYLLIS KALIFEH

Renter Address5419 PIMLICO DRIVE
TALLAHASSEE, FL 32309
USA**Contract**

DEPARTMENT OF EDUCATION

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

FRONT-WHEEL DRIVE PASSENGER VAN

License #: FL773AAF

State/Province: IN

Vehicle Class Driven

7 Passenger Minivan 5-Door/Automatic/Air

Vehicle Class Charged

7 Passenger Minivan 5-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 10,284 Ending: 10,394

Total: 110

**Thank you for renting with
Enterprise Rent-A-Car**

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please do
not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently Asked
Questions or send us a secured message
by visiting our [Support Center](#)

Trip Information

Pickup

Mon, Apr 23 2018 12:48 P.M.

Start Charges

Mon, Apr 23 2018 12:55 P.M.

RALEIGH DURHAM ARPT (RDU)1008 RENTAL CAR DR
RDU AIRPORT, NC 27623-9217
USA**Return**

Fri, Apr 27 2018 3:32 P.M.

RALEIGH DURHAM ARPT (RDU)1008 RENTAL CAR DR
RDU AIRPORT, NC 27623-9217
USA

Rental Charges

Rental Rate	Time & Distance 4 Day at \$44.50 / Day	\$178.00
	Time & Distance 2 Hour at \$14.69 / Hour	\$29.38
Coverages	Roadside Assistance Protection	Included
	Collision Damage Waiver Full	Included
Mileage	Unlimited Mileage	Included
Taxes and Fees	Customer Facility Charge 5.00/day (\$5.00 / Day)	\$25.00
	Vif Rec .40/day (\$0.40 / Day)	\$2.00
	Nc Highway Use Tax (8.00%)	\$20.61
	Transit Authority Tax (5.00%)	\$12.88
	Conc Rec 11.11 Pct (11.11%)	\$23.26
	County Gross Receipt Tax (1.50%)	\$3.86
Total		\$294.99
(Subject to audit)		
Amount charged on Apr 27 2018 to VISA (4368)		(\$294.99)
Amount Due		\$0.00

Charged
to TSB
VISA



Paper was out for the receipt
so I took a photo. \$14.98
Charged for gas in Chapel Hill, NC
for auto return.

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22493

Vendor Information**Tallahassee State Bank**

PO Box 23061
 Columbus, GA 31902
 Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/01/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Baggage fee P. Kalifeh TEACH conf

Baggage fee P. Kalifeh TEACH conf

Qty	Unit Type	Qty	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Baggage fee P. Kalifeh TEACH conf	25.00	0.000	25.00

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$18.00
819 02 01 02 602 NA 800	0.28	\$7.00

Approved

Approval Information

Shelley Shafer Accounting 06/07/2018 11:23 AM
 Kate Nunez Contracts Mgr 06/06/2018 2:11 PM
 Shelley Shafer Requester 06/05/2018 9:20 AM

TOTAL**\$25.00**

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. 22183

Thursday, June 7, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information				
	TEACH Conference			Vendor ID		For fiscal Use		
	5/1/18			Vendor Name	TSB Visa Kalifeh			
Purchase Description	American Airlines			Street Address				
Purchase/Service Date	4/23/18	To	4/27/18	City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax		
Supervisor Approval				Confirmation #				
				Terms (Due)				

Purchase Information		
Distribution Code	Item Description	Amount
TEACH	Airfare Already Processed	\$ 406.50
2819	Baggage Fee (Return Flight)	\$ 25.00
Total		\$ 431.50

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

Approvals	
<i>Fiscal Dept.</i>	
<i>CEO(+ \$1,000)</i>	

American



BAGGAGE CHARGE RECEIPT

American



PASSENGER NAME
KALIFEH/PHYLLIS

UPT050LB 23KG AND62LI

1 25.00 USD

RDU MIA - AA MIA TLH - AA
Total With Applicable TFC
Credit Card VI XXXXXXXXXXXX4368

25.00 USD

Fare 25.00USD

TFC

TFC

Total 25.00USD

FLIGHT DATE
1521 APRIL 27, 2018

PNR: ZFGRVP
Agent: RDU-SSM 001 0283345649 6

TFC=TAXES, FEES & CHARGES

NOT VALID FOR TRAVEL

Return flight

Your trip confirmation-ZFGRVP 23APR

February 27, 2018 at 12:46 AM

From American Airlines

American Airlines 



Hello Phyllis Kalifeh!

Issued: Feb 26, 2018

Your trip confirmation and receipt

Record locator: **ZFGRVP**

[View your trip](#)

Monday, April 23, 2018

TLH

7:04 AM

Tallahassee



CLT

8:36 AM

Charlotte

Seats: 12C

Class: Economy (S)

Meals:

American Airlines 5284

OPERATED BY PSA AIRLINES AS AMERICAN EAGLE.

CLT

11:20 AM

Charlotte



RDU

12:11 PM

Raleigh Durham

Seats: 12D

Class: Economy (S)

Meals:

American Airlines 2659

Friday, April 27, 2018

RDU

6:31 PM

Raleigh Durham



MIA

8:47 PM

Miami

Seats: 12D

Class: Economy (S)

Meals: Food For Purchase

American Airlines 1521

MIA

9:50 PM

Miami



TLH

11:27 PM

Tallahassee

Seats: 8A

Class: Economy (S)

Meals:

American Airlines 3685

OPERATED BY ENVOY AIR AS AMERICAN EAGLE.

Phyllis Kalifeh

AAdvantage # 219HPX2

Ticket # 0012175336686

Your trip receipt



Visa XXXXXXXXXXXXXXX4368

Phyllis Kalifeh

FARE-USD

\$ 336.74

TAXES AND CARRIER-IMPOSED FEES

\$ 69.76

TICKET TOTAL

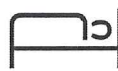
\$ 406.50



Buy trip insurance



Car rental offers



Hotel offers



SuperShuttle

*****ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22328****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/30/2018	05/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P. Kalifeh/TEACH Conf 4/30- 5/3/18

Airfare P. Kalifeh/TEACH Conf 4/30-5/3/18

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Airfare P. Kalifeh/TEACH Conf 4/30-5/3/18	528.60	0.000	528.60

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$380.59
819 02 01 02 602 NA 800	0.28	\$148.01

Approval Information

Shelley Shafer Accounting 05/10/2018 1:36 PM
Kate Nunez Contracts Mgr 05/09/2018 2:56 PM
Shelley Shafer Requester 05/08/2018 9:55 AM

TOTAL \$528.60

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. 22016

Thursday, May 10, 2018 Page 1 of 1

Purchase Order

Purchase Order Information					Vendor Information				
					Vendor ID				For fiscal Use
					Vendor Name	TSB Visa <i>Kalifeh</i>			
Purchase Description	Delta				Street Address				
Purchase/Service Date	4/30/18	To	5/3/18		City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval	<i>Phyllis Kalifeh</i>				Confirmation #				
					Terms (Due)				

Purchase Information		
Distribution Code	Item Description	Amount
TEACH / 2819	Airfare	\$ 528.60
Total		\$ 528.60

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

Approvals

Fiscal Dept. KR Nusslen-Nunay 5/9/18

CEO(+ \$1,000) _____

Phyllis Kalifeh

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Sent: Monday, April 16, 2018 9:12 PM
To: Phyllis Kalifeh
Subject: Your Flight Receipt - PHYLLIS KALIFEH 30APR18

Hello, PHYLLIS

SkyMiles® #*****847 >

Your Trip Confirmation #: G2SIJO

Mon, 30APR	DEPART	ARRIVE
DELTA 2932	TALLAHASSEE, FL	ATLANTA
Delta Comfort+® (W)	10:38am	11:45am
DELTA 1749	ATLANTA	GREENSBORO, NC
Delta Comfort+® (W)	12:20pm	1:32pm
Thu, 03MAY	DEPART	ARRIVE
DELTA 826	GREENSBORO, NC	ATLANTA
Delta Comfort+® (W)	10:09am	11:27am
DELTA 1639	ATLANTA	TALLAHASSEE, FL
Delta Comfort+® (W)	1:45pm	2:45pm

NEW SERVICE & SUPPORT ANIMAL REQUIREMENTS

Delta welcomes trained service animals, including psychiatric service and emotional support animals on our flights. Effective March 1, 2018 we are changing our requirements. For these requirements please go to: delta.com/animals.

AUTOMATIC CHECK-IN NOW AVAILABLE

We've added Automatic Check-In to the Fly Delta app to save you time and hassle. This means if you're traveling in the United States, Puerto Rico or the U.S Virgin Islands, we'll automatically check you in 24 hours prior to your scheduled departure. Just open the app and you'll be on your way. Don't have the app? Click here to download. Learn more about automatic check-in.

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags with non-removable lithium-ion batteries** as carry-on or checked baggage on any Delta mainline or 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 2932	12C
SkyMiles #*****847	DELTA 1749	13D
	DELTA 826	10A
	DELTA 1639	12A

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 #: 0062321797466

Place of Issue: Delta.com

Ticket Issue Date: 16APR18

Ticket Expiration Date: 16APR19

METHOD OF PAYMENT

VI*****4368

Pay with Miles or Upgrade with Miles

\$528.60 USD

ECREDITS APPLIED

eCredits Number

0060728185583

Passenger Name

PHYLLIS KALIFEH

Amount Applied

50.00 USD

Applied to Ticket Number

0062321797466

*Paid for
seat upgrade
w/ miles*

CHARGES

Air Transportation Charges

Base Fare

\$495.82 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)	\$37.18 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$16.40 USD

TICKET AMOUNT **\$578.60 USD**

Fare Difference - \$445.82 USD

Taxes, Fees & Charges - \$82.78 USD

Service Charge - \$0.00 USD

Total Charged - \$528.60 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 GSO213.03TDUNA0CL DL X/ATL DL TLH282.79LD7NA0CL USD495.82END ZP TLHATLGSOATL XF TLH4.5ATL4.5GSO4.5ATL4.5

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 30 Apr 2018

DELTA: TLH  ATL

CARRY ON

FIRST

SECOND

FREE

\$25^{USD}

\$35^{USD}

Mon 30 Apr 2018

DELTA: ATL  GSO

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Thu 03 May 2018

DELTA: GSO  ATL

CARRY ON

FIRST

SECOND

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18363
5/11/2018

Invoice	Description	Discount	Amount
09-EN-22391	Travel expenses P.Kalifeh TEACH Symposium 4/23-4/2...	\$0.00	\$209.57
09-EN-22392	Travel expenses P. Kalifeh Smart Start Conf 4/30-5/3/18	\$0.00	\$192.57

Electronic Payment Notification

Total :

\$0.00

\$402.14

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18363
5/11/2018

Invoice	Description	Discount	Amount
09-EN-22391	Travel expenses P.Kalifeh TEACH Symposium 4/23-4/2...	\$0.00	\$209.57
09-EN-22392	Travel expenses P. Kalifeh Smart Start Conf 4/30-5/3/18	\$0.00	\$192.57

Electronic Payment Notification

Total :

\$0.00

\$402.14

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-22391

Vendor Information**Phyllis Kalifeh**

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/27/2018	05/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P.Kalifeh TEACH Symposium 4/23-4/27/18

Travel expenses P.Kalifeh TEACH Symposium 4/23-4/27/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Travel expenses P.Kalifeh TEACH Symposium 4/23-4/27/18	209.57	0.000	209.57

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$150.89
819 02 01 02 602 NA 800	0.28	\$58.68

Approval Information

Shelley Shafer Accounting 05/10/2018 3:16 PM
 Kate Nunez Contracts Mgr 05/10/2018 9:03 AM
 Shelley Shafer Requester 05/09/2018 11:04 AM

TOTAL \$209.57

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. 22079

Thursday, May 10, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information				Vendor Information					
				Vendor ID	1008		For fiscal Use		
Purchase Description	TEACH Symposium			Vendor Name	Phyllis Kalifeh				
				Street Address					
Purchase/Service Date	4/23/18	To	4/27/18	City		State		Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax			
Supervisor Approval				Invoice #					
				Terms (Due)					

Purchase Information		
Distribution Code	Item Description	Amount
TEACH 12819	Per Diem, Meals, Misc. Expense Reimbursement	\$ 173.00
TEACH	Mileage Reimbursement (\$.445)	\$ 11.57
TEACH	Baggage Fee (outgoing flight) (unless paid on Agency credit card)	\$ 25.00
		\$ -
Total		\$ 209.57

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

Approvals

Fiscal Dept. R Nulsen - Nunez 5/10/18

CEO(+\$1,000) _____

Your travel receipt-ZFGRVP

April 22, 2018 at 10:47 AM

From American Airlines

American Airlines 



Hello Phyllis Kalifeh!

Issued: Apr 22, 2018

*Paid for upgrade
personally that
included baggage
fee of \$25.00*

Your travel receipt

Record locator: **ZFGRVP**

Thanks for choosing American Airlines. Here is a receipt for your recent purchases.

Your trip receipt



American Express XXXXXXXXXXXX1009

Phyllis Kalifeh

DOCUMENT NUMBER 0010622375539

PAID LFB UPGRADE/TLH-CLT

AMOUNT

TAX

TOTAL

\$ 47.59 USD

\$ 3.57

\$ 51.16 USD

*25.00/
baggage*



Hotel offers



Car rental offers



Buy trip insurance



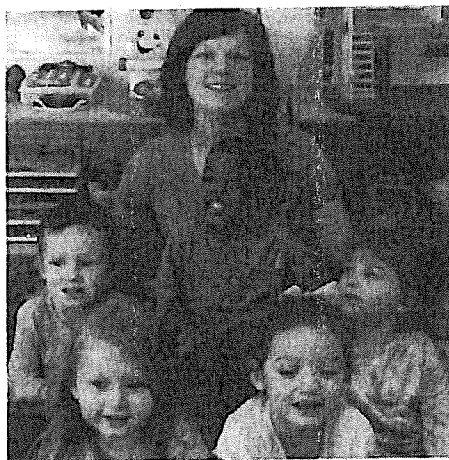
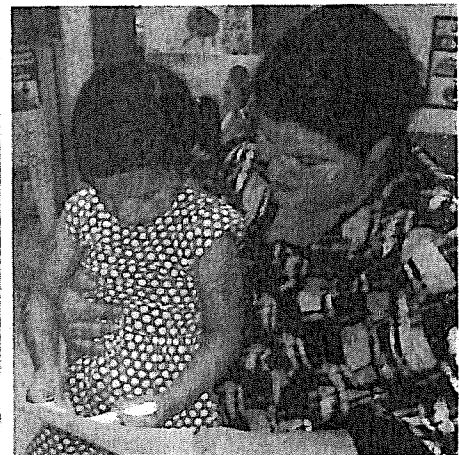
SuperShuttle

**T.E.A.C.H. EARLY CHILDHOOD® AND CHILD CARE WAGES®
2018 NATIONAL PROFESSIONAL DEVELOPMENT SYMPOSIUM**

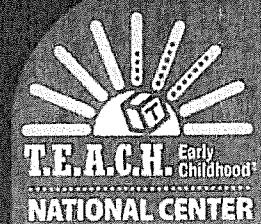
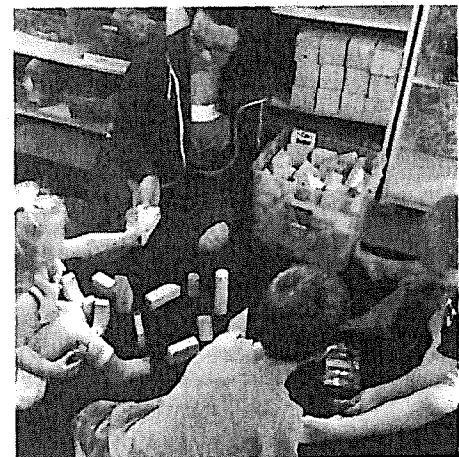
MOVING THE NEEDLE ON EARLY CHILDHOOD WORKFORCE COMPENSATION

**WILLIAM AND IDA FRIDAY CENTER FOR CONTINUING EDUCATION
CHAPEL HILL, NC**

APRIL 24 - 25, 2018



2018 SYMPOSIUM PROGRAM



Tuesday, April 24

7:30 am – 5:00 pm

◆ Atrium

Registration

7:30 am – 8:30 am

◆ Atrium

Continental Breakfast

8:30 am – 10:15 am

◆ Dogwood

Opening Welcome &
Keynote Address

By Appointment Only

◆ Northwest Day
Office

Onsite Personal Services

OPENING WELCOME & KEYNOTE ADDRESS

Featuring the annual T.E.A.C.H. and WAGES state roll call. Keynote address by Marica Cox-Mitchell, Deputy Executive Director, Early Learning Systems, NAEYC. Ms. Cox-Mitchell will speak about **Power to the Profession...Looking Toward Compensation.**



10:30 am – 12:00 pm Concurrent Sessions I

1. Building a Quality Workforce Development Program with the National Child Development Associate

Location: Wintergreen

Presenters: Katorra Enoch-Longshore, Strategic Alliance Services Manager, Council for Professional Recognition; Kimberly Cephas, Strategic Alliance Services Manager, Council for Professional Recognition

2. **FEATURED SESSION** What We Talk About When We Talk About Compensation

Location: Dogwood

Presenter: Lauren Hogan, Senior Director, Public Policy and Advocacy, NAEYC

3. Developing Your Counseling Muscles to Support Your Recipients While Providing Self Care at the Same Time

Location: Azalea B

Presenters: Mildrienne Best, Counselor, T.E.A.C.H. NORTH CAROLINA; Pam Mahoney, Counseling Specialist, T.E.A.C.H. IOWA; Julie Rogers, Director, T.E.A.C.H. Early Childhood® National Center; Cindy Villani, Counselor, T.E.A.C.H. NORTH CAROLINA; Felicia Wilburn, Counselor, T.E.A.C.H. ALABAMA; Edith Locke, Vice President, Professional Development Initiatives, Child Care Services Association (moderator)

4. T.E.A.C.H. Early Childhood® and Child Care WAGES® Administrator Roundtable (For T.E.A.C.H. and WAGES® Program Administrators and Administrative Home Executive Directors Only)

Location: Mt. Laurel B

Presenter: Sue Russell, Executive Director, T.E.A.C.H. Early Childhood® National Center

5. Updates from Moving the Needle on Articulation State Teams – What Have They Been Doing and What Lies Ahead?

Location: Azalea A

Presenters: Sharon Sullivan, Higher Education Manager, T.E.A.C.H. Early Childhood® National Center; Lisa Eads, Program Coordinator, NC Community Colleges; Jeanette Paulson, Director, Workforce Initiatives, Wisconsin Early Childhood Association; Lori Stegmeyer, Director, Workforce Initiatives, Children's Forum; Anne Tillett, ECE4U, University of Wisconsin, Whitewater

6. Database Quality Control and How It Impacts Reporting

Location: Mt. Laurel A

Presenter: Jill Arnold, Director, Database Support and Services, Child Care Services Association

12:00 pm – 1:00 pm Lunch Trillium Dining Room

1:00 pm – 2:30 pm Concurrent Sessions II

7. The Three "C's" of Working with a Host Agency: Collaboration, Communication and Commitment

Location: Azalea B

Presenters: Ana De Hoyos O'Connor, Advisory Committee Chair, Texas AEYC; Megan Burk, Program Director, T.E.A.C.H. TEXAS; Kim Kofron, Executive Director, Texas AEYC; Gail Piggott, Executive Director, Alabama Partnership for Children; Michelle Raybon, Director, T.E.A.C.H. ALABAMA

8. Taking Your Program to the Next Level—Interesting Ways to Look at and Analyze Your Data

Location: Azalea A

Presenters: Jill Arnold, Director, Database Support and Services, Child Care Services Association; Sue Russell, Executive Director, T.E.A.C.H. Early Childhood® National Center

9. Counselor Roundtable: Defining the Issues and Talking About Solutions: Bringing Veteran and Novice Counselors Together—Part I (Part II is 2:45–4:15 pm, immediately after this session.) For T.E.A.C.H. Counselors ONLY

Location: Mt. Laurel B

Presenters: Edith Locke, Vice President, Professional Development Initiatives, Child

Care Services Association and Technical Assistance Expert, T.E.A.C.H. Early Childhood® National Center; Amy Duffy, Project Manager, T.E.A.C.H. NORTH CAROLINA

10. **FEATURED SESSION** Federal Early Childhood in an Unusual Time: News from D.C.

Location: Dogwood

Presenter: Helen Blank, Dir., Child Care and Early Learning, National Women's Law Center

11. How to Use Social Media for Outreach and Communication for T.E.A.C.H. and WAGES

Location: Wintergreen

Presenter: Michelle Spencer, Coordinator, T.E.A.C.H. DELAWARE

12. Leveraging Higher Education In Support of Non-Traditional Students

Location: Mt. Laurel A

Presenters: Pam Ellis, Counseling Specialist, T.E.A.C.H. IOWA; Jeanette Paulson, Director, Workforce Initiatives, Wisconsin Early Childhood Association; Dianna Wallace, Executive Director, Indiana AEYC

2:45 pm – 4:15 pm Concurrent Sessions III

13. **FEATURED SESSION** High Wages, High Quality: Power to the Profession and the Pathway to an Effective, Diverse and Well Compensated Early Childhood Education Profession

Location: Dogwood

Presenters: Katherine Kempe, Sr. Director, Professional Recognition and Advancement, NAEYC; Ruth Schmidt, Executive Director, Wisconsin Early Childhood Association; Baji Rankin, Executive Director, New Mexico AEYC; Jillian Herink, Executive Director, Iowa AEYC

14. Moving the Needle on Compensation—Successes, Celebrations and Next Steps

Location: Azalea B

Presenters: Barb Merrill, Consultant, T.E.A.C.H. Early Childhood® National Center; Sharon Sullivan, Higher Education Mgr., T.E.A.C.H. Early Childhood® National Center; Phyllis Kalifeh, President, Children's Forum; Dara Madigan, Program Manager, Child Care WAGES IOWA; Shay Everitt, Associate Director, Center for Social Measurement and Evaluation, Children at Risk

15. Time Management for T.E.A.C.H. Counselors — Balancing on a Three Legged Stool

Location: Azalea A

Presenters: Mildrienne Best, Counselor, T.E.A.C.H. NORTH CAROLINA; John Cregg, Executive Director, Nevada AEYC; Pam Ellis, Counseling Specialist, T.E.A.C.H. IOWA

16. Making Higher Education Work for Working Early Childhood Educators—A Higher Education Faculty Panel Discussion

Location: Wintergreen

Presenters: **Bweikia Foster Steen**, Associate Professor, Trinity Washington University; **Sharon Little**, Program Director, Early Childhood Education, South Piedmont Community College; **Catherine Scott-Little**, Assoc. Professor, Human Development and Family Studies, University of North Carolina at Greensboro; **Ana De Hoyos O'Connor**, Associate Professor, Early Childhood Studies, San Antonio College (moderator)

17. Counselor Roundtable: Defining the Issues and Talking About Solutions: Bringing Veteran and Novice Counselors Together—Part II (Part I is scheduled from 1:00–2:30 pm, immediately before this session.) For T.E.A.C.H. Counselors ONLY

Location: Mt. Laurel B

Presenters: **Amy Duffy**, Project Manager, T.E.A.C.H. NORTH CAROLINA; **Edith Locke**, Vice President, Professional Development Initiatives, Child Care Services Association

18. Transforming Your T.E.A.C.H. and WAGES Recipients into Advocates

Location: Mt. Laurel A

Presenters: **Megan Burk**, Director, T.E.A.C.H. TEXAS; **Peggy Haack**, Outreach Coordinator, Wisconsin Early Childhood Association; **Michelle Raybon**, Director, T.E.A.C.H. ALABAMA; **Qiana Peters**, Coordinator, Child Care WAGES FLORIDA

5:00 pm – 6:30 pm
Networking Reception and
State Program Displays
Courtyard by Marriott

Featuring Music by DJ Donnie G

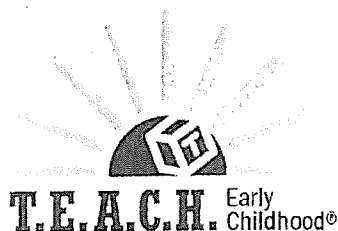
Sponsored by

KinderCare
LEARNING CENTERS

CHAMPIONS

KinderCare

The KinderCare Education Family of Brands



Wednesday, April 25

7:15 am – 1:00 pm ♦ Atrium
Registration

7:15 am – 8:00 am ♦ Atrium
Continental Breakfast

By Appointment Only ♦ Northwest Day
On-site Personal Services Office
“Genius Bar”

8:00 am – 9:30 am Concurrent Sessions IV

19. Bridging T.E.A.C.H. and Community College Programs Toward Student Success

Location: Dogwood

Presenters: **Sharon Little**, Program Director, Early Childhood Education, South Piedmont Community College; **Mary Erickson Gerbig**, Lead Scholarship Counselor, T.E.A.C.H. WISCONSIN; **Michelle Spencer**, Coordinator, T.E.A.C.H. DELAWARE

20. Making the Case to Funders in Support of T.E.A.C.H. and WAGES Program Stability and Growth

Location: Azalea A

Presenters: **Jillian Herink**, Executive Director, Iowa AEYC; **Kara Shultz**, Development Manager, Child Care Services Association; **Gail Piggott**, Executive Director, Alabama Partnership for Children

21. FEATURED SESSION Governor-Led Strategies for Improving the Early Care and Education Workforce

Location: Wintergreen

Presenter: **Mandy Sorge**, Policy Analyst, Early Care and Education, National Governors Association

22. The Empowerment Project: Early Childhood Professionals as Agents of Change—Part I (Part II is scheduled from 9:45–11:15 am, immediately after this session.)

Location: Mt. Laurel B

Presenters: **Lisa Guerrero**, Early Childhood Professional Development Specialist/Instructor, Child Care Resource/Community College of Vermont; **Ellen Drolette**, Family Child Care Provider/Professional Development Specialist/Author, Child Care Resource/Exchange Magazine

23. Child Care WAGES® Roundtable—For Child Care WAGES® staff ONLY

Location: Mt. Laurel A

Presenters: **Allison Miller**, Vice President, Compensation Initiatives, Child Care Services Association; **Katherine Walker-Brooks**, Program Manager, Child Care WAGES® NORTH CAROLINA

9:45 am – 11:15 am Concurrent Sessions V

24. FEATURED SESSION Guiding Principles for Change in the ECE Profession—Part I (Part II is scheduled from 1:45–3:15 pm, immediately after lunch.)

Location: Dogwood

Presenters: **Valora Washington**, CEO, Certified Credentialing Specialist, Council for Professional Recognition; **Baji Rankin**, Executive Director, New Mexico AEYC; **Aisha Ray**, Distinguished Fellow, Build Initiative; **Dianna Wallace**, Executive Director, Indiana AEYC

25. Making Informed Decisions: Leveraging Nebraska Early Childhood Workforce Data to Identify Opportunities to Move the Needle on Early Childhood Compensation

Location: Wintergreen

Presenters: **Catherine Huddleston-Casas**, Associate Director, Workforce Planning and Development, Buffett Early Childhood Institute, University of Nebraska; **Brandee Lengel**, Co-Executive Director, Nebraska AEYC, and Director, T.E.A.C.H. NEBRASKA

26. T.E.A.C.H. and WAGES from a State Administrator Perspective—Accountability, Funding and Making the Case

Location: Azalea A

Presenters: **Anna Carter**, Director, NC Div. of Child Development and Early Education, Dept. of Health and Human Services; **Kimberly Krzanowski**, Exec. Director, Office of Early Learning, DE Dept. of Education

27. The Empowerment Project: Early Childhood Professionals as Agents of Change—Part II (Part I is scheduled from 8:00–9:30 am, immediately before this session.)

Location: Mt. Laurel B

Presenters: **Lisa Guerrero**, Early Childhood Professional Development Specialist/Instructor, Child Care Resource/Community College of Vermont; **Ellen Drolette**, Family Child Care Provider/Professional Development Specialist/Author, Child Care Resource/Exchange Magazine

Child Care
WAGES
Program

28. Child Care WAGES® Roundtable—Part II
(Part I will take place from 8:00–9:30 am,
immediately before this session.) For Child
Care WAGES® Staff ONLY

Location:

Presenters: **Allison Miller**, Vice President,
Compensation & Benefits; Child Care Services
Association; **Terine Walker-Brooks**, Child
Care WAGES® Program Manager, Child Care
Services Association

11:30 am – 12:40 pm

Plenary Panel Discussion - Dogwood

This session will open with a review of
T.E.A.C.H. Early Childhood® and Child Care
WAGES® Program highlights. The panel,
speaking on the topic, *Education is a Game
Changer*, includes **Tracy Ehlert**, former
T.E.A.C.H. recipient, in-home early educator
and candidate for the Iowa House—Dis-
trict 70; **Bweikia Foster Steen**, Associate
Professor of Education and Director of Early
Childhood Programs at Trinity Washington
University; and **Michele Miller-Cox**, former
T.E.A.C.H. recipient, SAS Montessori Pre-
school teacher and Adjunct Instructor at both
Wake Tech Community College and NC A&T.
Panelists will share personal thoughts, experi-
ences and knowledge including their educa-
tional journeys, how education has changed
the children in their care and how T.E.A.C.H. is
supporting early educators in their endeavors
to succeed in college. The discussion will be
facilitated by **Sue Russell**, Executive Director
of the T.E.A.C.H. Early Childhood® National
Center.

12:40 pm – 1:30 pm

Lunch

Trillium Dining Room

1:45 pm – 3:15 pm
Concurrent Sessions VI

29. Creating a Culture of Accountability:
Effective Practices for Program Staff

Location: Wintergreen

Presenters: **Ashley Otte**, Program Manager,
T.E.A.C.H. IOWA; **Dara Madigan**, Program
Manager, Child Care WAGES IOWA

30. Continuing the Discussion on Diversity

Location: Mt. Laurel B

Presenters: **John Cregg**, Executive Direc-
tor, Nevada AEYC; **Hanan Osman**, Senior
Director, T.E.A.C.H. INDIANA; **Felicia Wilburn**,
Counselor, T.E.A.C.H. ALABAMA; **Florianna
Thompson**, Instructor, Early Childhood Educa-
tion, Wake Technical Community College
(moderator)

31. Taking on the Issue of Diversity in
T.E.A.C.H. Program Degree Participants
and Graduates —Exploring What it Takes
for Participants of Color to Be Successful
and What Your Program Can Do Facilitate
Their Success

Location: Azalea A

Presenters: **Edith Locke**, Vice President,
Professional Development, Child Care Ser-
vices Association; **Lori Stegmeyer**, Director,
Workforce Initiatives, Children's Forum; **Sue
Russell**, Executive Director, T.E.A.C.H. Early
Childhood® National Center (moderator)

32. Transitioning a Small Nonprofit to a Strong
Home for T.E.A.C.H. and WAGES

Location: Mt. Laurel A

Presenter: **Barb Merrill**, Consultant, T.E.A.C.H.
Early Childhood® National Center

33. FEATURED SESSION Guiding Principles
for Change in the ECE Profession — Part II
(Part I is scheduled immediately before the
Plenary Session and Panel Discussion.)

Location: Dogwood

Presenters: **Valora Washington**, CEO and
Certified Credentialing Specialist, Council for
Professional Recognition; **Baji Rankin**, Exec-
utive Director, New Mexico AEYC; **Aisha Ray**,
Distinguished Fellow, Build Initiative; **Dianna
Wallace**, Executive Director, Indiana AEYC

34. Using Stories and Testimonials to Demon-
strate the Impact of T.E.A.C.H. and WAGES

Location: Azalea B

Presenters: **Denise Bishop**, Vice President of
Outreach, Innovation, and Training, Children's
Forum; **Laurie Litz**, Director, T.E.A.C.H. PENN-
SYLVANIA; **Julie Rogers**, Director, T.E.A.C.H.
Early Childhood® National Center

Be sure to turn in your
evaluation form and
you will be
entered into a
drawing for a half
price registration to
next year's
symposium.

See you in 2019!



Thank you to our wonderful sponsors who contributed generously toward the success of the Symposium!



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UNC

FRANK PORTER GRAHAM
CHILD DEVELOPMENT INSTITUTE

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22392****Vendor Information****Phyllis Kalifeh**

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/03/2018	05/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh Smart Start Conf 4/30-5/3/18
Travel expenses P. Kalifeh Smart Start Conf 4/30-5/3/18					

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Travel expenses P. Kalifeh Smart Start Conf 4/30-5/3/18	192.57	0.000	192.57

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$138.65
819 02 01 02 602 NA 800	0.28	\$53.92

Approval Information

Shelley Shafer	Accounting	05/10/2018 3:17 PM
Kate Nunez	Contracts Mgr	05/10/2018 9:04 AM
Shelley Shafer	Requester	05/09/2018 11:05 AM

TOTAL \$192.57

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. 22080

Thursday, May 10, 2018 Page 1 of 1

Purchase Order

Purchase Order Information				Vendor Information					
				Vendor ID	1008		For fiscal Use		
Purchase Description	Smart Start Conference			Vendor Name	Phyllis Kalifeh				
				Street Address					
Purchase/Service Date	4/30/18	To	5/3/18	City		State		Zip	
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax			
Supervisor Approval				Invoice #					
				Terms (Due)					

Purchase Information		
Distribution Code	Item Description	Amount
TEACH /2819	Per Diem,Meals,Misc. Expense Reimbursement	\$ 181.00
TEACH	Mileage Reimbursement (\$.445)	\$ 11.57
		\$ -
	Total	\$ 192.57

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

Approvals

Fiscal Dept. KR Nielsen-Nunez 5/10/11

CEO(+ \$1,000) _____

Children's Forum		EMPLOYEE	Phyllis Kalifeh	Benefiting Program:		T.E.A.C.H.											
Reimbursement of Travel Expenses		DESTINATION	Greensboro, NC	Distribution or Fund:		T.E.A.C.H.											
		Departure Date:	4/30/2018	Purpose and benefit of travel: Invited presentation for the Smart Start Conference													
		Return Date:	5/3/2018														
DATE	Name of City From Point of Origin to Destination	Purpose or Reason	Per Diem (\$80/day)	Meals			Hotel	Airfare	Auto Rental	Agency Charged Gas	Traveler Paid Gas	Parking	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses		
				Breakfast (\$6)	Lunch (\$11)	Dinner (\$19)									Amount	Type	
04/30/18	Tallahassee to Greensboro	Smart Start Conference			11.00	19.00	156.72	528.60						13.0			
05/01/18	Greensboro	Smart Start Conference		6.00	11.00	19.00	156.72										
05/02/18	Greensboro	Smart Start Conference		6.00	11.00	19.00	156.72										
05/03/18	Greensboro to Tallahassee	Smart Start Conference	60.00			19.00						52		13			
				Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Summary Total	
				\$ 60.00	\$ 12.00	\$ 33.00	\$ 76.00	\$ 470.16	\$ 528.60	\$ -	\$ -	\$ -	\$ 52.00	\$ 11.57	\$ -	\$ -	1,243.33
				Agency Credit Card Charge? (Yes/No) Yes Yes Yes Yes Yes No													
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061, F.S. I have attached all original receipts pertaining to this travel reimbursement form. The amounts are accurate and correct and reflect the policies and procedures outlined in the Children's Forum Employee Handbook, policy #3.160. I understand that any discrepancies, miscalculations, or missing information on this form may delay the reimbursement process.																	
NOTES REGARDING TRAVEL: LESS ADVANCE RECEIVED LESS AMOUNT CHARGED TO AGENCY CREDIT CARD LESS AMOUNTS PREVIOUSLY REPORTED (e.g. registration fees) NET AMOUNT DUE:																	
If the balance is due is negative, this the amount you owe to the Children's Forum.																	
Pursuant to section 112.061(3)(a), F.S., I hereby certify or affirm that to the best of my knowledge the above travel was on official business of Children's Forum and was performed for the purpose stated above:																	
SUPERVISOR'S SIGNATURE:																	
SUPERVISOR'S TITLE:																	
DATE:																	

\$ 192.57

GENERAL INSTRUCTIONS

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.
 Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.
 Dinner when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

DAILY AGENDA

Monday April 30th

- 7:30** Registration Opens
- 8:30 – 5:00** Pre-Conference Sessions (*individual start and end times vary*):
 1. *Sesame Street in Communities: Building Smarter, Stronger, Kinder Communities Together*
 2. *NC Pathways Preconference*
 3. *Shape NC Summit*
 4. *NC Smart Start Fiscal Training (for Smart Start local partnership staff only)*

Tuesday May 1st

- 7:30** Registration Opens
- 8:30 – 10:00** Workshop Sessions
- 10:00 – 10:30** Break
- 10:30 – Noon** Opening Keynotes: **Sharon Lynn Kagan, Mandy K. Cohen** and **Terry Akin**
- Noon – 1:30** Lunch on Your Own
- 1:30 – 3:00** Workshop Sessions
- 3:00 – 3:30** Break
- 3:30 – 5:00** Flex Block - Documentary Screenings, Fitness Session, and Healthy Food Demo

Wednesday May 2nd

- 7:30** Registration Opens
- 8:00** Sponsor Exhibits Open
- 8:30 – 10:00** Workshop Sessions
- 10:00 – 10:30** Break
- 10:30 – Noon** Featured Sessions:
 - I - The Whole Village: Taking Care of Our Youngest*
 - II - Parents as Authentic Partners*
 - III - The Federal Policy Pushdown: How are States Handling the Uncertainty?*
- Noon – 1:30** Lunch on Your Own
- 1:30 – 3:00** Workshop Sessions
- 3:00 – 3:30** Break
- 3:30 – 5:00** Workshop Sessions
- 7:00 – 10:00** Smart Start 25th Birthday Party with The Embers

Thursday May 3rd

- 7:30** Registration Opens
- 8:00 – Noon** Leadership Symposium (*invitation only*)
- 8:30 – 10:00** Workshop Sessions
- 10:00 – 10:30** Break
- 10:30 – Noon** Workshop Sessions
- 12:15** Celebration Lunch and Closing Keynote with **Dena Simmons**
- 2:00** Conference Concludes

Federal funds were not used to pay for any food or beverages provided by NCPC at the National Smart Start Conference.

SESSION LISTINGS

TUESDAY, MAY 1ST

8:30 - 10:00

All sessions, speakers, locations, and descriptions are available in the App (see pg 8) where you can sort by track, take notes, find materials and participate in polls and create your personalized agenda. Any updates or changes will be reflected there.

- 107 Caregiving Conversations
Desiree Hughes, Michigan Department of Education; Michelle Stevens, Early Childhood Investment Corporation
 Family engagement is important for the success of all families. In this session, learn about Michigan's engaged licensed exempt providers (family, friend, and neighbor care) and the families that they provide care for.
Pinehurst

- 108 Bias in the Classroom
Sue Joyce, Creative Communication and Education, LLC
 How does our belief system about ourselves and others contribute to our ability to grow respectful and responsive relationships with our students, parents, colleagues, and the community? Join this session to hear a story of self-discovery, and experience the step-by-step process that supports self-reflection, a key component to personal and professional growth as well as leadership.
Pebble Beach

- 114 Expanding State Solutions toward a Fairly Compensated Early Childhood Workforce: Moving the Needle on Compensation Policy, Strategy, Advocacy and Funding
Sue Russell, Childcare Services Association; Phyllis Kalifeh, The Children's Forum; Allison Miller, Childcare Services Association
 National data on workplace compensation of the early childhood workforce matters in terms of economic justice. In this session, learn how this national initiative brings 8 state teams together and supports each team with tools and resources on advancing early childhood education workforce compensation policy, strategies, and funding.
Biltmore

- 208 Healthy Caregivers, Healthy Children: An Evidence-based Child Care Obesity Prevention Program
Rachel Spector, The Children's Trust; Ruby Natale, University of Miami Miller School of Medicine; Sarah Messiah, University of Miami Miller School of Medicine

Shape NC promotes learning from outside experts and learning from other states to best support NC providers in obesity prevention. This session offers insight into Phase 2 of a multi-year study funded by the USDA and implemented by Miami-Dade's QRIS and the University of Miami to integrate obesity strategies into childcare settings serving low income families. The relationship between nutrition, physical activity, child dietary intake/ physical activity patterns, and body mass index will be shown. This session focuses on the integration of evidence-based strategies with QRIS standards.

Victoria BC

- 302 Connections for Smart Start Program Coordinators and Evaluators (by invitation only)
Kim McCombs-Thornton, The North Carolina Partnership for Children; Diane Umstead, The North Carolina Partnership for Children; Lakeisha Johnson, The North Carolina Partnership for Children; Ebonyse Mead, The North Carolina Partnership for Children; Jenna Nelson, The North Carolina Partnership for Children; Ann Spence, The North Carolina Partnership for Children
 NCPC staff will meet with Smart Start coordinators and evaluators to discuss Smart Start's strategic focus on infants and toddlers. We will also provide updates on other key programmatic topics and answer questions from participants. There will be opportunities for networking among attendees. This session is limited to those serving as a program coordinator or evaluator for a Smart Start local partnership.
Blandwood

- 306 Wake Connections: One Community's Collaborative Approach to System Coordination
Sasha Gomez, Wake County SmartStart; Nora Ostler, Wake County SmartStart
 Systems coordination is a big task, but a collaborative process can yield meaningful results for communities. This session illustrates strengths, challenges, and lessons learned from the design, development, and implementation

①

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22491****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/03/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel and parking P. Kalifeh Smart Start Conf 4/30-5/3/18

Hotel and parking P. Kalifeh Smart Start Conf 4/30-5/3/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Hotel and parking P. Kalifeh Smart Start Conf 4/30-5/3/18	522.16	0.000	522.16

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$375.96
819 02 01 02 602 NA 800	0.28	\$146.20

Approval Information

Shelley Shafer	Accounting	06/07/2018 11:22 AM
Kate Nunez	Contracts Mgr	06/06/2018 1:59 PM
Shelley Shafer	Requester	06/05/2018 9:16 AM

TOTAL \$522.16

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. 22181

Thursday, June 7, 2018 Page 1 of 1

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

Purchase Order

Purchase Order Information					Vendor Information				
					Vendor ID				For fiscal Use
Purchase Description	Sheraton Greensboro				Vendor Name	TSB-Admin Kalifeh			
					Street Address				
Purchase/Service Date	4/30/18	To	5/3/18		City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone			Fax	
Supervisor Approval					Invoice #				
					Terms (Due)				

Purchase Information		
Distribution Code	Item Description	Amount
TEACH	Hotel	\$ 470.16
TEACH	Airport Parking	\$ 52.00
	SMART START conference	
Total		\$ 522.16

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

Approvals

Fiscal Dept. KR Nulsen-Nunez 6/6/18

CEO(+ \$1,000) _____

Sheraton Greensboro Hotel
 3121 West Gate City Blvd
 Greensboro, NC 27407
 United States
 Tel: 336 292 9161 Fax: 336 292 1407



Sheraton®

Phyllis Kalifeh
 Ihotelier
 2807 Remington Green Circle
 Tallahassee, FL, 32308
SD27AB - Smart Start 2018 Att00-2DGGA3S

Page Number	:	1	Invoice Nbr	:	-1
Guest Number	:	2607650			
Folio ID	:	A			
Arrive Date	:	30-APR-18	14:06		
Depart Date	:	03-MAY-18	07:38		
No. Of Guest	:	1			
Room Number	:	870			
Club Account	:				

Tax Invoice

Tax ID : 566030766

Sheraton Greensboro MAY-03-2018 07:40 MZ

Date	Reference	Description	Charges (USD)	Credits (USD)
30-APR-18	RT870	Guest Room Rental	139.00	
30-APR-18	RT870	Guest Room Sales Tax	9.38	
30-APR-18	RT870	Guest Room Occupancy Tax	8.34	
01-MAY-18	RT870	Guest Room Rental	139.00	
01-MAY-18	RT870	Guest Room Sales Tax	9.38	
01-MAY-18	RT870	Guest Room Occupancy Tax	8.34	
02-MAY-18	RT870	Guest Room Rental	139.00	
02-MAY-18	RT870	Guest Room Sales Tax	9.38	
02-MAY-18	RT870	Guest Room Occupancy Tax	8.34	
03-MAY-18	VI	Visa-4368		-470.16

For Authorization Purpose Only

xxxxxx4368

Date	Code	Authorized
30-APR-18	026892	500.4

** Total	470.16	-470.16
----------	--------	---------

Continued on the next page

Sheraton Greensboro Hotel
3121 West Gate City Blvd
Greensboro, NC 27407
United States
Tel: 336 292 9161 Fax: 336 292 1407



Sheraton®

Phyllis Kalifeh
Ihotelier
2807 Remington Green Circle
Tallahassee, FL, 32308
SD27AB - Smart Start 2018 Att00-2DGGA3S

Page Number	:	2	Invoice Nbr	:	-1
Guest Number	:	2607650			
Folio ID	:	A			
Arrive Date	:	30-APR-18	14:06		
Depart Date	:	03-MAY-18	07:38		
No. Of Guest	:	1			
Room Number	:	870			
Club Account	:				

*** Balance -0.00

I agreed to pay all room & incidental charges.

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Signature_____

Tallahassee International Airport
RECEIPT



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



115610 09:12 052.00 05/03 15:10 03

*Charged to
TSB VISA*

①

SIGNATURE _____

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22494****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date		Require Date		Prepared By		Workflow		Status		Description			
05/04/2018		06/15/2018		Shelley Shafer		Accounting		Documents Transferred to Abila		Research Presentation ticket for One Goal conf			
Research Presentation ticket for One Goal conf													
Qty	Unit Type	Qty Rec'd	Received Date	Account Information				Item Number	Item Description		Unit Price	Tax %	Total
1	EA	0		18200 004 01 01 01 100 NA 100				N/A	Research Presentation ticket for One Goal conf		35.00	0.000	35.00

Approval Information

Shelley Shafer	Accounting	06/06/2018 10:46 AM
Kerri Cloud	Dir of Finance	06/05/2018 2:56 PM
Shelley Shafer	Requester	06/05/2018 9:22 AM

TOTAL**\$35.00**

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. 22184

22479

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

Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID		
Purchase Description	One Goal Summer Conference			Vendor Name	TSB Visa <i>Kalifeh</i>	
				Street Address		
Purchase/Service Date	5/4/18	To	5/4/18	City		
Requestor's Name/Dept	Phyllis Kalifeh			Phone	850	
Department Approval	<i>Phyllis Kalifeh</i>			Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
	Research Presentation Ticket	35.00
	One Goal Summer Conference	
Total		\$ 35.00

Expense Coding Info	
GL Code	<i>18200</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<i>R Cloud 6/5/18</i>
CEO(+\$1,000)	

Conference Registration Form

Your form has been received. Thank you!
Please print this page for your records.

Return to our [home page](#).

Registration Number: 26

Name: Phyllis Kalifeh
Professional Title: CEO
Agency Name: Children's Forum

Mailing Address:
2807 Remington Green Circle

Tallahassee, FL 32308

Primary Phone: 8506817002
Cellphone Number:
Email Address: pkalifeh@thechildrensforum.com

Registrations: 0 ==> -----
Research Presentation Tickets: 1 ==> \$35.00
Total Charge: ==> \$35.00

Credit Card Type: Visa
Credit Card Number: 4798040022634368
Credit Card Expiration Date: 11/2020
Credit Card CID Code: 799

Name on Card: Phyllis Kalifeh
Card Mailing Address:
2807 Remington Green Circle

Tallahassee, FL 32308

Signature: Phyllis Kalifeh

Submitted Friday, May 4, 2018 at 4:30 PM
from 75.149.234.131

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22496****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description				
05/01/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting expenses				
Meeting expenses									
Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		54000 004 01 01 01 100 NA 100	N/A	Meeting expenses	120.94	0.000	120.94

Approval Information

Shelley Shafer	Accounting	06/06/2018 10:47 AM
Kerri Cloud	Dir of Finance	06/05/2018 2:57 PM
Shelley Shafer	Requester	06/05/2018 9:28 AM

TOTAL \$120.94

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. 22186

Wednesday, June 6, 2018 Page 1 of 1

22496

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)	51118			Vendor ID		For fiscal Use	
Purchase Description	Compensation Workgroup Dinners			Vendor Name	TSB Visa Kalifeh		
Purchase/Service Date	4/25/18	To	4/26/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City			
Department Approval	[Signature]			Phone	850		
				Invoice #			
				Terms (Due)	Pay by Invoice		

Purchase Information		
Distribution Code	Item Description	Amount
TEACH 2006	Dinner for Roy Keister 4/25	23.28
	Dinner for Roy Keister, Herman Knopf, and Erin Smeltzer (4/26)	\$ 97.66
	(T.E.A.C.H. National will reimburse for these expenses)	
Total		\$ 120.94

Expense Coding Info	
GL Code	54000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals

Fiscal Dept. Rcloud 6/5/18

CEO(+\$1,000) _____

Changed to PK - TSB VISA

Dinner for Roy,
Erin, and Herman

TOPO

CHAPEL HILL NC
THE SOCIAL CROSSROADS OF
CHAPEL HILL

Date: Apr26'18 09:05PM
Card Type: Visa
Acct #: XXXXXXXXXXXX4368
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 025094
Check: 6610
Table: 221/1
Server: 554 BRYAN B
Reference: 1205895047

Subtotal: 81.66

* A Gratuity Is NOT Included *

Gratuity \$ 16.00
Total Due \$ 97.66

Signature _____

I agree to pay above total
according to my card issuer
agreement.

*** Guest Copy ***

TOPO
CHAPEL HILL NC
THE SOCIAL CROSSROADS OF
CHAPEL HILL

554 BRYAN B

Tbl 221/1 Chk 6610 Gst 2
Apr26'18 07:06PM

1 SP Pepper Jelly	9.99
1 Pimento Dip	7.99
1 Fried Chkn	16.99
1 Pork Mac&Cheese	15.50
1 Side Mac & Chz	3.00
1 Mash Potato	3.00
1 Veg	3.00
1 Topo Brownie	7.50
1 Coffee	2.00
1 Cheesecake	6.99

Subtotal 75.96
Tax 5.70
08:57PM Total 81.66

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For your convenience we are
providing the following
gratuity calculations:

15% is \$12.25
18% is \$14.70
20% is \$16.33

Charged to. PK -
TSB VISA



We'd love to hear about your visit!
Please take our short survey
www.ccfsurvey.com
Enter this code within 5 days:
2182-50061-20043

Durham

0326 TABLE 61 #Party 1
KIANNA J SvrCk: 1 18:29 04/25/18

DINING ROOM

Separate checks: 1-of-3

Iced Black Tea 3.25
Chicken Riesling 14.50

Sub Total: 17.75
Tax: 1.33
Sub Total: 19.08

04/25 19:30 **TOTAL: 19.08**

Gratuity Not Included
Suggested Gratuity:

22% 4.20
20% 3.82
18% 3.43
15% 2.86

Join us for Brunch
Saturday and Sunday 10-2

*Ray Kester
Dinner*

0326

Server: KIANNA J

Rec:245

04/25/18 19:37, Swiped T: 61 Term: 9

The Cheesecake Factory
8030 Renaissance Pkwy 950
Durham, NC 27713
(919)206-4082

MERCH ID: 372460724386 : 9
PURCHASE USD \$19.08
*****4368 Visa
4/25/2018 7:37 PM
AUTH: 047356 Approved 000
ENTRY: CHIP READ
VISA CREDIT - A0000000031010
TC - CA861F150AD2BAAD
Mode: Issuer
TVR: 8080008000
IAD: 06010A03600400
TSI: 6800
ARC: 00

*Ray Kester
Dinner*

CHECK: 19.08

Gratuity Not Included
Suggested Gratuity:

22% 4.20
20% 3.82
18% 3.43
15% 2.86

TIP:

4.20

TOTAL:

23.28

--PLEASE LEAVE SIGNED COPY FOR SERVER!--

We'd love to hear about your visit!
Please take our short survey
www.ccfsurvey.com
Enter this code within 5 days:
2182-50061-20043

Customer Copy

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

Vendor Information

Tallahassee State Bank

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/02/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Training videos for HMG

Training videos for HMG

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		54000 521 02 01 02 600 NA 500	N/A	Training videos for HMG	610.00	0.000	610.00

Approved

TOTAL

\$610.00

Approval Information

Shelley Shafer	Accounting	06/06/2018 10:47 AM
Kerri Cloud	Dir of Finance	06/05/2018 2:57 PM
Shelley Shafer	Requester	06/05/2018 9:29 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. 22187

Wednesday, June 6, 2018

Page 1 of 1

Purchase Order

Purchase Information		
Distribution Code	Item Description	Amount
HMG	Training Videos on Trauma Informed Care	595.00
	Paper Tigers and Resilience	
	Shipping	\$ 15.00
Total		\$ 610.00

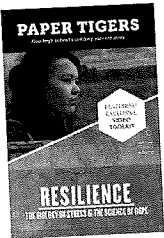
Expense Coding Info	
GL Code	54000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals

Fiscal Dept. Reboud 6/5/18

CEO(+ \$1,000) _____

Receipt for Order #R540778316

Item	Price	Qty.	Total
 Paper Tigers & Resilience Bundle James Redford's best-selling documentaries PAPER TIGERS and RESILIENCE are now, for the first time ever, available with special bundle pricing. PAPER TIGERS follows a year in the life of an alterna...	\$595.00	1	\$595.00

Affiliation : Institution
 Disc Type : DVD
Tracking #: FedEx -
 772145603550

Subtotal	\$595.00
Shipping Ground	\$15.00
ORDER TOTAL	\$610.00

5/4/2018, 12:11 PM

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22499****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/18/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental P.Kalifeh DCF Conf

Auto rental P.Kalifeh DCF Conf

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Auto rental P.Kalifeh DCF Conf	44.25	0.000	44.25
Account Information									
				Percent	Amount				
819 02 01 02 801 NA 800				0.72	\$31.86				
819 02 01 02 602 NA 800				0.28	\$12.39				
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Auto rental P.Kalifeh DCF Conf	44.25	0.000	44.25

Approval Information

Shelley Shafer Accounting 06/07/2018 12:40 PM
Kate Nunez Contracts Mgr 06/06/2018 2:25 PM
Shelley Shafer Requester 06/05/2018 9:43 AM

TOTAL**\$88.50**

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.

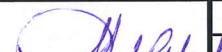
Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 22189

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

Purchase Order

Purchase Order Information					Vendor Information				
					Vendor ID	4300		For fiscal Use	
Purchase Description	Enterprise				Vendor Name	TSB Visa Kaliteh			
					Street Address				
Purchase/Service Date	5/15/18	To	5/18/18	City		State	IL	Zip	
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval					Reservation#				
					Terms (Due)				

[illegible]

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

Approvals

Fiscal Dept. RR Nielsen-Nunog 6/6/18

CEO(+ \$1,000) _____

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22490****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/18/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel and Gas P. Kalifeh DCF Conf 5/15-5/18/18

Hotel and Gas P. Kalifeh DCF Conf 5/15-5/18/18

Unit Qty	Type	Qty	Received Rec'd	Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0			53000	N/A	Hotel and Gas P. Kalifeh DCF Conf 5/15-5/18/18	226.43	0.000	226.43
				Account Information		Percent	Amount			
				819 02 01 02 801 NA 800		0.72	\$163.03			
				819 02 01 02 602 NA 800		0.28	\$63.40			
1	EA	0			53000 521 02 01 02 600 NA 500	N/A	Hotel and Gas P. Kalifeh DCF Conf 5/15-5/18/18	226.42	0.000	226.42

Approval Information

Shelley Shafer	Accounting	06/07/2018 11:19 AM
Kate Nunez	Contracts Mgr	06/06/2018 1:57 PM
Shelley Shafer	Requester	06/05/2018 9:42 AM
Shelley Shafer	Requester	06/05/2018 9:13 AM

TOTAL \$452.85

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. 22180

Thursday, June 7, 2018 Page 1 of 1

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

Purchase Order Information				Vendor Information			
				Vendor ID		For fiscal Use	
Purchase Description	DCF Conference			Vendor Name	TSB-Admin Kalifeh		
	Rosen Centre Hotel			Street Address			
Purchase/Service Date	5/15/18	To	5/18/18	City		State	Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
Supervisor Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

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

Approvals

Fiscal Dept. RR Nielsen-Nunez 6/6/18

CEO(+\$1,000) _____



9840 International Drive
Orlando, FL 32819
Tel: (407) 996-9840 Fax: (407) 996-0865

Guest Name: Phyllis Kalifeh
2807 Remington Green Circle
Tallahassee, FL 32308

Room #: 609
Folio #: R69869SB063055
Group #: 93910
Guests: 1
Clerk:
CL #:

Arrive: 05/15/18 Time: 05:49 PM Depart: 05/18/18 Time: 07:32 AM Status: FOL

Date	Description	Reference	Comment	Charges	Credits
05/15/2018	ROOM CHARGE	609		\$131.00	
05/15/2018	OCCCD FEE	609t	OCCCD FEE	\$1.31	
05/16/2018	RC-Room Service	6565276		\$21.96	
05/16/2018	ROOM CHARGE	609		\$131.00	
05/16/2018	OCCCD FEE	609t	OCCCD FEE	\$1.31	
05/17/2018	Cafe Gauguin	6057724		\$25.81	
05/17/2018	Cafe Gauguin	6057763		\$23.00	
05/17/2018	ROOM CHARGE	609		\$131.00	
05/17/2018	OCCCD FEE	609t	OCCCD FEE	\$1.31	
05/18/2018	PAY VISA	05189540674	*****4368		(\$396.93)
05/18/2018	PAY AMEX	05189520674	*****1009 849821		(\$70.77)

Folio Balance: \$0.00

The Hotel will collect one percent of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.

If I elect to pay by credit card, I understand that: acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio (s) and be transmitted electronically in lieu of a sales draft; my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.

Gasoline
TSB
VISA

PAN FOOD STORE #3
2290 CAPITAL CIR NE
TALLAHASSEE FL 3230
850-386-0888

CARY116601
PAN FOOD #3
2290 CAPITAL CIR NE
TALLAHASSEE FL

DATE 05/18/18 17:49
TRAN# 9096578
PUMP# 09
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 7.238
PRICE/G: \$ 2.799
FUEL SALE \$ 20.26
CREDIT \$20.26

VISA
Auth #: 022155
Resp Code: 000
Stan: 0439662999
Reference: 16469

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

Welcome to Shell

OKAHUMPKA SHELL
Mile#299 FL. TURNPIKE
WILDWOOD FL.

SHELL
MILE MARKER # 299
WILDWOOD, FL
34785
57543701809
05/18/2018 898392067
12:16:58 PM

PUMP# 7
UNLEADED 12.216G
PRICE/GAL \$2.919

FUEL TOTAL \$ 35.66

CREDIT \$ 35.66

XXXX XXXX XXXX 4368

VISA

Swiped

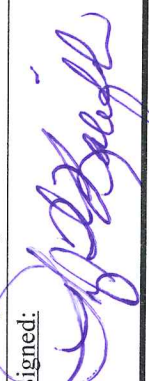
APPROVED

AUTH # 085236

INV # 892679

THANK YOU
PLEASE DRIVE
SAFELY!!!

Please come again

State of Florida		Name Phyllis Kalifeh	Official Headquarters Tallahassee		Date 5/1/18
Authorization to Incur Travel Expenses		Department Children's Forum	Division Administration		
Purpose of Trip: To attend DCF statewide meeting for Childcare Licensing personnel to discuss HMG Florida					
Destination: Orlando, FL		Departure Date 5/15/18		Return Date 5/18/18	Total Days 3
Conference or convention travel: Explanation of benefits accruing to the State of Florida		Departure Time 10 AM		Return Time 7 PM	Trip Number 2
Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families.					
Total Estimated Per Diem:		146			
Registration Fee:					
Car		127			
Motel	Confirm	Rate	Nights	Cost	
Rosen Centre Hotel		135	2	270	
Airline	Dep. Flight	Time	Ret. Flight	Time	Cost
TOTAL ESTIMATED COST FOR TRIP				543.00	
Comments:		Cost shared 50/50 between TEACH + HMGF			
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	Date

TRAVELER Phyllis Kalifeh
SOCIAL SECURITY NO. _____
CHECK ONE: ☒ OFFICER/EMPLOYEE ☐ NON

AGENCY	Children's Forum
HEADQUARTERS	Tallahassee
RESIDENCE (CITY)	Tallahassee

TRAVELER Phyllis Kalifeh
SOCIAL SECURITY NO. _____
CHECK ONE: ☒ OFFICER/EMPLOYEE ☐ NON

STATE OF FLORIDA
VOUCHER FOR REIMBURSEMENT
OF TRAVEL EXPENSES

Statement of Benefits to the State: (Conference or Convention)						
See Authorization to Incur Travel Expense)	Column Total	Column Total	Column Total	0	24	SUMMARY TOTAL
				24	Mi.	
				\$0.445	Mi.	
	\$ 91.00	\$ 60.00	\$ -		\$10.68	\$ 7.50
						\$ 169.18

See Authorization to Incur Travel Expense)

Agency Voucher No. _____

FOR AGENCY USE.

DATE APPROVED:

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above

FORM DFS-AA-15
REV. 05/09

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

[illegible]

STATE OF FLORIDA PURCHASING CARD CHARGES

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
5.15-18.18	Rosen Center Hotel	Lodging	\$396.93
5.23-25.18	Enterprise	Auto rental	\$88.50
5.15-18.18	VISA/Gas	Gas	\$55.92

THIS SECTION TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)			

GENERAL INSTRUCTIONS

Class A travel - Continuous travel of 24 hours or more away from official headquarters:

Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.

Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or

when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "State of Florida Purchasing Card Charges" section above must be completed.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles.

beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem

or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel

Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the work "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the

above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be

used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18369
5/24/2018

Invoice	Description	Discount	Amount
09-EN-22442	Travel expenses DCF annual mtgs 5/15-5/18/18	\$0.00	\$169.18

Electronic Payment Notification

Total :

\$0.00

\$169.18

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18369
5/24/2018

Invoice	Description	Discount	Amount
09-EN-22442	Travel expenses DCF annual mtgs 5/15-5/18/18	\$0.00	\$169.18

Electronic Payment Notification

Total :

\$0.00

\$169.18

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22442****Vendor Information****Phyllis Kalifeh**

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/18/2018	06/02/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses DCF annual mtgs 5/15-5/18/18

Travel expenses DCF annual mtgs 5/15-5/18/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Travel expenses DCF annual mtgs 5/15-5/18/18	84.59	0.000	84.59
1	EA	0		53000	N/A	Travel expenses DCF annual mtgs 5/15-5/18/18	84.59	0.000	84.59

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$60.90
819 02 01 02 602 NA 800	0.28	\$23.69

Approval Information

Shelley Shafer Accounting 05/24/2018 10:29 AM
Kate Nunez Contracts Mgr 05/23/2018 2:14 PM
Shelley Shafer Requester 05/23/2018 9:30 AM

TOTAL \$169.18

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. 22132

Thursday, May 24, 2018 Page 1 of 1

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

Purchase Order Information				Vendor Information						
				Vendor ID	1008		For fiscal Use			
Purchase Description	Travel expense - DCF Conf Phyllis Kalifeh			Vendor Name	Phyllis Kalifeh					
				Street Address						
Purchase/Service Date	5/15/18	To	5/18/18	City		State		Zip		
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax				
Supervisor Approval				Invoice #						
				Terms (Due)						

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

Approvals

Fiscal Dept. KR Nulsen-Nuay

CEO(+ \$1,000) _____

Children's Forum				EMPLOYEE	Phyllis Kalifeh	Benefiting Program:				T.E.A.C.H. / HMG						
Reimbursement of Travel Expenses				DEPARTURE DATE:	5/15/2018	ORIGIN:	Orlando, FL	Distribution or Fund:				T.E.A.C.H. / HMG				
				Return Date:	5/18/2018	Time of Departure:	10:00	Time of Return:	17:00	Purpose and benefit of travel: Speaking on behalf of T.E.A.C.H. and Help Me Grow at the general sessions.						
DATE	Name of City From Point of Origin to Destination	Purpose or Reason	Per Diem (\$80/day)	Breakfast (\$6)	Lunch (\$11)	Dinner (\$19)	Hotel	Airfare	Auto Rental	Agency Charged Gas	Traveler Paid Gas	Tolls	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
															Type	
05/15/18	Tallahassee to Orlando	DCF Conference			11.00	19.00	132.31			35.66		3.25	12.0			
05/16/18	Orlando	DCF Conference		6.00	11.00	19.00	132.31					1.00				
05/17/18	Orlando	DCF Conference		6.00		19.00	132.31									
05/18/18	Orlando to Tallahassee	DCF Conference	60.00						88.50	20.26		3.25	12.0			
			Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	24 Mi.	Column Total	Summary Total	
			\$ 60.00	\$ 12.00	\$ 22.00	\$ 57.00	\$ 396.93	\$ -	\$ 88.50	\$ 55.92	\$ -	\$ 7.50	44.5	\$ 10.68	\$ -	\$ 710.53
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061, F.S. I have attached all original receipts pertaining to this travel reimbursement form. The amounts are accurate and correct and reflect the policies and procedures outlined in the Children's Forum Employee Handbook, policy #3.160. I understand that any discrepancies, miscalculations, or missing information on this form may delay the reimbursement process.																
NOTES REGARDING TRAVEL:																
LESS AMOUNT DUE:																
LESS AMOUNT CHARGED TO AGENCY CREDIT CARD																
LESS AMOUNTS PREVIOUSLY REPORTED (e.g. registration fees)																
NET AMOUNT DUE:																
If the balance is due is negative, this the amount you owe to the Children's Forum.																
Pursuant to section 112.061(3)(a), F.S., I hereby certify or affirm that to the best of my knowledge the above travel was on official business of Children's Forum and was performed for the purpose stated above:																
SUPERVISOR'S SIGNATURE:																
SUPERVISOR'S TITLE:																
DATE:																
GENERAL INSTRUCTIONS																

750 Tolls
Cash
reimbursed

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Interstate 4

PLAZA 003140 LANE 01
COLL P226
TOLL DUE 1.00
PAID 1.00 CHANGE 4.00
PAY TYPE CASH
05/18/18-11:37:31.966

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 05
COLL C099
TOLL DUE 3.25
PAID 3.25 CHANGE 17.00
PAY TYPE CASH
05/15/18-16:44:57.560

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

Leesburg

PLAZA 003100 LANE 16
COLL R451
TOLL DUE 3.25
PAID 3.25 CHANGE 0.75
PAY TYPE CASH
05/18/18-12:02:24.806

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

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

NOT ALL SUPERHEROES WEAR CAPES!

WEDNESDAY, MAY 16, 2018

GRAND E

1:00 PM. - 1:15 PM.	WELCOME	Samantha Wass de Czege
1:15 PM. - 1:30 PM.	Introduction - Pat Franklin	Samantha Wass de Czege
1:30 PM. - 2:15 PM.	Training (Registry) C.A.R.E.S. Updates Legislative Update	Kathryn Schmidt Yemi Quijada Samantha Wass de Czege and Max Kruse
2:15 PM. - 3:15 PM.	"Who's on First? Health and Safety Roles and Responsibilities"	Child Care Program Office and Office of Early Learning Staff
3:15 PM. - 3:30 PM.	BREAK	
3:30 PM. - 4:30 PM.	Child Care Licensing - Lessons Learned	David Tucker, B.C.S.* Regional Counsel, NE Region Stefanie Camfield, Assistant General Counsel
4:30 PM. - 4:45 PM.	T.E.A.C.H. Early Childhood® Scholarship Presentation	Phyllis Kalifeh, President and CEO, Children's Forum
4:45 PM. - 5:00 PM.	Closing Remarks	Samantha Wass de Czege

THURSDAY, MAY 17, 2018

8:30 A.M. - 10:00 A.M.	Keynote Session <i>Change Your Day, Not Your Life</i> Andy Core Thrive Under Stress Author/Speaker	
10:00 A.M. - 10:15 A.M.	BREAK	
10:15 A.M. - 11:45 A.M.	Session I (attend assigned workshop)	
11:45 A.M. - 1:15 PM.	Lunch on your own	
1:15 PM. - 2:45 PM.	Session II (attend assigned workshop)	
2:45 PM. - 3:00 PM.	BREAK	
3:00 PM. - 4:30 PM.	Session III (attend assigned workshop)	
4:30 PM. - 4:45 PM.	Help Me Grow® Florida Presentation Phyllis Kalifeh, President and CEO, Children's Forum	
4:45 PM. - 5:00 PM.	Closing Remarks	Samantha Wass de Czege

FRIDAY, MAY 18, 2018

GRAND E

8:15 A.M. - 9:15 A.M.	"Pulling It All Together" Stephanie Gehres, Deputy Director Office of Early Learning	
9:15 A.M. - 10:15 A.M.	Expulsion & Suspension Prevention in Early Childhood Settings - Part I Erin Smeltzer, Manager, School Readiness Program Unit, and Molly Grant, Project Manager, Child Care Resource & Referral Office of Early Learning	
10:15 A.M. - 10:45 A.M.	BREAK	
10:45 A.M. - 11:45 A.M.	Expulsion & Suspension Prevention in Early Childhood Settings - Part II Erin Smeltzer, Manager, School Readiness Program Unit and Molly Grant, Project Manager, Child Care Resource & Referral Office of Early Learning	
11:45 A.M. - 12:00 Noon	Closing Remarks	Samantha Wass de Czege

WORKSHOPS

Workshop 1:

From Food to Septic and Everything in Between

Michael Berry, OMC Manager,
VaKeshia Brown, Supervisor for Food Safety and Sanitation & Group Care Programs,
Brenda Crosby, Nutrition Section Administrator,
Lisa Gruber, Policy Specialist,
Robert E. Colon, Operations Management Consultant

Department of Health

Workshop 2:

New Rules and How They Affect What We Do

Cindy Campbell, Operations Review Specialist,
Shelley Tinney, Operation & Management Consultant II

Office of Child Care Regulation

Workshop 3:

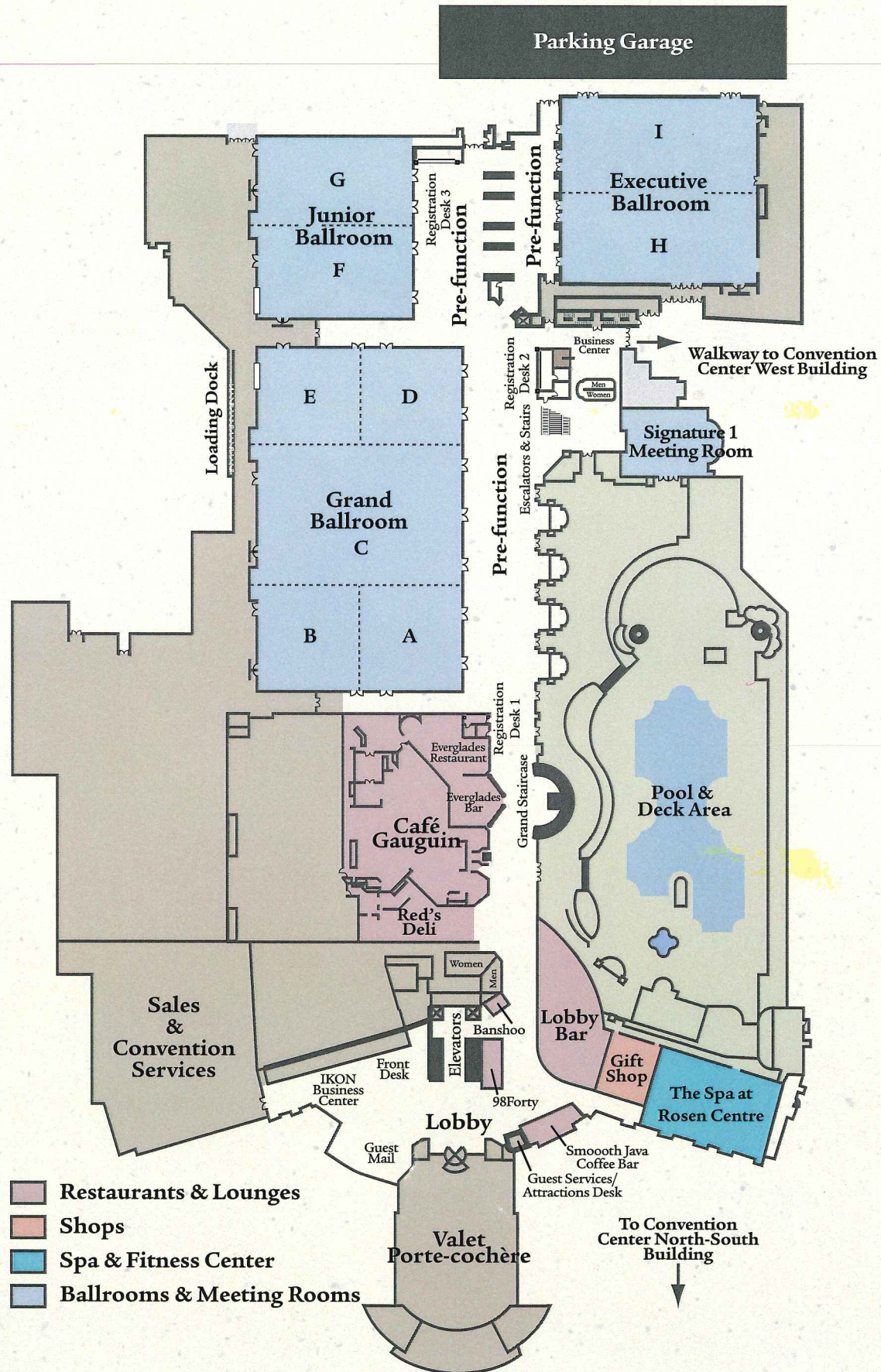
Trauma-Informed Care

Kathryn Schmidt, Operations Review Specialist,
Sonia Castorena, Government Operations Consultant II,
and Alina Soto, Operations Review Specialist

Office of Child Care Regulation



Rosen Centre Hotel



Note: The Thursday workshop sessions are on the second floor of the hotel.

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22495****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/02/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration for NAEYC Affiliate day P. Kalifeh

Registration for NAEYC Affiliate day P. Kalifeh

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 127 02 01 02 301 NA 600	N/A	Registration for NAEYC Affiliate day P. Kalifeh	50.00	0.000	50.00

Approved

Approval Information

Shelley Shafer	Accounting	06/07/2018 12:38 PM
Kate Nunez	Contracts Mgr	06/06/2018 2:14 PM
Shelley Shafer	Requester	06/05/2018 9:38 AM
Shelley Shafer	Requester	06/05/2018 9:25 AM

TOTAL \$50.00

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. 22185

Thursday, June 7, 2018 Page 1 of 1

22495

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			For fiscal Use
Purchase Description	Registration			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	5/2/18	To	5/2/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalifeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code		Amount
2006 2127	2018 Affiliate Day at NAEYC PLI	\$50.00
Total		\$ 50.00

Expense Coding Info	
GL Code	53000 53200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	KR Nelsen-Nunez 6/6/18
CEO(+ \$1,000)	

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Wednesday, May 2, 2018 11:36 AM
To: Tamela Nelloms
Subject: Fwd: Order Confirmation for NAEYC Affiliate Day at Professional Learning Institute

Will you do a PO for me? Thanks. Charged to TSB Visa.

Sent from my iPhone

Begin forwarded message:

From: Eventbrite <orders@eventbrite.com>
Date: May 2, 2018 at 11:35:00 AM EDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: Order Confirmation for NAEYC Affiliate Day at Professional Learning Institute
Reply-To: "edaga@naeyc.org" <edaga@naeyc.org>

Eventbrite

[Find events](#) [My Tickets](#)

Hi Phyllis, this is your order confirmation for
NAEYC Affiliate Day at Professional Learning
Institute

Organized by [NAEYC Affiliate Relations](#)

Message from NAEYC Affiliate Relations

The event organizer has provided the following information:

Event Information

Thank you for registering!

2018 Affiliate Day at NAEYC PLI

Saturday, June 9, 8:00 a.m. - 3:00 p.m.

JW Marriott Austin

110 East 2nd Street

Austin, TX 78701

We will send you the agenda in advance of the event. As a reminder, please email affiliate@naeyc.org if you have any dietary restrictions or questions.

Gwen Simmons and Erin Daga

Have a question? Contact the organizer

Order Summary

May 2, 2018

Order #: 766178507

Name	Type	Quantity	Price
Phyllis Kalifeh	2018 Affiliate Day at PLI	1	\$50.00
TOTAL			\$50.00

Charged to: Visa - XXXX-XXXXXX-4368

This charge will appear on your card statement as EB *NAEYC Affiliate Day

Refund Policy: Refunds up to 7 days before event

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

About this event



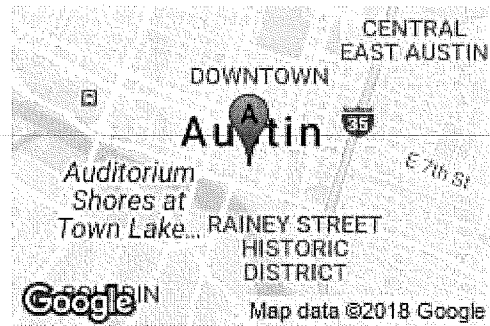
Saturday, June 9, 2018



from 8:00 AM to 3:00 PM
(CDT)
JW Marriott Austin
110 East 2nd Street
Austin, TX 78701

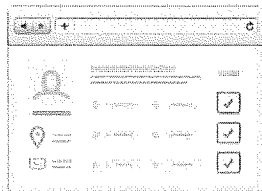


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Yahoo



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Create your own event

Anyone can sell tickets or
manage registration with
Eventbrite.
[Learn More](#)



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Find local events that match
your passions.
[See events](#)



This email was sent to pkalifeh@thechildrensforum.com
Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103
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***** ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22498****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/20/2018	06/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P.Kalifeh NAEYC Affiliate Day and Professional Learning Inst.

Airfare P.Kalifeh NAEYC Affiliate Day and Professional Learning Inst.

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Airfare P.Kalifeh NAEYC Affiliate Day and Professional Learning Inst.	408.54	0.000	408.54
									<i>Personal and reimbursed with ck.</i>
1	EA	0		53000	N/A	Airfare P.Kalifeh NAEYC Affiliate Day and Professional Learning Inst.	615.61	0.000	615.61

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$443.24
819 02 01 02 602 NA 800	0.28	\$172.37

Approval Information

Shelley Shafer Accounting 06/07/2018 2:01 PM
Kate Nunez Contracts Mgr 06/07/2018 1:46 PM
Shelley Shafer Requester 06/07/2018 12:40 PM
Shelley Shafer Requester 06/05/2018 9:40 AM

TOTAL \$1,024.45

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. 22188

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

Purchase Order Information					Vendor Information					
					Vendor ID			For fiscal Use		
Purchase Description	Professional Learning American Airlines				Vendor Name	TSB Visa Kalifeh				
Purchase/Service Date	5/20/18	To	5/20/18		Street Address					
Requestor's Name/Dept	Phyllis Kalifeh				City		State		Zip	
Supervisor Approval	[Signature]				Phone		Fax			
					Confirmation#					
					Terms (Due)					

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

Approvals

Fiscal Dept. KR Nielsen-Nunez 6/6/18

CEO(+\$1,000) _____

KALIFEH DESIGNS LLC
5419 PIMLICO DR.
TALLAHASSEE, FL 32309

63-992/631

1102

5662 American

Airlines

PAY TO THE
ORDER OF*Children's Forum*DATE *5-22-18*\$ *408⁸⁴**Four hundred and eight dollars and 84/100*

DOLLARS

Security Features
Included
Details on Back.

**Tallahassee
State Bank**
a division of SYNOVUS BANK

MEMO

Dep. to Austin/Denver difference

MP

⑆063109922⑆1007434408⑈

1102

Cost summary

Your total

\$1,024.45

Includes all taxes and carrier-imposed fees

- 615.61\$ *408.84**Difference of cost
to Austin is the
added fare to Denver.*

Mileage Multiplier

Passenger x 1	\$774.88	Bag and optional fees
Taxes	\$110.42	Reservation and tickets
Carrier-imposed fees	\$0.00	FAQs
Subtotal	\$885.30	Price and Tax Information
Main Cabin Extra	\$96.97	
Preferred Seats	\$42.18	
Total (all passengers)	\$1,024.45	

*Grid Ch #1102
408.84*

Earn extra miles without extra cost



Plan Travel Travel Information AAdvantage



Your trip

[« Show all trips](#)[Change trip](#)[Cancel trip](#)[Change seats](#)Record locator: **MMNMJF**Issued: **Sunday, May 20, 2018**Trip name: **TLH/AUS** [Edit](#)Status: **Ticketed**

Depart Tallahassee, FL to Austin, TX

Friday, June 8, 2018

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
4116 American Airlines Operated by Envoy Air as American Eagle	7:55 AM TLH	9:16 AM DFW	2h 21m	E75	Economy	11D

[Get alerts for this flight](#)

Stop: Dallas/Fort Worth (DFW)

1584 American Airlines	10:55 AM DFW	11:55 AM AUS	1h 0m	738	Economy	14A
-------------------------------	-----------------	-----------------	-------	-----	---------	---------------------

[Get alerts for this flight](#)

[Home](#)[Hello, PHYLLIS](#) ▼[English](#) ▼**American Airlines** [Plan Travel](#)[Travel Information AAdvantage](#)

Passengers

[« New search](#)

Round trip Tallahassee, FL to Austin, TX

Friday, June 8, 2018 to Monday, June 18, 2018

Your trip total
\$615.61

[Price for all passengers](#)[Price and tax information](#) [Includes taxes and carrier imposed fees](#)[Bag and optional fees](#)

costs without additional leg

Limited-time: Earn up to a
\$200 statement credit

And 50,000 bonus miles after qualifying
purchases with this credit card offer

[Learn more](#)

Your Trip Price:	\$615.61
Card Statement Credit:	- \$200.00
Total after statement credit:	\$415.61

Passenger details

Please enter all passenger names as they appear on the passenger's government-issued photo identification. [TSA privacy notice](#)

Passenger 1

PHYLLIS KALIFEH

▼ [Edit](#)

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22586****Vendor Information****Tallahassee State Bank**

PO Box 23061
Columbus, GA 31902
Phone - / Fax -

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/23/2018	06/17/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting expense

Meeting expense

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		54000 004 01 01 01 100 NA 100	N/A	Meeting expense	37.94	0.000	37.94

Approved

Approval Information

Shelley Shafer	Accounting	06/11/2018 8:15 AM
Kerri Cloud	Dir of Finance	06/08/2018 9:34 AM
Shelley Shafer	Requester	06/07/2018 8:58 AM

TOTAL**\$37.94**

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. 22276

22586

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

Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID		For fiscal Use
Purchase Description	Buce di Beppo			Vendor Name	TSB Visa <i>Kalifeh</i>	
Purchase/Service Date	5/23/18	To	5/23/18	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval	<i>[Signature]</i>			Phone		
				Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
HMG <i>2006</i>	Wil Blechman's Dinner for Help Me Grow Presentation	37.94
Total		\$ 37.94

Expense Coding Info	
GL Code	<i>54000</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<i>R Cloud 6/8/18</i>
CEO(+ \$1,000)	

*Wil Blechnar's
Dinner*

Buca di Beppo
Store#0813
Orlando, FL 32809
(407) 859-7844

Server: Marty
07:39 PM
Table 33/4

DOB: 05/23/2018
05/23/2018
5/50013

SALE

Visa 5242885
Card #XXXXXXXXXX 4368
Magnetic card present: KALIFEH PHYLLIS
Card Entry Method: S

Approval: 075968

Amount: \$ 31.94
+ Gratuity: 6.00
= Total: 37.94

I agree to pay the above
total amount according to the
card issuer agreement.

X _____

*** GUEST COPY ***

Buca di Beppo
Store#0813
Orlando, FL 32809
(407) 859-7844

Server: Marty 05/23/2018
Table 33/4 7:36 PM
Guests: 4 50013
Order Type: Dining

Sm Linguine Frutti di Mar 29.99
Subtotal 29.99
Tax 1.95
Total 31.94

Balance Due 31.94

Father's is June 17th!
Make your reservation today!

*****Suggested Tip*****
(15%) \$4.50 (18%) \$5.40 (20%) \$6.00

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18771
6/1/2018

Invoice	Description	Discount	Amount
09-EN-22463	Travel expenses P. Kalfieh HMG Statewide mtg 5/23-5/2...	\$0.00	\$142.07

Electronic Payment Notification

Total :

\$0.00

\$142.07

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18771
6/1/2018

Invoice	Description	Discount	Amount
09-EN-22463	Travel expenses P. Kalfieh HMG Statewide mtg 5/23-5/2...	\$0.00	\$142.07

Electronic Payment Notification

Total :

\$0.00

\$142.07

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22463****Vendor Information****Phyllis Kalifeh**

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/25/2018	06/09/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalfieh HMG Statewide mtg 5/23-5/25/18
Travel expenses P. Kalfieh HMG Statewide mtg 5/23-5/25/18					

Unit Qty	Type	Qty	Received Rec'd	Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0			53000 521 02 01 02 600 NA 500	N/A	Travel expenses P. Kalfieh HMG Statewide mtg 5/23-5/25/18	142.07	0.000	142.07

Approval Information

Shelley Shafer Accounting 06/01/2018 2:20 PM
Kate Nunez Contracts Mgr 05/31/2018 4:04 PM
Shelley Shafer Requester 05/30/2018 11:18 AM

TOTAL \$142.07

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. 22153

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

Purchase Order Information				Vendor Information			
				Vendor ID	1008	For fiscal Use	
Purchase Description	Help Me Grow 5/25/17			Vendor Name	Phyllis Kalifeh		
				Street Address			
Purchase/Service Date	5/23/18	To	6/6/17	City		State	Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
Supervisor Approval				Invoice #			
				Terms (Due)			

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

Approvals	
<i>Fiscal Dept.</i>	
<i>CEO(+ \$1,000)</i>	

[illegible]

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

Purchase Order

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Orlando South

PLAZA 003150 LANE 05
COLL P130
TOLL DUE 1.25
PAID 1.25 CHANGE 3.75
PAY TYPE CASH
05/23/18-14:53:33.613

You would have saved \$0.45 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 05
COLL P058
TOLL DUE 3.25
PAID 3.25 CHANGE 0.00
PAY TYPE CASH
05/23/18-14:24:55.616

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

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



Annual Statewide Meeting 2018

Agenda at a Glance*

DAY 1: Thursday, May 24 th (Full Day)		
8:00 A.M.	Registration	
8:30 A.M.	General Opening Session	
9:35 A.M.	Strategies for Creating a System of Care/Building Networks	S.T.A.R. and Data Analysis
11:05 P.M.	System Evaluation & CQI Plans	Social Media 101
12:00 P.M.	Lunch	
1:05 P.M.	Community Partner Presentations	
2:45 P.M.	Break	
3:00 P.M.	Books, Balls, and Blocks	Strategies for Local Advocacy (Legislative)
4:05 P.M.	Networking Session	
5:30 P.M.	End of Annual Meeting Day 1	

DAY 2: Friday, May 25 th (Half Day)		
8:00 A.M.	Registration	
8:30 A.M.	General Session: HMGFL History & Vision	
9:30 A.M.	HMG Initiatives Panel Discussion	
10:45 A.M.	Break	
11:00 A.M.	Travel 101	
12:30 P.M.	End of Annual Meeting	

*Times are subject to change. A detailed agenda will be provided prior to the Annual Statewide Meeting.

②

[illegible]

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
5.23-25.18	Florida Hotel and Conference Center	Lodging	\$270.00
5.23-25.18	Enterprise	Auto rental	\$88.50
5.25.18	VISA/Pan Food Store	Gas	\$38.77

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)			

or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the work "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

State of Florida		Name	Phyllis Kalifeh		Official Headquarters		Tallahassee	Date	5/1/18
Authorization to Incur Travel Expenses		Department	Children's Forum		Division	Administration			
Purpose of Trip: To host HMGF Annual Statewide Meeting for state affiliates and stakeholders									
Destination: Orlando, FL						Departure Date	5/23/18	Return Date	5/25/18
						Departure Time	10 AM	Return Time	7 PM
								Trip Number	1
Total Estimated Per Diem:						146			
Registration Fee:									
Car									
Motel									
Florida Hotel and Conference Center		Confirm	4969657	Rate	135	Nights	2	Cost	270
Airline									
		Dep. Flight	Time	Ret. Flight	Time	Cost			
TOTAL ESTIMATED COST FOR TRIP									
543.00									
Comments:									
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	5-1-18	Approved - Agency Head	Date
									5-1-18