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
08/16/2022	Office Furnishing		$279.48
08/17/2022	Office Furnishing		$759.97
08/24/2022	Airline Fees: Early Childhood Leadership Summit	Pheonix, AZ	$$63.00
08/26/2022	Enterprise Car Rental: Early Childhood Leadership Summit	Pheonix, AZ	$250.00
09/7/2022	Avis Car Rental: Florida Planning Conference	Orlando, FL	$62.35
09/09/2022	Gas	Wildwood, FL	$29.59
09/09/2022	Gas	Tallahassee	$18.39
09/09/2022	Hilton Convention Center	Orlando, FL	$332.73
09/09/2022	Office Supplies		$79.35
09/12/2022	Office Supplies		$40.84
09/16/2022	Delta Airline: Florida Afterschool Network Conf.		$722.91
09/17/2022	NAEYC Membership Renewal		$69.00
09/19/2022	Hampton Hotel Reservation: Melissa C. & Erin. S.: ELCC Staff/Children's Trust Meeting	Miami, FL	$295.00
09/19/2022	Avis Rental	Miami, FL	$79.39
09/21/22	Airport Parking	Tallahassee	$22.00
09/22/2022	ELCC Staff luncheon	Miami, FL	$273.89
09/28/2022	Avis E-tolls		$15.15

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

Capital One | SPARK BUSINESS

Spark Cash Select credit card I World Elite Mastercard for Business ending in 0253
Aug 03, 2022 - Sep 02, 2022 I 31 days in Billing Cycle

Transactions

Visit capitalone.com to see detailed transactions.

ERINNEY SMELTZER #0253: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Aug 19	Aug 19	CAPITAL ONE ONLINE PYMTAuthDate 19-Aug	- $1,039.45

ERINNEY SMELTZER #0253: Transactions

Trans Date	Post Date	Description	Amount
Aug 16	Aug 17	TJMAXX #0711TALLAHASSEEFL	$279.48
Aug 17	Aug 18	MARSHALLS #805TALLAHASSEFL	$759.97
Aug 24	Aug 25	DELTA 00642427685491TALLAHASSEEFL TK#: 00642427685491 PSGR: SMELTZER/ERINNE ORIG: TLH, DEST: TLH, S/O: O, CARRIER: DL, SVC: X	$30.00
Aug 26	Aug 27	ENTERPRISE RENT-A-CARPHOENIXAZ	$250.11
Aug 27	Aug 27	AIRPORT PARKING GARAGETALLAHASSEEFL	$33.00
ERINNEY SMELTZER #0253: Total Transactions			**$1,352.56**

Already paid

COLLEEN GROOT #0457: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

COLLEEN GROOT #0457: Transactions

Trans Date	Post Date	Description	Amount

Total Transactions for This Period $1,352.56

Fees

Trans Date	Post Date	Description	Amount
Total Fees for This Period			**$0.00**

Interest Charged

Interest Charge on Purchases	$0.00
Interest Charge on Cash Advances	$0.00
Interest Charge on Other Balances	$0.00
Total Interest for This Period	**$0.00**

Totals Year-to-Date

Total Fees charged	**$0.00**
Total Interest charged	**$0.00**

Additional Information on the next page

Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	21.74% P	$0.00	$0.00
Cash Advances	28.49% P	$0.00	$0.00

Variable APRs: If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.

Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change
P L	Prime Rate + margin 3 month LIBOR + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.
D F	Prime Rate + margin 1 month LIBOR + margin	The first day of each Billing Cycle

Payee Capital One Spark Account
Vendor ID 6611 Account #:

23-01435
8/19/2022

Invoice	Description	Discount	Amount
23-PO-29614	Office Furnishings- TJ Maxx	$0.00	$279.48
23-PO-29615	Office Furnishings - Marshalls	$0.00	$759.97
	Total :	$0.00	$1,039.45

23-01435

****One Thousand Thirty Nine and 45/100 Dollars

8/19/2022 $1,039.45

Capital One Spark Account
PO Box 60599
City of Industry, CA 91716-0599

Payee Capital One Spark Account
Vendor ID 6611 Account #:

23-01435
8/19/2022

Invoice	Description	Discount	Amount
23-PO-29614	Office Furnishings- TJ Maxx	$0.00	$279.48
23-PO-29615	Office Furnishings - Marshalls	$0.00	$759.97
	Total :	$0.00	$1,039.45

Thanks for your payment!

Your payment will be on time. No additional payment required.

Your available credit has been updated.

Most bank accounts update within 3 days, but the exact timing depends on your bank.

Amount	**$1,039.45**
Pay to	**Spark Cash Select ...0253**
Pay from	**SYNOVUS BANK ...0301**
Pay on	**August 19, 2022**

0407L162
CONFIRMATION CODE

Cancel Payment

Capital One | SPARK BUSINESS

Spark Cash Select credit card | World Elite Mastercard for Business ending in 0253
Aug 03, 2022 - Sep 02, 2022 | 31 days in Billing Cycle

Payment Information

Payment Due Date
Sep 27, 2022

For online and phone payments, the deadline is 8pm ET.

New Balance
$313.11

Minimum Payment Due
$15.00

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a $39.00 late fee and your APRs may be increased up to the Penalty APR of 30.90%.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	2 Years	$397

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary

Previous Balance	$0.00
Payments	- $1,039.45
Other Credits	$0.00
Transactions	+ $1,352.56
Cash Advances	+ $0.00
Fees Charged	+ $0.00
Interest Charged	+ $0.00
New Balance	**= $313.11**
Credit Limit	$2,000.00
Available Credit (as of Sep 02, 2022)	$1,686.89
Cash Advance Credit Limit	$1,000.00
Available Credit for Cash Advances	$1,000.00

Rewards Summary — Rewards as of: 09/01/2022

Rewards Balance
$20.29

Track and redeem your rewards with our mobile app or on capitalone.com

Previous Balance	Earned This Period	Redeemed this period
$0.00	$20.29	$0.00

Account Notifications

You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your scheduled payment date. If your payment is more than the current balance on your scheduled payment date, we will only debit the current balance.

Pay or manage your account at capitalone.com Customer Service: 1-800-867-0904 See reverse for Important Information

Capital One | SPARK BUSINESS

ERINNEY SMELTZER
CHILDREN'S FORUM
STE 200
1211 GOV SQ BLVD
TALLAHASSEE, FL 32301-2988

Save time, stay informed. Discover new features with the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Sep 27, 2022** Account ending in 0253

New Balance
$313.11

Minimum Payment Due
$15.00

Amount Enclosed
$ _____

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Capital One
P.O. Box 60599
City of Industry CA 91716-0599

1 5528695754760253 02 0313111039450015002

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of $0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)
What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:
• Account information: Your name and account number.
• Dollar amount: The dollar amount of the suspected error.
• Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
• We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
• While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
• We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:
1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
2) You must not yet have fully paid for the purchase.
If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 10/01/2020

Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

- For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
- For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Childrens Forum Inc.

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

PURCHASE ORDER

23-PO-29614

Vendor Information

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

Shipping Information

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
08/19/2022	08/29/2022	Colleen Groot	Accounting	Documents Transferred to Abila	Office Furnishings- TJ Maxx

Qty	Unit 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	Office Furnishings	279.48	0.000	279.48

Approved

Approval Information

Colleen Groot	Dir of Finance	08/19/2022 3:10 PM
Lauren Wofford	Accounting	08/19/2022 2:56 PM
Colleen Groot	Requester	08/19/2022 1:12 PM

TOTAL **$279.48**

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 State sales tax under Exemption # 85-8012541150C-4

Control No. 29607

29614

Children's Forum
1211 Governors Square Blvd
Suite 200
Tallahassee, FL 32309

PURCHASE ORDER

8/16/22

Purchase Order Information				Vendor Information					
Acct. No. (if applicable)				Vendor ID	6611 ~~1403~~			For Fiscal Use	
				Credit Card Payments					
Purchase Description	TJ MAXX ~~Reimburse~~ for office chairs			Credit Card Name:	Capital one (SPARK)		Last 4	0253	
				Check(s)/Electronic Payments					
				Vendor Name	Erin Smeltzer				
				Street Address					
Purchase/Service Date		to		City		State		Zip	
Requestor's Name/Dept	Fiscal			Phone					
Supervisor Approval				Invoice #					

For purchases over $2,500, select method of procurement

☐ 3 Quotes ☐ Invitation to Bid ☐ Request for Proposal
☐ Invitation to Negotiate ☐ Sole Source ☐ Other: _____

Purchase Information

Distribution Code	Item(s) Description	Amount
2006	Office chairs	279.48
	Total	$279.48

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

Approvals

Fiscal: Lon Wolf 8/19/22

CEO(>$1,000): _____

V# 1403
Erin Smeltzer

T.J.maxx

CARRIAGE GATE SHPG CTR
3425 THOMASVILLE RD
TALLAHASSEE, FL 32308
United States
850-668-9555

REGULAR SALE

36 - HOME FURNISHIN 800140	$129.99	T
36 - HOME FURNISHIN 800140	$129.99	T
Subtotal	$259.98	
FL 7.500% Sales Tax	$19.50	
Total	**$279.48**	

MASTERCARD $279.48
--------- TRANSACTION RECORD ----------
**********0253
PURCHASE
EXPIRES **/** CHIP
AUTH# 01633Q
AID A0000000041010
APP PREFERRED NAME CAPITAL ONE
APPLICATION LABEL MASTERCARD
Signature Captured
000199 20200067 18:47:16
APPROVED

Change $0.00

****
T.J.MAXX VALUES YOUR FEEDBACK!
Tell us what you think about
your store visit today and
enter a monthly drawing to win a
$500 T.J.Maxx Gift Card!

Visit www.TJMAXXFEEDBACK.com

Respond by 8/30/22
You will need to reference
your receipt
Survey number: 0711022291
SEE WEBSITE FOR COMPLETE RULES
****
Sold Item Count = 2

▫T11317KFC114116F64AWQLG▫

80711 2 2291 08/16/2022 18:47:04 1055

Customer Copy
THANKS FOR SHOPPING. NOW YOU CAN
SCORE 24/7! SHOP ONLINE AT TJMAXX.COM!
Refunds within 30 days with receipt
store credit only with gift receipt
other restrictions may apply.

Childrens Forum Inc.

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

PURCHASE ORDER

23-PO-29615

Vendor Information

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

Shipping Information

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
08/19/2022	08/29/2022	Colleen Groot	Accounting	Documents Transferred to Abila	Office Furnishings - Marshalls

Qty	Unit 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	Office Furnishings - Marshalls	759.97	0.000	759.97

Approved

Approval Information

Colleen Groot	Dir of Finance	08/19/2022 3:11 PM
Lauren Wofford	Accounting	08/19/2022 2:56 PM
Colleen Groot	Requester	08/19/2022 1:14 PM

TOTAL **$759.97**

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 State sales tax under Exemption # 85-8012541150C-4

Control No. 29608

29615

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

Purchase Order

Purchase Information		Vendor Information			
Date	8/18/2022	*Vendor ID*	6611	*For Fiscal Use*	
Purchase Description	Office Furniture-Marshalls	*Vendor Name*	Capital One-ERIN		
		Street Address	PO Box 60599		
Purchase/Service Date		*City*	City of Industry	CA	91716-0599
Requestor's Name/Dept	Fiscal Specialist	*Phone*		*Fax*	
Supervisor Approval		*Invoice #*			
		Terms (Due)			

Purchase Information

Distribution Code	Item Description	Amount
2006	Office Furnishings	$ 759.97
	Total	$ 759.97

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

Approvals

Fiscal Dept. Lea Wolfd 8/19/22

CEO(+$1,000)

Marshalls

GOVERNORS MARKETPLACE
1515 GOVERNORS SQ. BVD #A
TALLAHASSEE, FL 32301
United States
850-877-1951

Customer: ERIN SMELTZER
Company: CHILDRENS FORUM

REGULAR SALE

86-HOME FURNISHIN 105444835	$159.99	n
86-HOME FURNISHIN 105622084	$299.99	n
86-HOME FURNISHIN 105622084	$299.99	n
Subtotal	$759.97	
FL 7.500% Sales Tax	$0.00	
Total	**$759.97**	

MASTERCARD $759.97
--------- TRANSACTION RECORD ----------
**********0253
PURCHASE
EXPIRES **/** CHIP
AUTH# 06974Q
AID A0000000041010
APP PREFERRED NAME CAPITAL ONE
APPLICATION LABEL MASTERCARD
Signature Captured
000120 10400065 17:52:22
APPROVED

Change $0.00

29747

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

Purchase Order

Purchase Order Information				Vendor Information Capital one
Acct. No. (if applicable)				Vendor ID: Well ~~#5257~~ — For Fiscal Use
				Credit Card Payments
Purchase Description	Erin Smeltzer To participate at the Early Childhood Leadership Summit at the Arizona Grand Hotel in Phoenix, AZ			Credit Card Name: — Last 4: #0253
				Checks/EFTs
				Vendor Name
				Street Address
Purchase/Service Date	8/24/22	to	8/26/22	City — State — Zip
Requestor's Name/Dept	Erin Smeltzer			Phone
Department Approval	CEO			Invoice #

For purchases over $2,500, select method of procurement: ☐ 3 Quotes ☐ Invitation to Bid ☐ Request for Proposal ☐ Invitation to Negotiate ☐ Sole Source ☐ Other: _____

Purchase Information

Distribution Code	Item(s) Description	Amount
	Most expenses were paid by the conference organizers including airline ticket from Tallahassee to Phoenix, 2 night hotel stay from 8/24-26, 2022 at the Arizona Grand Hotel, Phoenix, AZ and airport-hotel shuttle. Due to hotel location rental car was needed: ride for dinner on day 1 and last day to arrive to the airport ; there was a small window after the end of the event and the departure fligh; also filling up with the gas before returing the car was not possible.	
Admin	Delta Baggage Fee (one way; return flight was covered)	$ 30.00
	Enterprise Car rental in Phoenix for 3 days	$ 250.11
	Only airport-hotel shullte was provided.	
	Tallahassee long term parking fee for 3 days (@ $11.00/day)	$ 33.00
	Lost receipit included	
	Total	$ 313.11

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

Approvals

Fiscal: CHall

CEO(>$1,000): ES

State of Florida Authorization to Incur Travel Expenses	Erin Smeltzer	Official Headquarters:	
	To attend the National Early Childchood Sumitt at the Arizona Grand Resort, Phoenix	Division:	Distribution or Fund: Admin % %

	Departure Date	Return Date	Total Days
Destination: Phoenix, Arizona	8/24/2022	8/26/2022	2
	Departure Time	Return Time	Trip Number
	8:00:00 AM	11:59:00 PM	

3 days per diem	$ 120.00	
3 days of parking	$ -	0
3 day Enterprise car rental	$ 250.00	

Hotel	Hotel Name	Confirm	Rate	Nights	Cost
	Arizona Grand Hotel		covered	2	covered

Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost
	Covered					covered

TOTAL ESTIMATED COST FOR TRIP $ 370.00

Comments: Most expenses were covered by the conference organizers except car rental in Phoenix, except baggage fee (one way), airport parking fee, and a car rental in Phoenix

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

Signed:	Approved by Supervisor: CEO	8/9/2022	Approved- Agency Head	Date

STATE OF FLORIDA

VOUCHER FOR REIMBURSEMENT

OF TRAVEL EXPENSES

TRAVELER: Erin Smeltzer

SOCIAL SECURITY NO.

CHECK ONE: _X__ OFFICER/EMPLOYEE ___ NONEMPLOYEE IND. CONTRACTOR ___ OPS

AGENCY CHILDREN'S FORUM

HEADQUARTERS Tallahassee

RESIDENCE (CITY) Tallahassee

Distribution or Fund %

DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses Amount	Other Expenses Type
08/24/22	Flight from Tallahassee to Phoenix, AZ	To attend the National Early Childchood Leadership Sumitt at the Arizona Grand Hotel, Phoenix, Arizona	8:00 AM	$ 30.00						
08/25/22		Attend the conference								
08/26/22	Flight back from Arizona to Tallahassee	Return back after the end of conference at 1:00 pm; flight back to Florida	11:59 PM	$ 19.00						

Statement of Benefits to the State: (Conference or Convention)

To learn at the conferences a, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.

Mission Critical Statement:

Column Total	Column Total	Column Total	0 Mi. 44.5 ¢ Mi.	Column Total	Summary Total
$ 49.00	$ -	$ -	$ -	$ -	$ 49.00

Revolving Fund:	Advance:
Check No.	Warrant No.
Check Date	Warrant Date
Agency Voucher No.	Statewide Doc. No.
	Agency Voucher No.

LESS RENT V. DRIVE	
LESS TRAVEL ADAVANCE	$ -
LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD	
NET AMOUNT DUE TRAVELER	$ 49.00
NET AMOUNT DUE THE STATE	

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes

TRAVELER'S SIGNATURE: EM

SIGNATURE DATE: 9/15/22 TITLE: CEO

FOR AGENCY USE:

Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.

SUPERVISOR'S SIGNATURE: CEO

SUPERVISOR'S TITLE:

SIGNATURE DATE:

Form DFS-AA-15 (Rev. 07/06)

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

STATE OF FLORIDA PURCHASING CARD CHARGES

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
8/24/2022	Enterprise Car rental in Phoenix, AZ	To be able to drive from the airport to the hotel where conference took place	$ 250.11
8/24/2022	Baggage fee- Delta Airlines	Check bag fee on Delta flight (one way; free on the return)	$ 30.00
8/26/2022	Parking fee	Long term parking at Tallahassee airport llost receipit)	$ 33.00
			$ -
			$ -
			$ -
			$ -
			$ 313.11

THIS SECTION REQUIRED 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.)		$ 362.11

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, 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 word "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 DFS-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

DELTA

PASSENGER RECEIPT 00 EXCESS BAGGAGE
24AUG22 0066 US TICKET
DL/AW TLH FTO

ERINNEY/SMELTZER
NOT VALID FOR
**TRANSPORTATION*

THIS IS YOUR RECEIPT

PSGR TICKET 0067799897057

TLH DL ATL DL PHX
PIECE 30.00
EBC 30.00

GBHDZJ /DL

NON REFUNDABLE/
NO CHANGES/NON TR
ANSFERABLE/NOT
VALID FOR TRAVEL

USD 30.00

CAXXXXXXXXXXXX0253/ 082790

NOT VALID FOR TRAVEL

USD30.00

0 006 4242768549 1

0 006 4242768549 1

One way
bag fee
Tallahassee
- Phoenix

enterprise

Rental Agreement # 460962180
Invoice # 90142591637

Renter Information

Renter Name
ERINNEY SMELTZER

Renter Address
TALLAHASSEE, FL 32312
USA

Rental Credits
1 credit has been awarded for this rental

Vehicle Information

4DR FRONT-WHEEL DRIVE
License #: 8UXS026
State/Province: CA
Unit #: 8CWJQN
Vehicle #: ML475843

Vehicle Class Driven
Compact SUV 4 door/Automatic/Air

Vehicle Class Charged
Economy 4 door/Automatic/Air

Odometer Mileage/Kilometers
Starting: 31,845 **Ending:** 31,892
Total: 47

Fuel
Starting: Full **Ending:** 6.0

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

Trip Information

Pickup
Wednesday, August 24, 2022 2:13 PM

Start Charges
Wednesday, August 24, 2022 2:38 PM
PHX SKY HARBOR INTL ARPT (PHX)
1805 E SKY HARBOR CIR S
PHOENIX, AZ 85034
USA

Return
Friday, August 26, 2022 1:44 PM
PHX SKY HARBOR INTL ARPT (PHX)
1805 E SKY HARBOR CIR S
PHOENIX, AZ 85034
USA

Renter Charges

Rental Rate	Time & Distance - Allowance* 1 Rental at ($25.00) / Rental	($25.00)
	Time & Distance 2 Day at $66.65 / Day	$133.30
Coverages	Cdw/ldw ($24.99 / Day)	$49.98
Add-Ons	Refueling Charge ($6.04 / Gallon)	$18.12
Taxes and Fees	Maintenance Fee 1.10/day ($1.10 / Day)	$2.20
	Customer Facility Charge 6.00/day ($6.00 / Day)	$12.00
	Stadium Surcharge (3.25%)	$6.84
	Trans Priv Tax (10.60%)	$22.31
	Vehicle License Surcharge 5 Pct (5.00%)	$10.52
	Concession Recovery Fee 11.11pct (11.11%)	$19.84
Total		**$250.11**
(Subject to audit)		
Amount charged on August 26, 2022 to MASTERCARD (0253)		($226.19)
Amount charged on August 26, 2022 to MASTERCARD (0253)		($23.92)
Amount Due		**$0.00**

Wioleta Gaddy justification for not filling car up.

From: Erin Smeltzer
Sent: Wednesday, September 14, 2022 10:23 AM
To: Wioleta Gaddy
Subject: Re: Enterprise Rental Agreement 460962180

We were running really late getting to the plane because the meeting ran over. So, I just brought it back to them and they filled it out with 3 gallons. I know those gallons were super expensive, so if you just want to not charge those, I can reimburse the forum for it. We were super worried we were going to miss our flight so we went straight back to the rental car place.

Get Outlook for iOS

From: Wioleta Gaddy <wgaddy@thechildrensforum.com>
Sent: Wednesday, September 14, 2022 10:10:33 AM
To: Erin Smeltzer <esmeltzer@thechildrensforum.com>
Subject: RE: Enterprise Rental Agreement 460962180

Great, thank you; and did you buy a gas for this rental?

Wioleta Gaddy
Contract and Grant Coordinator
Children's FORUM
...because kids can't wait
1211 Governors Square Blvd, Suite 200
Tallahassee, FL 32301
(850) 487-6300, ext 355
http://www.thechildrensforum.com
Facebook Twitter Pinterest YouTube

From: Erin Smeltzer <esmeltzer@thechildrensforum.com>
Sent: Wednesday, September 14, 2022 10:06 AM
To: Wioleta Gaddy <wgaddy@thechildrensforum.com>
Subject: Fwd: Enterprise Rental Agreement 460962180

Get Outlook for iOS

From: Erin Smeltzer <erinsmeltzer@gmail.com>
Sent: Wednesday, September 14, 2022 9:32:02 AM
To: Erin Smeltzer <esmeltzer@thechildrensforum.com>
Subject: Fwd: Enterprise Rental Agreement 460962180

> erinsmeltzer@gmail.com appears similar to someone who previously sent you email, but may not be that person. Learn why this could be a risk

Missing Receipt Form

EXPENSE TRANSACTION INFORMATION

Employee Name: **Erin Smeltzer**

Department Name: **Fiscal**

Credit Card Name: **Capital One**

Credit Card Ending: **..0253**

Purchase Vendor Name: **Airport Parking Garage**

Vendor Location: **Tallahassee Airport**

Transaction Date: **8/27/2022**

Amount $: **$33.00**

DESCRIPTION OF PURCHASE:

To cover 3 days airport parking (long term) while traveling to the conference to Phoenix, AZ for the Childhood Leadership Summit. The flight arrived back to Tallahassee from Atlanta past midnight and after paying the parking, I do not recall keeping receipt.

MISSING RECEIPT AFFIDAVIT

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

Initial for acknowledgement of affidavit: **ES**

Employee Name: **Erin Smeltzer**

Signature:

Date: **9/15/2022**

email invitation

Wioleta Gaddy

From: Erin Smeltzer
Sent: Wednesday, September 14, 2022 10:05 AM
To: Wioleta Gaddy
Subject: Fwd: The Hunt Institute's Early Childhood Leadership Summit

You are wonderful! Thank you so much!

The link to the agenda is at the bottom of this email.

I'll be in touch soon with the rest!

Erin

Get Outlook for iOS

From: Sara Dittman <sdittman@hunt-institute.org>
Sent: Wednesday, August 17, 2022 5:36:53 PM
To: Erin Smeltzer <esmeltzer@thechildrensforum.com>
Subject: The Hunt Institute's Early Childhood Leadership Summit

> You don't often get email from sdittman@hunt-institute.org. Learn why this is important

THE HUNT INSTITUTE'S

EARLY CHILDHOOD LEADERSHIP SUMMIT

Dear Mrs. Erin Smeltzer,

We are looking forward to your participation at the **Early Childhood Leadership Summit** taking place on August 25 – 26, 2022 at Arizona Grand Resort and Spa (8000 S. Arizona Grand Parkway, Phoenix, AZ 85044). Below, please find information about the logistics related to the events. We ask for your full attention to the details of this email.

- **Thursday, August 25th**: Early Childhood Leadership Summit beginning - 9:00 AM
- **Friday August 26th**: Summit concludes – 1:30 PM

Logistic and Travel Assistance
Sara Dittman, Events Manager
The Hunt Institute
(863) 604-2416
Sdittman@hunt-institute.org

Maupin + Hess Travel LifeSavers Emergencies
800.516.0897 · 801.397.9125
SMS 801.447.2515
LifeSavers@maupinhess.com

Travel and Hotel Logistics

Arrival Day	8/24/2022
Arrival Information	DELTA AIR LINES 2464
Hotel Confirmation Number	7BI1VJ
Departure Day	8/26/2022
Departure Information	DELTA AIR LINES 2464

Ground Transportation

Arrival Day:

Ground transportation has been arranged for you. After you go through security, please go down the escalator towards baggage claim. Pheonix Cars Service representative will be waiting for you with a sign with your name. They will help with your luggage and direct you to your driver who will take you to Arizona Grand Resort.

If there are any issues, please call Phoenix Cars Service dispatch at **602-435-9053.**

Departure Day:

Private transportation has also been arranged to bring you back to Phoenix Sky Harbor International Airport on your departure day (unless you have arranged other transportation). A black suburban will be outside the main entrance of Arizona Grand Resort & Spa. **Service to the airport will arrive at Arizona Grand Resort & Spa 2 hours prior to your departure time**. If you wish to make changes to your departure time, please call **Sara Dittman** at **(863)-604-2416.**

Meals and Receptions:

We have confirmed you will attend the following meals and receptions.

- Thursday, August 25th
  - 7:30 am – 9:00 am: Registration and Breakfast
  - 11:45 am – 1:00 pm: Lunch & Keynote
  - 6:30 pm – 9:00 pm: Reception and Dinner at Rustler's Rooste
- Friday, August 26th
  - 7:30 am – 8:30 am – Breakfast
  - 12:30 pm – 1:30 pm: Lunch & Closing Keynote

Summit Materials

Please find all the meeting-related materials and the final agenda linked below for your reference. All the linked documents will also be available on-site through The Hunt Institute app (instructions to download the app are below).

- Agenda
- State Teams List
- Issue Brief

Event App

We have created an app to support the Summit.

The Hunt Institute App: Smart Phone/Tablet

- Download **The Hunt Institute** app from the Apple App Store or the Google Play Store
- Open the app and click "Enter Passphrase"
- Enter the code **ecls2022** and click "Download Guide"
- To access all features on the app, please set up an account in the upper right-hand corner and select the "Sign up with email" option

Weather

Link to the weather forecast in Phoenix, Arizona for a 10-day forecast.

Dress Code

The suggested dress code for this event is Business Casual.

COVID-19 Policy

Phoenix **does not require** masks to be worn indoors for those who are vaccinated. We will continue to monitor the situation and will send an update if this changes. The Hunt Institute will be taking all possible precautions recommended by the CDC to ensure the health and safety of all attendees.

We are excited to see you next week in Phoenix!

Sara Dittman

THE HUNT INSTITUTE'S EARLY CHILDHOOD LEADERSHIP SUMMIT
THURSDAY, AUGUST 25, 2022

7:30 AM — 9:00 AM | **REGISTRATION* AND BREAKFAST** — SONORAN SKY

*Registration Opens Wednesday

9:00 AM — 9:15 AM | **WELCOME AND OPENING REMARKS** — ARIZONA GRAND BALLROOM

Dr. Javaid Siddiqi
President & CEO | The Hunt Institute

The Honorable Kate Gallego
Mayor of Phoenix, Arizona | 2019 – Present

9:15 AM — 9:45 AM | **OPENING KEYNOTE | CREATING A PARENT NATION** — ARIZONA GRAND BALLROOM

To create a more prosperous and equitable future for America's young children, robust systems of supports for parents are critical. As shared in her book, *Parent Nation: Unlocking Every Child's Potential, Fulfilling Society's Promise*, Dr. Suskind will speak to the latest research and the movement that has emerged from systems of support for parents.

INTRODUCTION

Elliot Steinberg
President | Saul Zaentz Charitable Foundation

KEYNOTE SPEAKER

Dr. Dana Suskind
Founder & Co-Director | TMW Center
Author | Thirty Million Words & Parent Nation: Unlocking Every Child's Potential, Fulfilling Society's Promise

9:45 AM — 10:15 AM | **PANEL | SETTING THE STAGE - POLICYMAKERS ON EARLY CHILDHOOD LEADERSHIP** — ARIZONA GRAND BALLROOM

Policymakers are often asked to address a multitude of issues during their tenure. However, research indicates that early childhood initiatives can have significant positive effects across multiple domains, making it an effective lever to implement change. During this session, leading policymakers from New York and Missouri will discuss the importance of prioritizing early childhood policies in their state.

MODERATOR

Dr. Dan Wuori
Senior Director of Early Learning | The Hunt Institute

RESOURCE EXPERTS

The Honorable Jabari Brisport
New York Senate | 2021 – Present

The Honorable Brenda Shields
Missouri House of Representatives | 2018 – Present

10:15 AM – 10:45 AM | BREAK

10:45 AM – 11:45 AM |

BREAKOUT SESSIONS

Participants will attend the breakout coordinating to the color on their name tag.

Pink Group- Sonoran Sky Ballroom | **Green Group**- Sierra Ballroom | **Yellow Group**- Acacia/Bougainvillea Ballroom | **Blue Group**- Copperwood/Desert Willow Ballroom

BREAKOUT PANEL | SUPPORTING THE NEEDS OF INFANTS AND TODDLERS

Pink Group | Sonoran Sky Ballroom
Yellow Group | Acacia/Bougainvillea Ballroom

Research has consistently demonstrated that the earliest years of life are the most critical window for growth and development, yet state policies to support infants and toddlers continue to receive less attention and investment than those for preschoolers or K-12 students. This session will begin with a conversation with national resource experts to explore the needs of infants and toddlers and highlight public policies and state solutions designed to support young children and their families.

PINK GROUP | SONORAN SKY BALLROOM

MODERATOR

- **Andrea Palmer**
  Program Officer | Pritzker Children's Initiative

RESOURCE EXPERTS

- **Dr. Abby Lane**
  Policy Director | Prenatal-to-3 Policy Impact Center
- **Mina Hong**
  Director of Consulting | Start Early, Champions for Early Learning

YELLOW GROUP | ACACIA/ BOUGAINVILLEA BALLROOM

MODERATOR

- **Gerry Cobb**
  Director | Pritzker Children's Initiative

RESOURCE EXPERTS

- **Dr. Cynthia Osborne**
  Executive Director | Prenatal-to-3 Policy Impact Center
- **Frankie Robertson**
  Founder & President | The Amandla Group

BREAKOUT PANEL | BUILDING A STRONGER EARLY LEARNING WORKFORCE

Green Group | Sierra Ballroom
Blue Group | Copperwood/ Desert Willow Ballroom

The pandemic has laid bare the challenges faced by the early childhood workforce, highlighting issues such as compensation, recruitment, and retention. During this session, an expert panel will discuss the state of the workforce and innovative solutions to support providers in the field and strengthen the systems they operate within.

GREEN GROUP | SIERRA BALLROOM

MODERATOR

Cameron Clark
Program Officer | Bezos Family Foundation

RESOURCE EXPERTS

Rhian Allvin
CEO | National Association for the Education of Young Children 2013–2022

Dr. Lea J.E. Austin
Executive Director | Center for the Study of Child Care Employment

BLUE GROUP | COPPERWOOD/ DESERT WILLOW BALLROOM

MODERATOR

Dr. Sara Vecchiotti
Vice President | Foundation for Child Development

RESOURCE EXPERTS

Dr. Calvin Moore, Jr.
CEO | Council for Professional Recognition

Mary Harrill
Senior Director, Higher Education | National Association for the Education of Young Children

11:45 AM — 1:00 PM | LUNCH

SONORAN SKY

KEYNOTE ADDRESS | FROM TINY SEEDS GROW MIGHTY TREES

Early childhood educators play a significant role in children's lives, fostering their academic, social, and emotional development. Through meaningful relationships and best developmental practices, they set children up for success. During this keynote, the 2020 National Teacher of the Year will share her lived experience as a preschool teacher.

INTRODUCTION

The Honorable Susana Martinez
Governor of New Mexico | 2011 – 2019

REMARKS

Dr. Lauren Zbyszinski
Deputy Director Early Learning Policy |The Hunt Institute

Tabatha Rosproy
2020 National Teacher of the Year
Early Childhood Project Coordinator | Kansas Parent Information Resource Center

1:00 PM — 1:30 PM | BREAK

1:30 PM — 2:30 PM |

BREAKOUT SESSIONS

Participants will attend the breakout coordinating to the color on their name tag.

Pink Group- Sonoran Sky Ballroom | **Green Group**- Sierra Ballroom | **Yellow Group**- Acacia/Bougainvillea Ballroom | **Blue Group**- Copperwood/Desert Willow Ballroom

BREAKOUT PANEL | BUILDING A STRONGER EARLY LEARNING WORKFORCE

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PINK GROUP | SONORAN SKY BALLROOM

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Senior Director, Higher Education | National Association for the Education of Young Children

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GREEN GROUP | SIERRA BALLROOM

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Mina Hong
Director of Consulting | Start Early, Champions for Early Learning

BLUE GROUP | COPPERWOOD/ DESERT WILLOW BALLROOM

MODERATOR

Gerry Cobb
Director | Pritzker Children's Initiative

RESOURCE EXPERTS

Dr. Cynthia Osborne
Executive Director | Prenatal-to-3 Policy Impact Center

Frankie Robertson
Founder & President | The Amandla Group

2:30 PM — 3:00 PM | **BREAK**

3:00 PM — 4:00 PM | **PANEL | THE BUSINESS CASE FOR EARLY CHILDHOOD** — ARIZONA GRAND BALLROOM

With a growing body of research demonstrating the long-lasting, positive effects produced by high-quality early childhood programs, states have prioritized an increase in funding through innovative solutions. Research suggests that this is smart public policy, finding that the United States will see a net benefit of at least $83.3 billion in reduced grade retention. During this session, resource experts will discuss early childhood fiscal supports as a positive return to the business sector.

MODERATOR

Vince Yanez
Senior Vice President, Community Engagement and Strategic Partnership | Helios Education Foundation

RESOURCE EXPERTS

Barry Ford
President & CEO | Council for a Strong America

Jack McBride
Founder & CEO | Contec Inc.

Nicole Riehl
President & CEO | Colorado Executives Partnering to Invest in Children

4:00 PM — 5:00 PM | **PANEL | INNOVATIVE APPROACHES TO EARLY CHILDHOOD** — ARIZONA GRAND BALLROOM

Policymakers across the country have identified innovative approaches to early childhood policy including governance structures, financing, and meeting the needs of the whole child. There is a growing recognition that governance models in early childhood are complicated and siloed, the financing model in early childhood is broken and inequitable with both parents and child care providers struggling financially, and children and families are facing unprecedented stress. This session will focus on innovative approaches to funding and governance in early childhood to meet the needs of the youngest learners.

MODERATOR

Albert Wat
Senior Policy Director | Alliance for Early Success

RESOURCE EXPERTS

Mississippi

The Honorable Kent McCarty
Mississippi House of Representatives | 2019 – Present

Rachel Canter
Executive Director | Mississippi First

Delaware

The Honorable Bethany Hall-Long
Lieutenant Governor of Delaware | 2017 – Present

Virginia

The Honorable Levar Stoney
Mayor of the City of Richmond, Virginia | 2017 – Present

5:00 PM — 6:00 PM | **BREAK**

6:00 PM — 6:30 PM | **SHUTTLE TO RECEPTION AND DINNER** — HOTEL LOBBY

Guests will meet in the lobby of the Arizona Grand Resort between 6:00- 6:30 to take shuttle service to the reception and dinner venue.

6:30 PM — 7:30 PM | **EVENING RECEPTION** — RUSTLER'S ROOSTE

7:30 PM — 9:00 PM | **SUMMIT DINNER & STATE TEAM TIME** — RUSTLER'S ROOSTE

Reflecting on state needs and conversations throughout the Summit, teams will work together to identify early childhood policy goals for pursuit over the coming year.

FRIDAY, AUGUST 26, 2022

7:30 AM — 8:30 AM | **REGISTRATION AND BREAKFAST** — SONORAN SKY

8:00 AM — 8:30 AM | **OPTIONAL: LEVERAGING DATA FOR INCREASED ACCESS AND QUALITY IN STATE-FUNDED 4K PROGRAMS** — SONORAN SKY

Recognizing the importance of using data to inform decisions, the South Carolina Education Oversight Committee established an interactive data display of 4K enrollment and 5K readiness at the state, local, and congressional district level. This optional breakfast session will provide participants with a demonstration of the tool, and detail how policymakers and practitioners alike can utilize such data to identify opportunity gaps for children and provide actionable data for expansion efforts and program quality initiatives.

INTRODUCTION

Dr. Melody Schopp
Director of Education Industry Consulting | SAS

RESOURCE EXPERTS

Matthew Ferguson, Esq
Executive Director | South Carolina Education Oversight Committee

Dr. Jenny May
Director of Evaluation | South Carolina Education Oversight Committee

8:30 AM — 8:45 AM | **BREAK AND TRANSITION**

8:45 AM — 9:30 AM | **WELCOME AND START TO DAY** — ARIZONA GRAND BALLROOM

PANEL | STATE OF THE CHILD CARE INDUSTRY

The past two years have shown the child care industry to be a critical piece of states' social and economic infrastructure, yet public policies often fall short when addressing challenges and designing supports for child care. In this session, an expert panel will discuss the state of the child care industry, considering the continuing impact of the pandemic.

MODERATOR

Dr. Dan Wuori
Senior Director for Early Learning | The Hunt Institute

RESOURCE EXPERTS

Anne Hedgepeth
Deputy Chief of Policy | Child Care Aware of America

Dr. Lanette Dumas
President & CEO | Forelle Consulting Group

Michelle Kang
CEO | National Association for the Education of Young Children

9:30 AM — 10:30 AM | **PANEL | THE EARLY CHILDHOOD LANDSCAPE - PROFESSIONAL PERSPECTIVES** — ARIZONA GRAND BALLROOM

The adults in children's lives play an especially critical role promoting and shaping early development, both at home and within early education settings. This session will summarize the landscape of early childhood education in Arizona and provide participants with the opportunity to hear directly from early childhood educators about their work.

MODERATOR

Amy Corriveau
Chief Program Officer | First Things First

RESOURCE EXPERTS

Jessica Buttles
Kindergartner Teacher, 2020 AEF Teacher of the Year Semifinalist | Sunburst Elementary, Washington Elementary School District, Glendale, Arizona

Ben Collinsworth
Preschool Teacher, 2020 AEF Ambassador for Excellence | Emily Meschter Early Learning Center, Flowing Wells Unified School District, Tucson, Arizona

Sas Jakeo-Singer
Director of Early Learning Services | Cognia
Training & Curriculum Specialist | United States Air Force

10:30AM—10:45AM | **BREAK**

10:45AM—11:30AM | **STATE TEAM GOAL SETTING ACTIVITY** — ARIZONA GRAND BALLROOM

Reflecting on state needs and conversations throughout the Summit, teams will work together to identify and document 1-3 consensus early childhood policy goals for pursuit over the coming year. Goals should be specific, actionable, and attainable.

11:30AM—11:45AM | **BREAK**

11:45AM—12:30PM | **PANEL | BUILDING BIPARTISAN SUPPORT FOR EARLY CHILDHOOD** — ARIZONA GRAND BALLROOM

During the closing session, state leaders will reflect on the importance of building bipartisan support to accomplish state initiatives including innovative approaches to early childhood education. As respected leaders and education champions, panelists will share unique perspectives and offer invaluable insights.

MODERATOR

Dr. Katie Beckmann
Program Officer & Manager, Children, Families, and Communities Program | The David & Lucile Packard Foundation

RESOURCE EXPERTS

The Honorable Susana Martinez
Governor of New Mexico | 2011 – 2019

The Honorable Teresa Ruiz
New Jersey State Senate | 2008 – Present

The Honorable Jon Hardister
North Carolina House of Representatives | 2013 – Present

The Honorable Dave Pinto
Minnesota House of Representatives | 2015 – Present

12:30 PM — 1:30 PM | **LUNCH**

SONORAN SKY

CLOSING KEYNOTE | A LITTLE CHILD SHALL LEAD THEM

In a culminating call, the President & CEO of the Children's Defense Fund will connect the well-being of young children to hope for our communities. Dr. Wilson will explore the supports infants, toddlers, and their families need for prenatal and postnatal thriving as a measure of civic leadership.

KEYNOTE SPEAKER

Dr. Starsky Wilson
President & CEO | Children's Defense Fund

1:30 PM | **CLOSING REMARKS**

Capital One | SPARK BUSINESS

Spark Cash Select credit card | World Elite Mastercard for Business ending in 0253
Sep 03, 2022 - Oct 02, 2022 | 30 days in Billing Cycle

Transactions

Visit capitalone.com to see detailed transactions.

ERINNEY SMELTZER #0253: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Sep 14	Sep 15	HILTON CONVENTION CTRORLANDOFL	- $35.37
Sep 27	Sep 27	CAPITAL ONE AUTOPAY PYMTAuthDate 27-Sep	- $313.11

=297.39

ERINNEY SMELTZER #0253: Transactions

Trans Date	Post Date	Description	Amount
Sep 6	Sep 7	AVIS.COM PREPAY8003527900VA	$62.35
Sep 8	Sep 9	AMZN MKTP US*1V8X589K2AMZN.COM/BILLWA ?	$79.53
Sep 8	Sep 9	BP#3746708WILDWOOD QPSWILDWOODFL	$29.59
Sep 8	Sep 9	GATE 1194 Q80TALLAHASSEEFL	$18.39
Sep 8	Sep 9	HILTON CONVENTION CTRORLANDOFL	$332.76
Sep 11	Sep 12	AMZN Mktp US*1F0LH7HB0Amzn.com/billWA ?	$40.84
Sep 15	Sep 16	ALLIANZ TRAVEL INS8772524264VA ? TRAVEL INSURANCE	$45.71
Sep 15	Sep 16	DELTA 00623385974212DELTA.COMCA TK#: 00623385974212 PSGR: SMELTZER/ERINNE ORIG: TLH, DEST: ATL, S/O: O, CARRIER: DL, SVC: K ORIG: ATL, DEST: DCA, CARRIER: DL, SVC: K ORIG: DCA, DEST: ATL, S/O: X, CARRIER: DL, SVC: T ORIG: ATL, DEST: TLH, S/O: O, CARRIER: DL, SVC: T ORIG: , DEST: , CARRIER:	$677.20
Sep 16	Sep 17	NATIONAL ASSOCIATION F2022328777DC ?	$69.00
Sep 28	Sep 28	ETOLL AVIS U3332652258004820159FL	$15.15
ERINNEY SMELTZER #0253: Total Transactions			$1,370.52

COLLEEN GROOT #0457: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

COLLEEN GROOT #0457: Transactions

Trans Date	Post Date	Description	Amount

Total Transactions for This Period $1,370.52

Fees

Trans Date	Post Date	Description	Amount

Total Fees for This Period $0.00

please forward agenda

Additional Information on the next page

COLR837E 6056 5041 404 07 20221002 PG 1 OF 2
00071693 44504416.5 0-0 1-2

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of $0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)
What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:
• Account information: Your name and account number.
• Dollar amount: The dollar amount of the suspected error.
• Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
• We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
• While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
• We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:
1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
2) You must not yet have fully paid for the purchase.
If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 10/01/2020

Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

- For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
- For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

flaeyc age | Individual | Erin To Do | Order Con | SunPass | Receipt De | e-Tolls | e-Tolls | Ite

https://e-tolls.com/invoice/itemized?uid=0x010000007f04d0d99d6ade4a97ac1c774a4d1a17cee0f5324d5d350352b4f...

Print

AVIS eToll

e-Toll Receipt

Below is a summarized receipt of toll activity from your recent rental.

Your Information

Customer Name : ERINNEY SMELTZER

Your Card Information

CC Type : MASTER CARD

CC Number : **********0253

Your Payment Information

Statement ID : T93286630

Total Toll Amount : $5.25

eToll Convenience Fee : $9.9

$4.95 per usage day, max $34.95 per rental month

Total Charges : $15.15

$15.15

Your Rental Information

Rental Agency : Avis

Contract/Rental Agreement Number : U333265225

Pick up Date and Time : 9/7/2022 11:45:00 AM (TALLAHASSEE, FL)

Return Date and Time : 9/8/2022 3:19:00 PM (TALLAHASSEE, FL)

Tolling Summary

Toll Date Time	Transportation Agent	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
9/8/2022 10:18:42 AM	Florida's Turnpike - Northern Coin System - (SP 9)		288 LEESBURG PLAZA	2	$7.15
9/8/2022 10:33:07 AM	Florida's Turnpike - Northern Coin System - (SP 9)		259 Orlando (I 4)	2	$1.0
9/8/2022 9:21:18 PM	Florida's Turnpike - Northern Coin System - (SP 9)		259 Orlando (I 4)	2	$1.0

Please note, there may be a delay on tolls being posted to your receipt due to a delay of the Transportation Agencies consolidated and posting tolls in a timely manner. In the event additional tolls are forwarded to us, we will process them and forward an additional e-receipt to you as soon as possible.

If you have any questions regarding toll activity that is listed on the receipt please contact us at 1-800-482-0159

Accessibility

DC TRIP

https://www.delta.com/mydelta/walletMyReceiptSummary

DELTA BOOK CHECK-IN MY TRIPS FLIGHT STATUS Travel Info SkyMiles Need Help? Erinney 23,115 miles

Home > Account > My Receipts

MY RECEIPTS

Erinney Smeltzer

SKYMILES #: 9270461388

VIEW MY PROFILE

TOTAL AVAILABLE MILES
Miles don't expire
23,115

VIEW MY SKYMILES

2 RESULTS

SORT RECEIPTS BY: Most Recent to Oldest SUBMIT

1 - 2 of 2 Receipts < 1 >

Sep 15, 2022

Download All

MULTI PRODUCT $722 91 (USD)

Close Summary	View All Receipts	
TLH ▸ ATL	0062338597421	$677 20 (USD)
Trip Protection	416944717	$45 71 (USD)

Aug 24, 2022

Download

BAGGAGE $30 00 (USD)

Baggage	0064242768549	

1 - 2 of 2 Receipts < 1 >

NARROW RESULTS Reset All

ORDER BY
PURCHASE DATE TRAVEL DATE

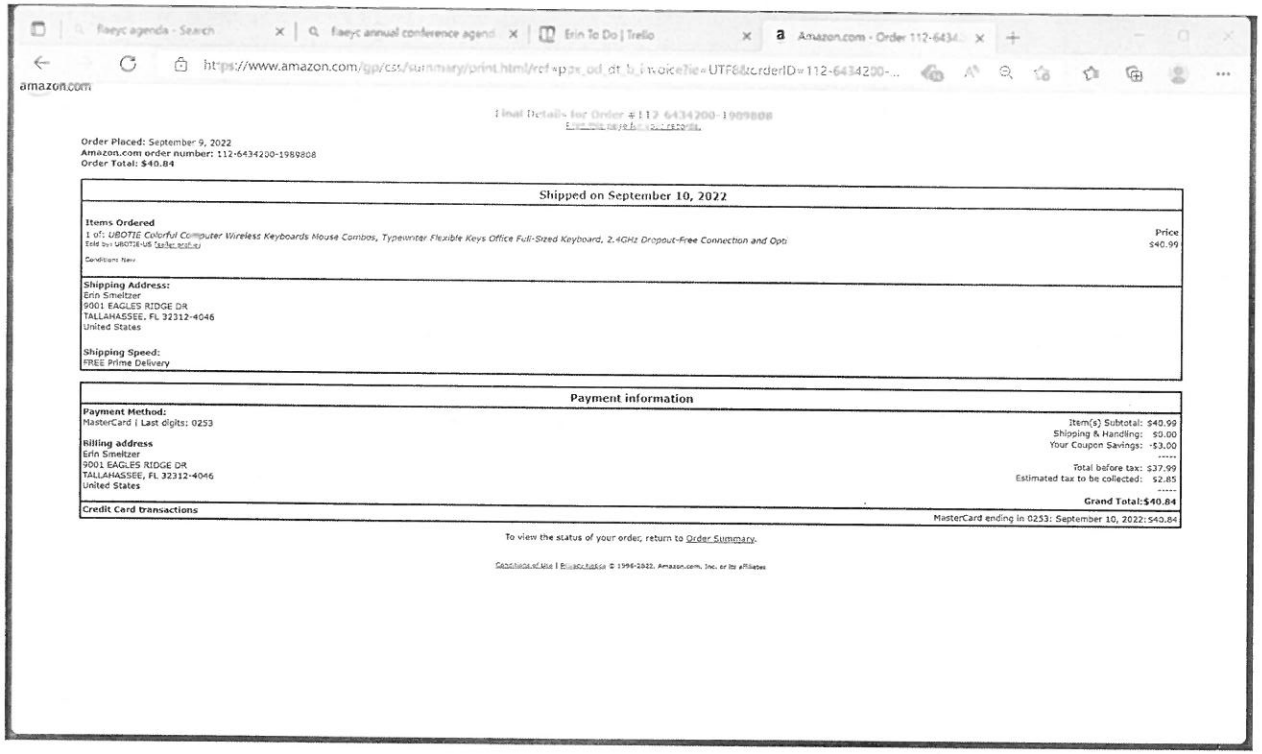
DATE RANGE
FROM (MM/DD/YYYY)
07/17/2022
TO
10/17/2022
SEARCH

PURCHASE TYPE
- Flight (1)
- Baggage (1)
- Insurance (1)

SEARCH

Feedback

Keyboard Kelly



amazon.com

Order Placed: September 9, 2022
Amazon.com order number: 112-6434200-1989808
Order Total: $40.84

Shipped on September 10, 2022

Items Ordered — Price

1 of: UBOTIE Colorful Computer Wireless Keyboards Mouse Combos, Typewriter Flexible Keys Office Full-Sized Keyboard, 2.4GHz Dropout-Free Connection and Opti — $40.99
Sold by: UBOTIE-US
Condition: New

Shipping Address:
Erin Smeltzer
9001 EAGLES RIDGE DR
TALLAHASSEE, FL 32312-4046
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
MasterCard | Last digits: 0253

Billing address
Erin Smeltzer
9001 EAGLES RIDGE DR
TALLAHASSEE, FL 32312-4046
United States

Item(s) Subtotal:	$40.99
Shipping & Handling:	$0.00
Your Coupon Savings:	-$3.00
Total before tax:	$37.99
Estimated tax to be collected:	$2.85
Grand Total:	**$40.84**

Credit Card transactions — MasterCard ending in 0253: September 10, 2022: $40.84

To view the status of your order, return to Order Summary.

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Keyboard - Erin + Marilyn

flaeyc agenda - Search | flaeyc annual conference agend | Erin To Do | Trello | Amazon.com - Order 114-5245

https://www.amazon.com/gp/css/summary/print.html/ref=ppx_od_dt_b_invoice?ie=UTF8&orderID=114-5245044-...

amazon.com

Final Details for Order #114-5245044-7489007
Print this page for your records.

Order Placed: September 7, 2022
Amazon.com order number: 114-5245044-7489007
Order Total: $79.53

Shipped on September 8, 2022

Items Ordered | **Price**
1 of: UBOTIE Colorful Computer Wireless Keyboard Mouse Combos, Typewriter Flexible Keys Office Full-Sized Keyboard, 2.4GHz Dropout-Free Connection and Optical Mouse (Blue-White) | $35.99
Sold by: [illegible]
Condition: New

Shipping Address:
Erin Smeltzer
1211 GOVERNORS SQUARE BLVD
STE 200
TALLAHASSEE, FL 32301-2988
United States

Shipping Speed:
FREE Prime Delivery

Shipped on September 8, 2022

Items Ordered | **Price**
1 of: UBOTIE Colorful Computer Wireless Keyboard Mouse Combos, Typewriter Flexible Keys Office Full-Sized Keyboard, 2.4GHz Dropout-Free Connection and Optical Mouse (Purple-Colorful) | $40.99
Sold by: [illegible]
Condition: New

Shipping Address:
Erin Smeltzer
1211 GOVERNORS SQUARE BLVD
STE 200
TALLAHASSEE, FL 32301-2988
United States

Shipping Speed:
FREE Prime Delivery

Payment Information

Payment Method:
MasterCard | Last digits: 0253

Billing address
Erin Smeltzer
3001 EAGLES RIDGE DR
TALLAHASSEE, FL 32312-4846
United States

Item(s) Subtotal: $76.98
Shipping & Handling: $0.00
Your Coupon Savings: -$3.00

Total before tax: $73.98
Estimated tax to be collected: $5.55

Grand Total:$79.53

Credit Card transactions
MasterCard ending in 0253: September 8, 2022:$79.53

To view the status of your orders return to Order Summary.

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Colleen Groot

From: Erin Smeltzer
Sent: Monday, October 17, 2022 11:15 AM
To: Colleen Groot
Subject: FW: Order Confirmation : Invoice #669307

NAEYC renewal receipt

From: Erin Smeltzer <erinsmeltzer@gmail.com>
Sent: Monday, October 17, 2022 11:14 AM
To: Erin Smeltzer <esmeltzer@thechildrensforum.com>
Subject: Fwd: Order Confirmation : Invoice #669307

---------- Forwarded message ---------
From: <donotreply@naeyc.org>
Date: Fri, Sep 16, 2022 at 2:24 PM
Subject: Order Confirmation : Invoice #669307
To: <erinsmeltzer@gmail.com>

naeyc®

National Association for the Education of Young Children

Thank you for your NAEYC order!

Please save the following invoice information for your records:

Confirmation #: 00621Q **Transaction Date:** 9/16/2022 2:23:54 PM

Billing Information:
Mrs. Erinney B. Smeltzer
Children's Forum
9001 Eagles Ridge Dr
Tallahassee, FL 32312-4046
UNITED STATES

Payment Method: Master Card

Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
1.0000	NAEYC Standard Level Membership	69.00	0.00	0.00	0.00	69.00	69.00	0.00

	with Subscription to Young Children							
1.0000	Standard Level Membership - Florida Affiliate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.0000	Member Benefit Card	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.0000	Standard E-Book Benefit (New)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.0000	Young Children New Pkg - Print Subscription for Non-Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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1401 H Street NW, Suite 600, Washington, DC 20005-2051
202-232-8777 | 800-424-2460 | webmaster@naeyc.org

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

Purchase Order

Capital One

Purchase Order Information				Vendor Information				
Acct. No. (if applicable)				Vendor ID	~~E5257~~ 0611		For Fiscal Use	
				Credit Card Payments				
Purchase Description	ERIN Smeltzer To present at the Florida Planning Conference on 9/8/22 at 8:30 am at the Hilton Orlando hotel			Credit Card Name:			Last 4	#0253
				Checks/EFTs				
				Vendor Name				
				Street Address				
Purchase/Service Date	9/7/22	to	9/8/22	City		State		Zip
Requestor's Name/Dept	Erin Smeltzer			Phone				
Department Approval	CEO			Invoice #				

For purchases over $2,500, select method of procurement

☐ 3 Quotes ☐ Invitation to Bid ☐ Request for Proposal
☐ Invitation to Negotiate ☐ Sole Source ☐ Other: _____

Purchase Information

Distribution Code	Item(s) Description	Amount
Admin	Hilton Orlando Convention Center - 1 night stay	$ 225.39
	Hilton Orlando Convention Center-self-parking fee	$ 30.00
	Hilton Orlanco Convention Center resort fee/marketing fee	$ 42.00
	TA #53 Gas 9/8/22	$ 29.59
	GATE gas 9/8/22	$ 18.39
	AVIS rental 9/7-9/8/2022	$ 62.35
	Total	$ 407.72

297.39

LG

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

Approvals

Fiscal _____

CEO(>$1,000) _____

State of Florida Authorization to Incur Travel Expenses	Erin Smeltzer	Official Headquarters:	
	Florida Planning Conference - Speaker	Division:	Distribution or Fund: Admin % %

Destination: Orlando, Florida	Departure Date	Return Date	Total Days
	9/7/2022	9/8/2022	2
	Departure Time	Return Time	Trip Number
	11:00:00 AM	5:00:00 PM	

2 days per diem	$ 70.00	
	$ -	0
2 day AVIS car rental	$ 50.00	

Hotel	Hotel Name	Confirm	Rate	Nights	Cost
	Hilton Orlando Conference		$225.39	1	$225.39

Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost
	n/a					$ -

TOTAL ESTIMATED COST FOR TRIP	$ 345.39

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: CEO	9/1/2022	Approved- Agency Head	Date

STATE OF FLORIDA

VOUCHER FOR REIMBURSEMENT

OF TRAVEL EXPENSES

TRAVELER: Erin Smeltzer

SOCIAL SECURITY NO.

CHECK ONE: _X__ OFFICER/EMPLOYEE ___ NONEMPLOYEE IND. CONTRACTOR ___ OPS

AGENCY CHILDREN'S FORUM

HEADQUARTERS Tallahassee

RESIDENCE (CITY) Tallahassee

Distribution or Fund Admin %

DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses Amount	Other Expenses Type
09/07/22	Home ofice to Orlando - Hilton Orlando Convention Center	to present at the Florida Planning Conference	11:45 AM	$ 30.00						
09/08/22	back to the home office	Drive back back after being done presenting at 8:30 am	3:20 PM	$ 60.00						

Statement of Benefits to the State: (Conference or Convention)

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

Mission Critical Statement:

Column Total	Column Total	Column Total	0 Mi. 44.5 ¢ Mi.	Column Total	Summary Total
$ 90.00	$ -	$ -	$ -	$ -	$ 90.00

Revolving Fund:	Advance:	LESS RENT V. DRIVE	
Check No.	Warrant No.	LESS TRAVEL ADAVANCE	$ -
Check Date	Warrant Date	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD	
Agency Voucher No.	Statewide Doc. No.	NET AMOUNT DUE TRAVELER	$ 90.00
	Agency Voucher No.	NET AMOUNT DUE THE STATE	

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes

Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.

TRAVELER'S SIGNATURE: [signature]

SIGNATURE DATE: 9/15/22 TITLE: CEO

SUPERVISOR'S SIGNATURE: CEO

SUPERVISOR'S TITLE:

SIGNATURE DATE:

FOR AGENCY USE:

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

STATE OF FLORIDA PURCHASING CARD CHARGES

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
9/7/2022	AVIS rental in Tallahassee	Car rental to drive from Tallahassee to Orlando	$ 62.35
9/7/2022	Hilton Orlando Convention Center 1 night stay with parking and resort fees	1 night hotel stay where conference took place	$ 297.39
9/8/2022	TA gas station	gas for rental	$ 29.59
9/8/2022	GATE gas station	gas for rental	$ 18.39
			$ -
			$ -
			$ -
			$ -
			$ 497.72

THIS SECTION REQUIRED 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.)		#NAME?

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 depature 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 word "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 DFS-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

updated

Hilton
HOTELS & RESORTS

HILTON ORLANDO CONVENTION CENTER
6001 DESTINATION PARKWAY
ORLANDO, FL 32819
United States of America
TELEPHONE 407-313-4300 • FAX 407-313-8483
Reservations
www.hilton.com or 1 800 HILTONS

Smeltzer, Erin

9001 EAGLES RIDGE DRIVE

TALLAHASSEE FL 32312
UNITED STATES OF AMERICA

Room No:	404/K1RRV
Arrival Date:	9/7/2022 2:43:00 PM
Departure Date:	9/8/2022 4:10:00 PM
Adult/Child:	1/0
Cashier ID:	JS3
Room Rate:	225.39
AL:	
HH #	535062342 GOLD
VAT #	
Folio No/Che	2140127 A

Confirmation Number: 3289526017

HILTON ORLANDO CONVENTION CENTER 9/14/2022 12:11:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/7/2022	RESORT CHARGE $40	SMURPHY	13903807	$40.00		
9/7/2022	ROOM TAX - 12.5%	SMURPHY	13903807	$5.00		
9/7/2022	GUEST ROOM	SMURPHY	13903808	$225.39		
9/7/2022	DESTINATION MARKETING FEE	SMURPHY	13903808	$2.00		
9/7/2022	ROOM TAX - 12.5%	SMURPHY	13903808	$28.42		
9/8/2022	PARKING SELF OVERNIGHT (30)	JAREKVE GA	13905271	$30.00		
9/8/2022	STATE SALES TAX 6.5%	JAREKVE GA	13905271	$1.95		
9/8/2022	MC *0253	GAM1	13905853		($332.76)	
9/14/2022	TAX EXEMPT - ROOMS ALLOWANCE	JS3	13928135		($33.42)	
9/14/2022	TAX EXEMPT - PARKING SALES TAX ALLOWANCE	JS3	13928136		($1.95)	
9/14/2022	MC *0253	JS3	13905853	$35.37		
			BALANCE			$0.00

✓ refeds

Total $297.39
after tax refunds

CREDIT CARD DETAIL

APPR CODE	07159Q	MERCHANT ID	000100682400
CARD NUMBER	MC *0253	EXP DATE	02/27
TRANSACTION ID	13905853	TRANS TYPE	Sale

xxxxxxxxx,

old one

Hilton
HOTELS & RESORTS

HILTON ORLANDO CONVENTION CENTER
6001 DESTINATION PARKWAY
ORLANDO, FL 32819
United States of America
TELEPHONE 407-313-4300 • FAX 407-313-8483
Reservations
www.hilton.com or 1 800 HILTONS

Smeltzer, Erin

9001 EAGLES RIDGE DRIVE

TALLAHASSEE FL 32312
UNITED STATES OF AMERICA

Room No:	404/K1RRV
Arrival Date:	9/7/2022 2:43:00 PM
Departure Date:	9/8/2022 4:10:00 PM
Adult/Child:	1/0
Cashier ID:	GAM1
Room Rate:	225.39
AL:	
HH #	535062342 GOLD
VAT #	
Folio No/Che	2140127 A

Confirmation Number: 3289526017

HILTON ORLANDO CONVENTION CENTER 9/8/2022 4:09:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/7/2022	RESORT CHARGE $40	SMURPHY	13903807	$40.00		
9/7/2022	ROOM TAX - 12.5%	SMURPHY	13903807	$5.00		
9/7/2022	GUEST ROOM	SMURPHY	13903808	$225.39		
9/7/2022	DESTINATION MARKETING FEE	SMURPHY	13903808	$2.00		
9/7/2022	ROOM TAX - 12.5%	SMURPHY	13903808	$28.42		
9/8/2022	PARKING SELF OVERNIGHT (30)	JAREKVE GA	13905271	$30.00		
9/8/2022	STATE SALES TAX 6.5%	JAREKVE GA	13905271	$1.95		
9/8/2022	MC *0253	GAM1	13905853		($332.76)	
			BALANCE			$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at hilton.com.

CREDIT CARD DETAIL

APPR CODE	07159Q	MERCHANT ID	000100682400
CARD NUMBER	MC *0253	EXP DATE	02/27
TRANSACTION ID	13905853	TRANS TYPE	Sale

XXXXXXXXX,

Welcome to GATE
Store # 1194
208 N Magnolia Dr
Tallahassee FL
32301
850-309-0412

Receipt #64137
09/08/2022
15:04

Pump	Gallons	Price
01	5.111	$ 3.599

Product: Regular
TOTAL FUEL $ 18.39

TOTAL SALE $ 18.39
Refer #100626209
Batch #4473
Sequence #898634
SALE
Master Card
Card Num : (C)
XXXXXXXXXXXX0253
Chip Read

USD$ 18.39 18.39

4341504954414C20
AID: A0000000041010
TVR: 0000008000
IAD:
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
TSI: E800
ARC: 00
ARQC:
6BA0EF9010C87252

09/08/2022 15:03:01

I agree to pay the above Total Amount according to Card Issuer Agreement.
Term: 501
Appr : 09257Q

Thank you for choosing GATE!

TA #53
556 E.St Rt 44
Wildwood FL 34785

DATE 9/8/22 11:24
TRAN# 9115616
PUMP# 11
SERVICE LEVEL: SELF
PRODUCT: UNLD

GALLONS:	8.783
PRICE/G:	$3.369
FUEL SALE	~~$29.59~~
CREDIT	$29.59

CAPITAL ONE
**********0253
Entry:Chip Read
Auth #: 06306Q
Resp Code: 000
Stan: 151114306476
Invoice #: 793252

AuthNet: MASTERCD
MODE: Issuer
AID: A0000000041010
BP SITE ID: 3746708
MASTERCARD

REWARD
**********0253
Stan: 151114306476

Manager:352-748-2501
www.tafeedback.com

AVIS

We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 333265225

RECEIPT

Your Information

Customer Name:	ERINNEY SMELTZER
Avis Worldwide Discount:	STATE OF FLORIDA DEPT MGMT SV
Method of Payment:	MASTER XX0253
AUTH:	04872Q

Your Vehicle Information

Vehicle Number:	98322604
Vehicle Group Rented:	C
Vehicle Group Charged:	C
Vehicle Description:	GRY KIA FORTE
License Plate Number:	FL11BIWZ
Odometer Out:	12995
Odometer In:	13519
Total Driven:	524
Fuel Reading:	Out 8/8| In8/8

Your Rental

Pickup Date/Time:	SEP 07,2022@11:45AM
Pickup Location:	1414 SOUTH MONROE STREET TALLAHASSEE,FL,32301,US 850-222-3744
Return Date/Time:	SEP 08,2022@3:19PM
Return Location:	1414 SOUTH MONROE STREET TALLAHASSEE,FL,32301,US 850-222-3744

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 1 DAY / MAX 330 DAY)

Rate Chart:		Free Miles:	Time and Mileage:	
Miles:	UNLIMITED		Your Discount:	
Hourly:	9.00		3 Ad'l Hour @ 9.00 =	27.00
Daily:	27.00		1 Ad'l Day @ 27.00 =	27.00
Ad'l day:	0.00			
Weekly:	162.00			
Monthly:	567.00		**Time and Mileage:**	54.00

Your Optional Products/Services

Optional Services Total: 0.00

Your Taxable Fees

Sub-total-Charges: 54.00

Your Non-Taxable Products/Services

Non-Refundable Prepay 8.35

Your Total Charges: ~~54.00~~

Prepay:Voucher (-)62.35

Net Charges: USD .00

Your Total Due: 0.00

Thank you for renting with Avis.
For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.

Orlando Agenda

Child's Play – Closing the Equity Gap through the Provision of Quality and Affordable Childcare

Community Cards, Ethics, Law, Equity, or Resilience Credit

September 8 @ 08:30 | 08:30 am - 09:30 am - 1h | Orange C

Luis Nieves Ruiz FAICP, Lori Cox AICP, Jennifer Grant, Erin Smeitzer

1 CM

While it is regarded as an essential community service, the supply of quality childcare can be unreliable and cost prohibitive for many low-moderate income and single-parent-headed households. The lack of affordable childcare also has a direct effect on the female labor force participation rate and the overall economic performance of our communities. Moreover, the childcare workforce is primarily comprised of women of color, which brings important issues such as pay disparities. This interactive session will explore the role that planners can play in developing a more equitable childcare system.

Payee Capital One Spark Account
Vendor ID 6611 Account #:

S

23-01517
9/27/2022

Invoice	Description	Discount	Amount
23-PO-29747	Travel to participate @ the Early Leadership Summit @ the Ar	$0.00	$313.11
	Total :	$0.00	$313.11

23-01517

****Three Hundred Thirteen and 11/100 Dollars

9/27/2022 $313.11

Capital One Spark Account
PO Box 60599
City of Industry, CA 91716-0599

Payee Capital One Spark Account
Vendor ID 6611 Account #:

23-01517
9/27/2022

Invoice	Description	Discount	Amount
23-PO-29747	Travel to participate @ the Early Leadership Summit @ the Ar	$0.00	$313.11
	Total :	$0.00	$313.11

Colleen Groot

From: Capital One | Spark Business <capitalone@notification.capitalone.com>
Sent: Wednesday, September 28, 2022 3:22 PM
To: Colleen Groot
Subject: Your payment has posted

Capital One | SPARK BUSINESS

Sign In

Thanks for your payment of $313.11.

About your Spark Cash Select credit card ending in 0253

ERINNEY,

Here are the details of your posted payment:

Payment amount:	$313.11
Posted date:	September 27, 2022

Please visit your account to view your pending and posted transactions.

Was this email helpful?

Absolutely | Sure | Neutral | Not Really | Nope

Download the Capital One Mobile app.

About This Message

Unsubscribe with one click if you no longer want to receive this account alert.

The site may be unavailable during normal maintenance or due to unforeseen circumstances.

Please visit our Set Alerts page to modify your alerts subscription preferences.

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To ensure delivery, add capitalone@notification.capitalone.com to your address book.

This email was sent to cgroot@thechildrensforum.com and contains information directly related to your account with us, other services to which you have subscribed, and/or any application you may have submitted.

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PAYPST 10002 10977 1012

Scheduled Payments

Account Ending in ...0253

DATE	DESCRIPTION	CATEGORY	CARD	AMOUNT
Sep 27	AutoPay from Synovus Bank ...0301	Payment	Erinney S. ...0253	-$313.11

Capital One | SPARK BUSINESS

Spark Cash Select credit card | World Elite Mastercard for Business ending in 0253
Aug 03, 2022 - Sep 02, 2022 | 31 days in Billing Cycle

Payment Information

Payment Due Date
Sep 27, 2022

For online and phone payments, the deadline is 8pm ET.

New Balance
$313.11

Minimum Payment Due
$15.00

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a $39.00 late fee and your APRs may be increased up to the Penalty APR of 30.90%.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	2 Years	$397

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary

Previous Balance	$0.00
Payments	- $1,039.45
Other Credits	$0.00
Transactions	+ $1,352.56
Cash Advances	+ $0.00
Fees Charged	+ $0.00
Interest Charged	+ $0.00
New Balance	**= $313.11**
Credit Limit	$2,000.00
Available Credit (as of Sep 02, 2022)	$1,686.89
Cash Advance Credit Limit	$1,000.00
Available Credit for Cash Advances	$1,000.00

Rewards Summary — Rewards as of: 09/01/2022

Rewards Balance
$20.29

Track and redeem your rewards with our mobile app or on capitalone.com

Previous Balance	Earned This Period	Redeemed this period
$0.00	$20.29	$0.00

Account Notifications

(i) You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your scheduled payment date. If your payment is more than the current balance on your scheduled payment date, we will only debit the current balance.

Pay or manage your account at capitalone.com Customer Service: 1-800-867-0904 See reverse for Important Information

Capital One | SPARK BUSINESS

ERINNEY SMELTZER
CHILDREN'S FORUM
STE 200
1211 GOV SQ BLVD
TALLAHASSEE, FL 32301-2988

Save time, stay informed. Discover new features with the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Sep 27, 2022** Account ending in 0253

New Balance
$313.11

Minimum Payment Due
$15.00

Amount Enclosed
$ _____

Capital One
P.O. Box 60599
City of Industry CA 91716-0599

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

1 5528695754760253 02 0313111039450015002

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of $0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)
What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:
• Account information: Your name and account number.
• Dollar amount: The dollar amount of the suspected error.
• Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
• We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
• While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
• We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:
1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
2) You must not yet have fully paid for the purchase.
If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 10/01/2020

Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

- For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET.**
- For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Capital One | SPARK BUSINESS

Spark Cash Select credit card | World Elite Mastercard for Business ending in 0253
Aug 03, 2022 - Sep 02, 2022 | 31 days in Billing Cycle

Transactions

Visit capitalone.com to see detailed transactions.

ERINNEY SMELTZER #0253: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Aug 19	Aug 19	CAPITAL ONE ONLINE PYMTAuthDate 19-Aug	- $1,039.45

ERINNEY SMELTZER #0253: Transactions

Trans Date	Post Date	Description	Amount
Aug 16	Aug 17	TJMAXX #0711TALLAHASSEEFL	$279.48
Aug 17	Aug 18	MARSHALLS #805TALLAHASSEFL	$759.97
Aug 24	Aug 25	DELTA 00642427685491TALLAHASSEEFL TK#: 00642427685491 PSGR: SMELTZER/ERINNE ORIG: TLH, DEST: TLH, S/O: O, CARRIER: DL, SVC: X	$30.00
Aug 26	Aug 27	ENTERPRISE RENT-A-CARPHOENIXAZ	$250.11
Aug 27	Aug 27	AIRPORT PARKING GARAGETALLAHASSEEFL	$33.00
ERINNEY SMELTZER #0253: Total Transactions			**$1,352.56**

Already paid

COLLEEN GROOT #0457: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

COLLEEN GROOT #0457: Transactions

Trans Date	Post Date	Description	Amount

Total Transactions for This Period **$1,352.56**

Fees

Trans Date	Post Date	Description	Amount

Total Fees for This Period **$0.00**

Interest Charged

Interest Charge on Purchases	$0.00
Interest Charge on Cash Advances	$0.00
Interest Charge on Other Balances	$0.00
Total Interest for This Period	**$0.00**

Totals Year-to-Date

Total Fees charged	**$0.00**
Total Interest charged	**$0.00**

Additional Information on the next page

Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	21.74% P	$0.00	$0.00
Cash Advances	28.49% P	$0.00	$0.00

Variable APRs: If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.

Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change
P L	Prime Rate + margin 3 month LIBOR + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.
D F	Prime Rate + margin 1 month LIBOR + margin	The first day of each Billing Cycle

Capital One

Scheduled Payments

Account Ending in ...0253

DATE	DESCRIPTION	CATEGORY	CARD	AMOUNT
Sep 27	AutoPay from Synovus Bank ...0301	Payment	Erinney S. ...0253	-$313.11

Childrens Forum Inc.

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

PURCHASE ORDER
23-PO-29747

Vendor Information	Shipping Information
Capital One Spark Account PO Box 60599 City of Industry, CA 91716-0599 Phone - / Fax -	1211 Governors Square Blvd. STE 200 Tallahassee, FL 32301 (850)487-6300 Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
09/22/2022	10/02/2022	Colleen Groot	Accounting	Documents Transferred to Abila	Travel to participate @ the Early Leadership Summit @ the Arizona Grand Hotel in Phoenix, AZ

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 to participate @ the Early Leadership Summit @ the Arizona Grand Hotel in Phoenix, AZ	313.11	0.000	313.11

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0043	$1.35
004 01 01 01 100 NA 400	0.001	$0.31
207 01 01 01 203 NA 600	0.03	$9.39
484 01 01 01 404 NA 104	0.0291	$9.11
481 01 01 01 404 NA 104	0.0239	$7.48
483 01 01 01 404 NA 104	0.0278	$8.70
526 01 01 01 501 NA 500	0.0608	$19.04
628 01 01 01 301 NA 600	0.1039	$32.53
674 01 01 01 301 NA 600	0.0355	$11.12
673 01 01 01 301 NA 600	0.076	$23.80
865 01 01 01 801 NA 800	0.4848	$151.80
125 02 01 02 501 NA 500	0	$0.00
130 01 01 01 111 NA 111	0.0155	$4.85
304 01 01 01 600 NA 600	0.0644	$20.16
128 01 01 01 603 NA 600	0.0145	$4.54
129 01 01 01 600 NA 500	0.0065	$2.04
007 01 01 01 100 NA 100	0.0014	$0.44
488 01 01 01 100 NA 100	0.0206	$6.45

Approved

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

Approved

Approval Information

Colleen Groot	Dir of Finance	09/27/2022 2:28 PM
Cathy Hall	Contracts Mgr	09/26/2022 9:22 AM
Colleen Groot	Requester	09/22/2022 4:16 PM

TOTAL	$313.11

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 State sales tax under Exemption # 85-8012541150C-4

Control No. 29746

Childrens Forum Inc.

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

PURCHASE ORDER
23-PO-29845

Vendor Information	Shipping Information
Tallahassee State Bank PO Box 23061 Columbus, GA 31902 Phone - / Fax -	1211 Governors Square Blvd. STE 200 Tallahassee, FL 32301 (850)487-6300 Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
09/22/2022	10/21/2022	Colleen Groot	Accounting	Documents Transferred to Abila	Morale Luncheon Miami- Bocas Grill

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		51101 004 01 01 01 100 NA 100	N/A	Morale Luncheon Miami- Bocas Grill	273.89	0.000	273.89

Approval Information

Colleen Groot	Dir of Finance - Approved 273.89	10/12/2022 10:08 AM
Lauren Wofford	Accounting - Approved 273.89	10/11/2022 1:32 PM
Colleen Groot	Requester - Submitted 273.89	10/11/2022 11:14 AM

TOTAL $273.89

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 State sales tax under Exemption # 85-8012541150C-4

Control No. 29848

29845

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

Purchase Order

Purchase Information		Vendor Information			
		Vendor ID	5257	For Fiscal Use	
Purchase Description	Morale Luncheon Miami - BOCAS Grill	Vendor Name	TSB-admin		
		Street Address			
Purchase/Service Date	9/22/22	City		State FL	Zip
Requestor's Name/Dept		Phone		Fax	
Supervisor		Invoice #			
		Terms (Due)			

Purchase Information

Distribution Code	Item Description	Amount
2006	Morale Luncheon Miami - BOCAS Grill	$ 273.89
	Total	$ 273.89

PAY ONLINE	
GL Code	51101
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals

Fiscal Dept. [signature]

CEO(+$1,000) ______

BOCAS
GRILL & BAR

2525 SW 3rd Ave
Miami, FL 33129
(305) 364-5107

Server: Damien B
Check #31 Table 10
Ordered: 9/20/22 12:42 PM

Criolla Salad	$12.00
Still Water Large	$6.50
Coconut Lemonade	$6.50
4 Coke	$12.00
2 Fritanga Bowl	$35.98
3 Chaufa de Pollo	$38.97
3 Salmon on the Grill	$66.00
2 Jaleita Bowl	$27.98

Subtotal	$205.93
Tax	$16.48
Tip	$51.48
Total	$273.89

Input Type	C (EMV Chip Read)
VISA CREDIT	xxxxxxxx5229
Time	1:21 PM

Transaction Type	Sale
Authorization	Approved
Approval Code	039052
Payment ID	PnLtzwMWFC9p
Application ID	A0000000031010
Application Label	VISA CREDIT
Terminal ID	067a426c80795eb3
Card Reader	BBPOS

ADMINISTRATION

Suggested Additional Tip:
+ 2%: (Tip $4.12 Total $226.53)
+ 3%: (Tip $6.18 Total $228.59)
+ 5%: (Tip $10.30 Total $232.71)
+ 7%: (Tip $14.42 Total $236.83)
Tip percentages are based on the check price before taxes.

Enjoy our Happy Hour 50% Off. From Monday to Friday 4:00 pm to 7 pm

Childrens Forum Inc.

1211 Governors Square Blvd.
STE 200
Tallahassee, FL 32301
(850)487-6300
Kate Nunez

PURCHASE ORDER
23-PO-29777

Vendor Information	Shipping Information
Tallahassee State Bank PO Box 23061 Columbus, GA 31902 Phone - / Fax -	1211 Governors Square Blvd. STE 200 Tallahassee, FL 32301 (850)487-6300 Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
09/19/2022	10/14/2022	Colleen Groot	Accounting	Documents Transferred to Abila	Meet with Miami Funder, partners & staff

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 628 02 01 02 301 NA 600	N/A	Meet with Miami Funder, partners & staff	387.20	0.000	387.20

Approval Information

Colleen Groot	Dir of Finance - Approved 387.20	10/12/2022 9:58 AM
Cathy Hall	Contracts Mgr	10/04/2022 2:44 PM
Colleen Groot	Requester	10/04/2022 11:06 AM

TOTAL $387.20

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 State sales tax under Exemption # 85-8012541150C-4

Control No. 29778

COCONUT GROVE / CORAL GABLES
2800 SW 28 TERRACE
MIAMI, FL 33133
United States of America
TELEPHONE 305-448-2800 • FAX (305)442-8655
Reservations
www.hamptoninn.com or 1 800 HAMPTON

Smeltzer, Erin for Melisse Clements

9001 EAGLES RIDGE DRIVE

TALLAHASSEE FL 32312
UNITED STATES OF AMERICA

Room No:	517/KXTD
Arrival Date:	9/19/2022 3:35:00 PM
Departure Date:	9/20/2022 1:42:00 PM
Adult/Child:	1/0
Cashier ID:	BCORREA2
Room Rate:	140.00
AL:	
HH #	535062342 GOLD
VAT #	
Folio No/Che	607138 A

Confirmation Number: 94154836

COCONUT GROVE / CORAL GABLES 9/20/2022 1:42:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
9/19/2022	2162028	GUEST ROOM EXEMPT	$140.00
9/20/2022	2162148	VS *5229	($140.00)
		BALANCE	$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

CREDIT CARD DETAIL

APPR CODE	044870	MERCHANT ID	0102495920
CARD NUMBER	VS *5229	EXP DATE	09/23
TRANSACTION ID	2162148	TRANS TYPE	Sale

COCONUT GROVE / CORAL GABLES
2800 SW 28 TERRACE
MIAMI, FL 33133
United States of America
TELEPHONE 305-448-2800 • FAX (305)442-8655
Reservations
www.hamptoninn.com or 1 800 HAMPTON

Smeltzer, Erin

9001 EAGLES RIDGE DRIVE

TALLAHASSEE FL 32312
UNITED STATES OF AMERICA

Room No:	516/KXTD
Arrival Date:	9/19/2022 3:33:00 PM
Departure Date:	9/20/2022
Adult/Child:	1/0
Cashier ID:	DDOUGLAS22
Room Rate:	140.00
AL:	
HH #	535062342 GOLD
VAT #	
Folio No/Che	607137 A

Confirmation Number: 94154836

COCONUT GROVE / CORAL GABLES 9/20/2022 3:31:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
9/19/2022	2162026	PARKING	$15.00
9/19/2022	2162027	GUEST ROOM EXEMPT	$140.00
		WILL BE SETTLED TO VS*5229	$155.00
		EFFECTIVE BALANCE OF	$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

THANK YOU FOR STAYING WITH US, JUST IN CASE YOU RECEIVE A SURVEY FROM OUR CORPORATE OFFICE, PLEASE REMEMBER WE ARE LOOKING FOR 10'S ONLY. PLEASE LET US KNOW IF THERE IS ANYTHING THAT PREVENTS YOU FROM GRADING US WITH ALL 10'S BEFORE YOU CHECK OUT.

29777

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

Purchase Order

Purchase Order Information				Vendor Information				
Acct. No. (if applicable)				Vendor ID	5257		For Fiscal Use	
				Credit Card Payments				
Purchase Description (Conference Attended)	Meet with Miami Funder, Parnters, Staff			Credit Card Name:	~~Capital One Card~~		Last 4	5229
				Checks/EFTs				
				Vendor Name				
				Street Address				
Purchase/Service Date	9/19/22	to	9/20/22	City		State		Zip
Requestor's Name/Dept	Erin Smeltzer CEO			Phone				
Department Approval	CEO			Invoice #				

For purchases over $2,500, select method of procurement

☐ 3 Quotes ☐ Invitation to Bid ☐ Request for Proposal
☐ Invitation to Negotiate | ✓ | Sole Source | | Other:

Purchase Information

Distribution Code	Item(s) Description	Amount
2628 ok	2 Hotel Stay Hampton Inn Miami: Sept 19-20, 2022	
	Room for Melissa Clements	$140.00 ✓
	Room for Erin Smeltzer+parking fee	$155.00 ✓
	AVIS car rental at Miami Airport	70.20 ~~$79.39~~ ✓
	Tallahassee Airport parking fee ($11.00/day) lost receipt	$22.00 ✓
	Traveling with Melissa Clements	
		387.20
	Total	$ ~~396.39~~ ✓

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

Approvals

Fiscal CHall

CEO(>$1,000)

\\file2\Users\wgaddy\Desktop\Travel Folder\Erin\Erin Smeltzer _Miami Sept 19-20 2022

State of Florida Authorization to Incur Travel Expenses	Name: Erin Smeltzer	Official Headquarters: Children's Forum	Date: 09.16.22
	Department:	Division: CEO	Distribution or Fund: 2628 100% %

Purpose of Trip: Meetings with Miami Funder (TCT), partners, staff **Destination: Miami, FL**	Departure Date 09.19.22	Return Date 09.20.22	Total Days 2
Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.	Departure Time 5:00:00 AM	Return Time 8:00:00 PM	Trip Number
Total Estimated Meals & Per Diem (dates w/ amnt):	$ 116.00		
Registration Fee: N/A			
Transportation (car rental and/or airfare): Car rental	$52.00		

	Hotel Name	Confirm	Rate	Nights		Cost
Hotel	Hampton Inn		158.2	1		$ 158.20
	Airline	Departing Flight	Time	Returning Flight	Time	Cost
Flights	American Airlines	3587	6:20AM	3966	7:06PM	$ 359.20

TOTAL ESTIMATED COST FOR TRIP	$ 685.40

Comments: (indicate if you are riding w/ another person if transportation not in your name): Traveling with Erin Smeltzer. Airline tickets to be purchased on Forum card issued to Melissa Clements; Hotel and car rental to be purchased on Forum card issued to Erin Smeltzer; Care rental to be purchased on Forum card issued by Erin Smeltzer

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

Signed:	Approved by Supervisor:CEO	Date 09/16/2022	Approved- Agency Head	Date

STATE OF FLORIDA
VOUCHER FOR REIMBURSEMENT
OF TRAVEL EXPENSES

TRAVELER: Erin Smeltzer
SOCIAL SECURITY NO.
CHECK ONE: _X__ OFFICER/EMPLOYEE ___ NONEMPLOYEE IND. CONTRACTOR ___ OPS

AGENCY CHILDREN'S FORUM
HEADQUARTERS TALLAHASSEE
RESIDENCE (CITY) TALLAHASSEE
Distribution or Fund 2628 100% %

DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses Amount	Other Expenses Type
09/19/22	Tallahassee to Miami	Meet with Miami Funder, Partners, Staff	5:00 AM	$ 36.00						
09/20/22	Miami to Tallahassee	Meet with Miami Funder, Partners, Staff	8:00PM		$ 80.00					

Statement of Benefits to the State: (Conference or Convention) **NOTE**: Registration/Luncheon and Hotel POs completed separately

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

Mission Critical Statement:

Column Total	Column Total	Column Total	0 Mi. 44.5 ¢ Mi.	Column Total	Summary Total
$ 36.00	$ 80.00	$ -	$ -	$ -	$ 116.00

Revolving Fund:	Advance:	LESS RENT V. DRIVE	
Check No.	Warrant No.	LESS TRAVEL ADAVANCE	$ -
Check Date	Warrant Date	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD	$ -
Agency Voucher No.	Statewide Doc. No.	NET AMOUNT DUE TRAVELER	$ 116.00
	Agency Voucher No.	NET AMOUNT DUE THE STATE	

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes

Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE: CEO

SUPERVISOR'S TITLE:

SIGNATURE DATE: 09/26/22

SIGNATURE DATE:

FOR AGENCY USE:

Form DFS-AA-15 (Rev. 07/06)

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

STATE OF FLORIDA PURCHASING CARD CHARGES

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
9/19/2022	American	PO done prior	
9/19/2022	Hotel Courtyard Marriott Erin Smeltzer	hotel-charged to Erin's business card	$ 140.00
9/19/2022	Hotel Courtyard Marriott Melissa Clements	hotel-charged to Erin's business card	$ 140.00
9/19/2022	Avis	car rental - charged to Erin's bisness card	$ 79.39
9/19/2022	Hotel Parking	parking	$ 15.00
9/19/2022	2 Round Trip airline ickets Tallahassee to Miami; travelers Erin Smeltzer and Melissa Clements	Done before	
9/20/2022	Tallahassee Airport Parking	parking	$ 22.00
	Registration	PO done prior	$ -
			$ 396.39

THIS SECTION REQUIRED 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 depature 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 word "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 DFS-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

AVIS

We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 341326241

RECEIPT

Your Information

Customer Name:	ERINNEY SMELTZER
Avis Worldwide Discount:	STATE OF FLORIDA DEPT MGMT SV
Method of Payment:	AMEX XX1008 CHIP
AID:	A000000025010801
MID:	000005034501998
AMERICAN EXPRESS Signature Captured	
TID:	0000G62F
AUTH:	880248
Authorization Mode:	Issuer

Your Vehicle Information

Vehicle Number:	96500854
Vehicle Group Rented:	Standard
Vehicle Group Charged:	Intermediate
Vehicle Description:	BLK VOLKSWAGEN JETTA
License Plate Number:	GARZU3859
Odometer Out:	22043
Odometer In:	22074
Total Driven:	31
Fuel Reading:	Out 13.2 Gal| In13.2 Gal

Your Rental

Pickup Date/Time:	SEP 19,2022@8:09AM
Pickup Location:	3900 NW 25TH STREET, STE 402 MIAMI INTERNATIONAL AIRPORT MIAMI,FL,33142,US 305-876-1800
Return Date/Time:	SEP 20,2022@3:32PM
Return Location:	3900 NW 25TH STREET, STE 402 MIAMI INTERNATIONAL AIRPORT MIAMI,FL,33142,US 305-876-1800

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 1 DAY / MAX 330 DAY)

Rate Chart:		Free Miles:	Time and Mileage:	
Miles:	UNLIMITED		Your Discount:	
Hourly:	9.00		2 Ad'l Day @ 27.00 =	54.00
Daily:	27.00			
Ad'l day:	0.00			
Weekly:	162.00		**Time and Mileage:**	54.00
Monthly:	567.00			

Your Optional Products/Services

Fuel Service = (13.2 Gal Out- 13.2 Gal In)	3.850/GAL
Optional Services Total:	0.00

Your Taxable Fees

11.11% Concession Recovery Fee	6.00
CUSTOMER FACILITY CHG 5.10/D	10.20
STATE SURCHARGE 2.00/DY	4.00 K
Sub-total-Charges:	74.20
TAX 7.000% (Miami tax)	5.19 K

Charged $ 70.20 which is correct
CS

Your Non-Taxable Products/Services

Your Total Charges:	79.39
Prepayment	0.00
Net Charges:	USD 79.39
Your Total Due:	0.00

Thank you for renting with Avis.
For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.
Thank you for renting with AVIS. To enroll in AVIS preferred and to enroll in the AVIS loyalty program, please visit avis.com for more information.

Your vehicle was rented to you by ANTONIA. Your vehicle was checked in by 99987.

Missing Receipt Form

EXPENSE TRANSACTION INFORMATION

Employee Name: **Erin Smeltzer**

Department Name: **Fiscal**

Credit Card Name: **Admin**

Credit Card Ending: **5229**

Purchase Vendor Name: **Airport Parking Garage**

Vendor Location: **Tallahassee Airport**

Transaction Date: **9/21/2022**

Amount $: **$22.00**

DESCRIPTION OF PURCHASE:

Missplaced parking receipt.

MISSING RECEIPT AFFIDAVIT

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

Initial for acknowledgement of affidavit:

Employee Name: Erin Smeltzer

Signature:

Date: 9/30/2022

Children's Trust and Children's Forum
September 19, 2022

1. Data Access

2. Workforce Study
   - Timing
   - CLASS analysis
   - Final design of report

3. Outreach & Scholarship Funds

4. Gold Seal Data

5. DCF Data

ELCC Staff Meeting
9/20/22

1. Introductions
2. Policy landscape
3. Position Scale
4. Forum Strategic Plan

ELC of Miami-Dade/Monroe

1. Stipend contract
2. AARA funding activities
3. HMG
4. CLASS assessment contract