



**President & CEO Travel and Expense Summary
February-April 2019**

The table below represents travel and expenses that have occurred in the past quarter or is known or planned to occur in within the next couple of months.

Expense	Amount
Registration FL Chamber Foundation Workforce Summit	\$ 275.00
HMG Statewide Meeting and Keynote Speaker CDEA Conference for TEACH gas & rental car	\$ 169.43
Airfare P. Kalifeh & D. Bishop K Transition Summit	\$ 1,353.39
Supplies for K Transition Summit	\$ 26.96
Amazon Prime Membership for the Children's Forum	\$ 12.99
Travel Expenses Board of Directors' Meeting	\$ 854.57
BestBuy keyboard, microphone and adapter for One Goal Conference	\$ 219.97
Pre-K Transition Summit hotel, rental car, parking, hotel for M. Clements & D. Bishop	\$ 1,181.71
Flight for TEACH/WAGES Symposium	\$ 579.00

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, Board Chair: _____

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-24161

Vendor Information

Shipping Information

Capital One

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/06/2019	05/23/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration fee P. Kalifeh Florida Chamber Foundation 2019 Workforce Summit

Registration fee P. Kalifeh Florida Chamber Foundation 2019 Workforce Summit

Unit Qty	Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	18200	N/A	Registration fee P. Kalifeh Florida Chamber Foundation 2019 Workforce Summit	275.00	0.000	275.00

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$198.00
861 02 01 02 602 NA 800	0.28	\$77.00

APPROVED

Approval Information

Shelley Shafer Dir of Finance 05/14/2019 9:00 AM
 Kate Nunez Accounting 05/13/2019 3:26 PM
 Shelley Shafer Requester 05/13/2019 11:58 AM

TOTAL \$275.00

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

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

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



24161

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

Purchase Order

Purchase Order Information				Vendor Information					
Acct. No. (if applicable)	4/6 Charge			Vendor ID	6427		For Fiscal Use		
Purchase Description	Florida Chamber Foundation			Credit Card Payments					
				Credit Card Name:	Capital One		Last 4	9/7/1916	
				Checks/EFTs					
				Vendor Name					
Purchase/Service Date	6/17/19	to	6/19/19	Street Address					
Requestor's Name/Dept				City	State		Zip		
Department Approval	[Signature]			Phone					
For purchases over \$2,500, select method of procurement				Invoice #					
				<input type="checkbox"/> 3 Quotes <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Negotiate <input type="checkbox"/> Sole Source <input type="checkbox"/> Other: _____					

Purchase Information		
Distribution Code	Item(s) Description	Amount
TEACH	Registration Fees	\$275.00
Total		\$275.00

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

Approvals	
Fiscal	KNN 5/13/19
CEO (>\$1,000)	



JOIN THE CHAMBER

Florida Chamber Foundation's 2019 Learners to Earners Workforce Summit

Florida Chamber Foundation

Thank you for registering for the Florida Chamber Foundation's 2019 Learners to Earners Workforce Summit

6/18/2019 - 6/19/2019
Wyndham Grand Orlando Resort Bonnet Creek
14651 Chelonia Parkway
Orlando, FL 32821

Early Bird Registration - Learners to Earners Workforce Summit

Registration Item	Confirmation #	Quantity	Price
Early Bird Registration - Learners to Earners Workforce Summit	98132	1	\$275.00
Attendees:			
Phyllis Kalifeh pkalifeh@thechildrensforum.com			
Sub-Total			\$275.00
Taxes			\$0.00
Total			\$275.00
Amount Paid			\$275.00
Amount Due			\$0.00

Phyllis Kalifeh
Children's Forum
2807 Remington Green Circle
Tallahassee, 32308
8504876300
pkalifeh@thechildrensforum.com

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-23941

Vendor Information

Shipping Information

Capital One

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
02/24/2019	03/21/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh-HMG statewide mtg and CDEA Conf for TEACH

Travel expenses P. Kalifeh-HMG statewide mtg and CDEA Conf for TEACH

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 522 02 01 02 600 NA 500	N/A	Travel expenses P. Kalifeh-HMG statewide mtg and CDEA Conf for TEACH	84.72	0.000	84.72
1	EA	0		53000	N/A	Travel expenses P. Kalifeh-HMG statewide mtg and CDEA Conf for TEACH	84.71	0.000	84.71

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$60.99
861 02 01 02 602 NA 800	0.28	\$23.72

APPROVED

mip Entry Report Attach. + \$27.58

Approval Information

Shelley Shafer Accounting 03/11/2019 1:10 PM
 Anita Bushnyakova Contracts Mgr 03/11/2019 11:41 AM
 Shelley Shafer Requester 03/11/2019 10:04 AM

TOTAL \$169.43

\$197.01

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



Control No. 23649

23941

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

Purchase Order

Purchase Order Information				Vendor Information				
Acct. No. (if applicable)				Vendor ID	6427	For Fiscal Use		
Purchase Description	Gasoline & Car Rental			Credit Card Payments				
				Credit Card Name:	Capitol One		Last 4	
				Checks/EFTs				
Purchase/Service Date	2/22/19	to	2/24/19	Vendor Name				
Requestor's Name/Dept	<i>Shauf</i>			Street Address				
Department Approval				City	State	Zip		
For purchases over \$2,500, select method of procurement				<input type="checkbox"/> 3 Quotes <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Negotiate <input type="checkbox"/> Sole Source <input type="checkbox"/> Other: _____				

Purchase Information

Distribution Code	Item(s) Description	Amount
HMG / TEACH	Gasoline <i>MIP Entry Report attached</i>	\$27.58
		\$ 31.13
	Enterprise Car Rental	\$ 138.30
		<i>84.72</i>
<i>2522 Supp</i>		<i>84.71</i>
<i>2861</i>		
Total		\$ 169.43

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

Approvals	
Fiscal	<i>Austin Beckingham</i>
CEO (>\$1,000)	



3404 MAHAN DR
TALLAHASSEE, FL 32308-5667

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

4X441X
7500-3220-5970
02/24/2019

BILL TO

PHYLLIS KALIFEH
5419 PIMLICO DRIVE
TALLAHASSEE, FL - 32309

RENTAL INFORMATION

Date/Time Out 02/20/2019 09:24 AM **Date/Time In** 02/24/2019 11:40 AM

Renter
KALIFEH, PHYLLIS

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
GRAY DK	HHB115	EXPL	7QTB2Y	24,850	25,411

VIN: 1FM5K7F89JGA82448

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 HR	9.74	19.48
TIME & DISTANCE	4 DAY	28.68	114.72
Subtotal			134.20
	1 DAY	0.02	0.02
	4 DAY	0.02	0.08
VEHICLE LICENSE FEE RECOVERY	4 DAY	0.80	3.20
VEHICLE LICENSE FEE RECOVERY	1 DAY	0.80	0.80
Total Charges (USD)			138.30

PAYMENTS

Payment	Visa	-138.30
Total Payments (USD)		-138.30

Amount Due (USD)

0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

Tel#: 2058234599
55RRRADMIN@ehi.com
Payment Due within days of invoice date
Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance		Amount Due (USD)	0.00
Remit To : ENTERPRISE RENT-A-CAR 200 VESTAVIA PKY STE 3700 BIRMINGHAM, AL 35216-3796		Paid By: PHYLLIS KALIFEH 5419 PIMLICO DRIVE TALLAHASSEE, FL 32309	
Fed Tax Id: 43-0724835	Account #	Rental Agreement 4X441X	Amount 0.00
			GPBR 5542



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

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 02/24/19 11:31
TRAN# 9062946
PUMP# 06
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 12.155
PRICE/G: \$ 2.269
FUEL SALE \$ 27.58
CREDIT \$27.58

VISA
Auth #: 02240G
Resp Code: 000
Stan: 07301078979
Reference: 26866

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

1521 U.S. Highway 1
Ormond Bea, FL 32174
(386) 677-9620
For Guest Experience
Comments, Please
Call 888.636.5589 or
go to racetrac.com

Term: JD12104311004
Appr: 07593G
Seq#: 020801
PUMP No. 17
Grade: Unl-87
Gallons: 13.541 G
Price: \$2.299/Gal
Total Fuel: \$31.13
As advertised,
E20 Flex Fuel may be
offered in place of
E15 Gasoline
TOTAL SALE \$31.13
Visa \$31.13

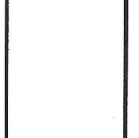

Capture

Visa
XXXXXXXXXXXX6095
Swiped

02/22/2019 13:49:13
OFFER ON BACK
NO LONGER VALID

HOW ARE WE DOING?
GUEST@RACETRAC.COM
2/22/2019 13:51:28

*Gasoline
Charged on
Capital One
card*

State of Florida Authorization to Incur Travel Expenses	Name: Phyllis Kalifeh Department: Administration	Official Headquarters: Children's Forum	1/15/2019
Division:		Distribution or Fund:	%
Purpose of Trip: HMG Statewide Meeting and Keynote CDEA Conference for T.E.A.C.H.			
Destination: Tampa, FL			
Conference or convention travel: Explanation of benefits accruing to the State of Florida (meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.			
Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80)	\$ 170.00	Departure Date 2/20/2019	Return Date 2/23/2019
Registration Fee:	\$ -	Departure Time 1:00:00 PM	Return Time 7:00:00 PM
Transportation:	\$ 130.00	Trip Number	
Hotel Name Residence Inn	Confirm 149	Rate 2	Nights 2
Airline	Departing Flight Time	Returning Flight Time	Cost \$ 298.00
Total Estimated Cost for Trip		\$ 598.00	
Comments: I will be sharing a rental vehicle with Melissa Clements going down.			
I hereby certify that travel as shown above is to be incurred in connection with official business of the State			
Signed: 	Approved by Supervisor: 	Date 1-15-19	Approved-Agency Head Date

Childrens Forum Inc.

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

PURCHASE ORDER
 09-EN-23942

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
02/14/2019	03/21/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare for P. Kalifeh, M. Clements and D. Bishop-Pre-Kand K Transition Summit

Airfare for P. Kalifeh, M. Clements and D. Bishop-Pre-Kand K Transition Summit

Qty	Unit Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 02 01 02 100 OEL Transition 100	N/A	Airfare for P. Kalifeh, M. Clements and D. Bishop-Pre-Kand K Transition Summit	1,353.39	0.000	1,353.39

Approved

Approval Information

Shelley Shafer Accounting 03/11/2019 1:10 PM
 Anita Bushnyakova Contracts Mgr 03/11/2019 11:41 AM
 Shelley Shafer Requester 03/11/2019 10:03 AM

TOTAL \$1,353.39

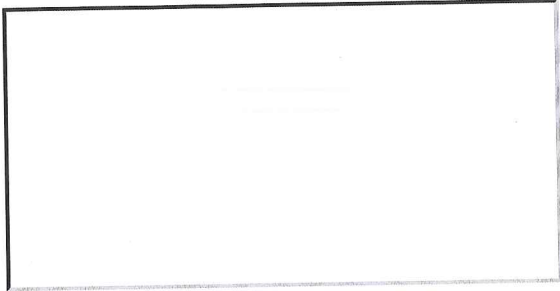
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Control No. 23650



[Home \(/homepage.do\)](#) [Hello, PHYLLIS](#) ▼

[English](#) ▼

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[Travel Information](#) [AAAdvantage](#)



[\(/i18n/travel](#)
[info/partners](#)
[airlines/on](#)
[airline-](#)
[partners.js](#)

Your trip is booked

Once ticketed, we'll email your confirmation and you can print your receipt (usually within 3 hours).

Record Locator: **GLPGVD**



Trip name: **TLH/MIA** [Edit](#)

Your trip to Miami, FL

\$1,270.80

DEPART

TLH to MIA

Tue, Mar 5, 2019

10:39 AM → 12:00 PM

Includes flights operated by
American Eagle

RETURN

MIA to TLH

Thu, Mar 7, 2019

9:55 PM → 11:27 PM

Includes flights operated by
American Eagle

View trip details, request
upgrades, change seats and
more.

[Manage your trip](#)

Search hotels

Book your hotel with us and earn up to 10,000 miles per night.

Powered by **Booking.com**

Destination/Hotel name: Check-in: Check-out:



Quality Inn Miami Airport
2-night stay
●●● **\$248** ↗



Wingate by Wyndham Miami Airport
2-night stay
●●● **\$372** ↗



Hyatt Place Miami Airport East
2-night stay
●●● **\$418** ↗

Search cars

Get in the fast lane for savings and AAdvantage miles with these special offers.

Standard

AVIS*

Full Size

Budget* Full Size



Standard
From \$33
\$33

Save up to 35% + earn miles*

From \$75
\$39

BOOK NOW ↗

Earn up to 500 bonus miles*

From \$36
\$34

BOOK NOW ↗

Premium
From \$42

B

*Discounted rates shown, taxes & fees extra. Valid at participating locations, subject to availability. Details at: www.aa.com/caroffer
↗ (/caroffer)

Trip insurance

Allianz Global Assistance

You will also receive a separate email from Allianz Global Assistance with your trip insurance receipt and policy information.

Policy #:
AMR00063108203

Purchase amount: \$82.59

Baggage information

Checked bags

Airport	1st bag	2nd bag
	No charge	\$40

Maximum dimensions: 62 inches / 158 Centimeters
Maximum weight: 50 pounds / 23 kilograms

Dimensional size is calculated as follows: (Length + Width + Height)

Other baggage and optional charges [\[2\]](#)
[\(/i18n/customer-service/support/optional-service-fees.jsp\)](#)

Carry-on bags (no charge)

Personal Item

Includes: purse, briefcase, laptop bag or similar item that must fit under the seat in front of you.

Carry-On

Maximum dimensions not to exceed:
22" long x 14" wide x 9" tall (56 x 35 x 23 cm)

Help

About American

Extras

Contact American
[\(/i18n/customer-service/contact-american/american-customer-service.jsp?anchorEvent=false&from=footer\)](#)

Receipts and Refunds
[\(/i18n/customer-service/contact-american/receipts-and-refunds.jsp?anchorEvent=false&from=footer\)](#)

FAQs [\(/i18n/customer-service/faqs/faqs.jsp?anchorEvent=false&from=footer\)](#)

About us [\(/i18n/customer-service/about-us/about-us.jsp?anchorEvent=false&from=footer\)](#)

Careers [\[2\]](#)
[\(https://jobs.aa.com?utm_source=careersite\)](#)

Investor relations [\[2\]](#)
[\(http://phx.corporate-ir.net/phoenix.zhtml?c=117098&p=irol-IRHome\)](#)

Newsroom [\[2\]](#)
[\(https://www.americanairlines.com/hub/en/nr/home\)](#)

Business programs
[\(/i18n/customer-service/programs-products/business-travel-services.jsp\)](#)

Gift cards [\[2\]](#)
[\(https://www.americanairlines.com/giftcards\)](#)

American Airlines credit card
[\(/i18n/customer-service/payment-options/american-airlines-credit-card.jsp?anchorEvent=false&from=footer\)](#)


[Agency reference \(/i18n/customer-service/travel-professional-online-resources.jsp?anchorEvent=false&from=footer\)](#) [Legal, privacy, copyright \(/i18n/customer-service/support/legal-privacy-insurance.jsp?copyright.jsp?anchorEvent=false&from=footer\)](#) [Trip insurance \(/i18n/plan-travel/extras/trip-insurance.jsp?anchorEvent=false&from=footer\)](#)

[Cargo !\[\]\(35e4f762fc1cfea5610d92e2d225d5b4_img.jpg\) \(https://www.aacargo.com/\)](#) [Browser compatibility \(/i18n/customer-service/support/browser-compatibility.jsp?anchorEvent=false&from=footer\)](#)

[Bag and optional fees \(/i18n/customer-service/support/optional-service-fees.jsp?anchorEvent=false&from=footer\)](#) [Web accessibility \(/i18n/customer-service/about-us/web-accessibility.jsp?anchorEvent=false&from=footer\)](#)

[Customer service and contingency plans \(/i18n/customer-service/support/contingency-plans.jsp?anchorEvent=false&from=footer?\)](#)

[Conditions of carriage \(/i18n/customer-service/support/conditions-of-carriage.jsp?anchorEvent=false&from=footer?\)](#)

 Link opens in new window. Site may not meet accessibility guidelines.

 (<http://facebook.com/aa>)  (<http://youtube.com/americanairlines>)
 (<http://twitter.com/americanair>)

State of Florida Authorization to Incur Travel Expenses	Name: Phyllis Kalifeh	Official Headquarters: Children's Forum		Date: 2/1/19
	Department: Administration	Division:	Distribution or Fund:	%

Purpose of Trip: PreK-K Transition Summit, meet with staff, promote T.E.A.C.H. Destination: Miami, FL	Departure Date	Return Date	Total Days
	3/5/2019	3/7/2019	3



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

Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80)	\$	110.00
Registration Fee:	\$	-
Transportation:	\$	500.00

Hotel Name	Confirm	Rate	Nights	Cost
Embassy Suites by Hilton			2	\$ 350.00
Flights	Departing Flight	Time	Returning Flight	Time
				\$ -
TOTAL ESTIMATED COST FOR TRIP				\$ 960.00

Comments: Traveling with Denise Bishop and Melissa Clements

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

Signed:  Approved by Supervisor:  Date: 2/11/19

Approved-Agency Head: _____ Date: _____

State of Florida Authorization to Incur Travel Expenses	M. Denise Bishop	Official Headquarters: Children's Forum	2/28/2019
Department: Outreach		Special Project: Transition Summits	Distribution or Fund: 100%


Destination:	Intercontinental Transition Summit in Miami-Dade	Departure Date	3/5/2019	Return Date	3/7/2019	Total Days	3
	Conference or convention travel: Explanation of benefits accruing to the State of Florida meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its members' 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	8:00:00 AM	Return Time	11:50:00 PM	Trip Number	


Total Estimated Meals & Per Diem (dates w/ amnt):	3/5-3/7/19	\$	146.00
Transportation (car rental and/or airfare):	Air travel	\$	-

Hotel Name	Confirm	Rate	Nights	Cost
Hampton Inn, Miami FL	81060642	169	2	\$ 338.56
Airline	Departing Flight	Time	Returning Flight	Time
American Airlines	3663	10:39	3325	9:55 PM
TOTAL ESTIMATED COST FOR TRIP				\$ 484.56

I am traveling with Melissa Clements and Phyllis Kalifteh. Phyllis made all of the travel reservations.

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

Approved by Supervisor:  Date: 3/4/19

Approved- Agency Head:  Date: 3/4/19



State of Florida Authorization to Incur Travel Expenses	Melissa Clements	Official Headquarters: Children's Forum	3/4/2019
Department: Research	Special Project: Transition Summits	Distribution or Fund:	Transitions 100%
			%

Undergater Transition Summit in Miami-Dade	Departure Date	Return Date	Total Days
	3/5/2019	3/7/2019	3
Destination:	Departure Time	Return Time	Trip Number
Conference or convention travel: Explanation of benefits accruing to the State of Florida meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.	8:00:00 AM	11:50:00 PM	

Total Estimated Meals & Per Diem (dates w/ amnt): 3/5-3/7/19	\$	146.00
	\$	-

Transportation (car rental and/or airfare): Air travel			
Hotel Name	Confirm	Rate	Nights
Hampton Inn, Miami FL	81060642	169	2
Airline	Departing Flight	Time	Returning Flight
American Airlines	3663	10:39	3325
			9:55 PM
	Cost		
	\$	338.56	
	Cost		
	\$	-	
TOTAL ESTIMATED COST FOR TRIP			
	\$	484.56	

Traveling with Denise Bishop and Phyllis Kalifeh. Phyllis made all of the travel reservations.

	Approved by Supervisor: 
Date: 3/11/19	Approved-Agency Head: _____
Date: _____	Date: _____

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

Childrens Forum Inc.

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

PURCHASE ORDER
 09-EN-23964

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/05/2019	03/23/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Supplies for PreK/K Summit mtg

Supplies for PreK/K Summit mtg

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300 004 02 01 02 100 OEL Transition 100	N/A	Supplies for PreK/K Summit mtg	26.96	0.000	26.96

Approved

TOTAL \$26.96

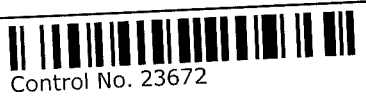
Approval Information

Shelley Shafer	Accounting	03/13/2019 10:57 AM
Kate Nunez	Dir of Finance	03/13/2019 10:00 AM
Shelley Shafer	Requester	03/13/2019 9:03 AM

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

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

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



✓ Server Encryption: Message

✓ Secure Session: Secure



Publix

Airpark Plaza
5715 NW 7 Street
Miami, FL 33126
Store Manager: Frank Rojas
305-266-1733



SSL Encryption

Copyright

PB SWEET STRIPES			
@ 2 FOR	4.00	2.00	T F
B SWEET STRIPES			
@ 2 FOR	4.00	2.00	T F
T KAT/REESE MINI		11.99	T F
ARBURST		2.99	T F
ESTLE ASSRTD FN S		3.99	T F
ESTLE ASSRTD FN S		3.99	T F
Promotion		-3.99	T F
ESTLE ASSRTD FN S		3.99	T F
ESTLE ASSRTD FN S		3.99	T F
Promotion		-3.99	T F
X EXEMPT #			
Order Total		26.96	
Grand Total		26.96	
Credit	Payment	26.96	
Change		0.00	

TAX FORGIVEN 1.89

Savings Summary

Special Savings 7.98

```

*****
*          your Savings at Publix          *
*                               7.98      *
*****

```

PRESTO!

Trace #: 063940

Reference #: 1420287065

Acct #: XXXXXXXXXXXX6095

Pur

Amc

Aut



SPARK
BUSINESS

Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Apr 2	CAPITAL ONE ONLINE PYMTAuthDate 02-Apr	-\$1,577.36

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Mar 7	Amazon PrimeAmzn.com/billWA	\$12.99
Mar 7	ENTERPRISE RENT-A-CARMIAMIFL RETURN: 03/05/19	\$112.88
Mar 7	RPS TALLAHASSEE AIRPORTTALLAHASSEEFL	\$39.00
Mar 7	HAMPTON INN305-2625400FL ARRIVE: 03/07/19	\$352.71
Mar 7	HAMPTON INN305-2625400FL ARRIVE: 03/07/19	\$338.56
Mar 7	HAMPTON INNMIAMIFL ARRIVE: 03/07/19	\$338.56
Mar 14	ENTERPRISE CAR TOLLS877-8601258NY	\$6.59
Mar 15	HILTON 211 RESTAURANTTAMPAFL	\$94.87
Mar 15	BUSY BEELIVE OAKFL	\$43.61
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	\$155.00
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	\$181.04
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	\$181.04
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	\$155.00
Mar 15	PAN FOOD STORES 3TALLAHASSEEFL	\$4.76
Mar 16	ENTERPRISE RENT-A-CARTALLAHASSEEFL RETURN: 03/18/19	\$59.00
Mar 20	DELTA AIR 0062363768878DELTA.COMCA TK#: 0062363768878 PSGR: KALIFEH/PHYLLIS ORIG: TLH, DEST: ATL S/O: O CARRIER: DL SVC: W ORIG: ATL, DEST: RDU CARRIER: DL SVC: W ORIG: RDU, DEST: ATL S/O: X CARRIER: DL SVC: WX ORIG: ATL, DEST: TLH S/O: O CARRIER: DL SVC: WO	\$579.00
Mar 21	TRAVEL INSURANCE POLICY800-729-6021VA	\$44.14
Mar 24	BEST BUY 00004358TALLAHASSEEFL	\$219.97

Transactions Continued

Date	Description	Amount
Mar 26	LYFT *RIDE TUE 1PMlyft.comCA	\$13.34
Apr 6	FL COFC FOUNDATION850-521-1262FL	\$275.00
PHYLLIS K KALIFEH #6095: Total		\$3,207.06
Total Transactions for This Period		\$3,207.06

Fees

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

Interest Charge Calculation

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

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

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



Protect your credit score.

Detect fraud with automatic alerts if your credit report changes with CreditWise®—built right into the Capital One® mobile app.

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

300085

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-24069

Vendor Information

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/15/2019	04/19/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses Forum BOD mtg

Travel expenses Forum BOD mtg

Qty	Unit Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000	N/A	Travel expenses Forum BOD mtg	854.57	0.000	854.57

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0049	\$4.19
004 01 01 01 100 NA 400	0.0011	\$0.94
207 01 01 01 203 NA 600	0.0348	\$29.74
469 01 01 01 404 NA 104	0.0245	\$20.94
470 01 01 01 404 NA 104	0.0707	\$60.42
471 01 01 01 404 NA 104	0.0169	\$14.44
522 01 01 01 501 NA 500	0.073	\$62.38
625 01 01 01 301 NA 600	0.1318	\$112.63
472 01 01 01 404 NA 104	0.0181	\$15.47
667 01 01 01 301 NA 600	0.0402	\$34.35
668 01 01 01 301 NA 600	0.0885	\$75.63
861 01 01 01 801 NA 800	0.484	\$413.61
127 02 01 02 100 NA 400	0.0082	\$7.01
125 02 01 02 501 NA 500	0.0033	\$2.82

Approval Information

Shelley Shafer Dir of Finance 04/10/2019 2:18 PM
 Anita Bushnyakova Contracts Mgr 04/10/2019 2:10 PM
 Shelley Shafer Requester 04/09/2019 11:16 AM

TOTAL \$854.57

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amount 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 Sales tax under Exemption # xxxxxxxxxxxxxx



24069

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID	6427	For Fiscal Use	
Purchase Description (Conference Attended)	Forum Board Meeting			Credit Card Payments			
				Credit Card Name:	Capital One	Last 4	6095
				Checks/EFTs			
Purchase/Service Date	3/14/19	to	3/15/19	Vendor Name			
Requestor's Name/Dept				Street Address			
Department Approval	[Signature]			City	State	Zip	
For purchases over \$2,500, select method of procurement				Phone			
				Invoice #			
				<input type="checkbox"/> 3 Quotes <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Negotiate <input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Other:			

Distribution Code	Item(s) Description	Amount
Admin	Car Rental	\$ 59.00
	Hotel (Kalifeh, Bishop, Cloud, Pintacuda)	\$ 646.04
	Fuel	\$ 43.00
	Other	\$ 4.70
	Board Dinners	\$ 94.80
	Toll	6.59
2000	Addition Error - Adj (see attached report)	\$39.33
Total		\$ 847.66

Expense Coding Info	
GL Code	53600
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal	[Signature] 4/10/19
CEO (>\$1,000)	



HILTON TAMPA DOWNTOWN
 211 North Tampa Street | Tampa, FL | 33602
 T: 813 204 3000 | F: 813 273 0234
 W: hilton.com

NAME AND ADDRESS:
 KALIFEH, PHYLLIS
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room: 521/K1
 Arrival Date: 3/14/2019 1:06:00 PM
 Departure Date: 3/15/2019 7:59:00 AM
 Adult/Child: 2/0
 Room Rate: 155.00

Rate Plan: G1
 HH #: 610503288 SILVER
 AL: DL #2138122847
 Car:



Confirmation Number: 3540171173

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
3/14/2019	VALET OVERNIGHT PARKING	MHILL32	4100011	\$26.04		
3/14/2019	GUEST ROOM EXEMPT	MHILL32	4100012	\$155.00		
3/15/2019	VS *6095	JLopezmar tinez1	4100417		(\$181.04)	
	REF=0000628332-007 96477 CHIP 05 CAPITAL ONE VISA AID:A0000000031010 TVR:0080008000 **BALANCE**					\$0.00



ACCOUNT NO. VS *6095

CARD MEMBER NAME KALIFEH, PHYLLIS

ESTABLISHMENT NO. & LOCATION

DATE OF CHARGE 3/15/2019

FOLIO NO./CHECK NO. 628332 A

AUTHORIZATION 02056G

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -181.04

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



HILTON TAMPA DOWNTOWN
 211 North Tampa Street | Tampa, FL | 33602
 T: 813 204 3000 | F: 813 273 0234
 W: hilton.com

NAME AND ADDRESS:

KALIFEH, PHYLLIS
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room: 911/K1
 Arrival Date: 3/14/2019 4:32:00 PM
 Departure Date: 3/15/2019
 Adult/Child: 2/0
 Room Rate: 155.00

Rate Plan: G1
 HH #: 610503288 SILVER
 AL: DL #2138122847
 Car:



Confirmation Number: 3540171173

3/15/2019

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
3/14/2019	GUEST ROOM EXEMPT **BALANCE**	MHILL32	4100114	\$155.00		\$155.00



ACCOUNT NO.

DATE OF CHARGE FOLIO NO./CHECK NO.
628334 A

CARD MEMBER NAME

AUTHORIZATION INITIAL

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

CARD MEMBER'S SIGNATURE

TAXES

TIPS & MISC.

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT



HILTON TAMPA DOWNTOWN
 211 North Tampa Street | Tampa, FL | 33602
 T: 813 204 3000 | F: 813 273 0234
 W: hilton.com

NAME AND ADDRESS:

KALIFEH, PHYLLIS
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room: 917/K1
 Arrival Date: 3/14/2019 4:31:00 PM
 Departure Date: 3/15/2019

Adult/Child: 1/0
 Room Rate: 155.00

Rate Plan: GV
 HH #: 610503288 SILVER
 AL: DL #2138122847
 Car:



Confirmation Number: 3540171173

3/15/2019

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
3/14/2019	VALET OVERNIGHT PARKING	MHILL32	4100115	\$26.04		
3/14/2019	GUEST ROOM EXEMPT **BALANCE**	MHILL32	4100116	\$155.00		\$181.04



ACCOUNT NO.

DATE OF CHARGE

FOLIO NO./CHECK NO.

628333 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

CARD MEMBER'S SIGNATURE

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



HILTON TAMPA DOWNTOWN
 211 North Tampa Street | Tampa, FL | 33602
 T: 813 204 3000 | F: 813 273 0234
 W: hilton.com

NAME AND ADDRESS:

KALIFEH, PHYLLIS
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room: 921/K1
 Arrival Date: 3/14/2019 5:00:00 PM
 Departure Date: 3/15/2019

Adult/Child: 2/0
 Room Rate: 155.00

Rate Plan: GV
 HH #: 610503288 SILVER
 AL: DL #2138122847
 Car:



Confirmation Number: 3540171173

3/15/2019

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
3/14/2019	GUEST ROOM EXEMPT **BALANCE**	MHILL32	4100117	\$155.00		\$155.00



ACCOUNT NO.

DATE OF CHARGE

FOLIO NO./CHECK NO.
628335 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Saturday, March 16, 2019 7:15 AM
To: Phyllis Kalifeh
Subject: [Retrieved]ENTERPRISE Rental Agreement 540WWW



RA #: 540WWW

Renter: KALIFEH,PHYLLIS

Dates & Times	Location
Pickup Mar 14, 2019 9:59 AM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Mar 16, 2019 7:13 AM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle

Make/Model: TOYO/CAMR

Color: WHITE

Mileage: 547

Fuel Out: Full

Fuel In: Full

License: 1J29P2

Unit #: 7QJFKW

Vehicle #: JU580810

Charges	Price/Unit	Total
TIME & DISTANCE 03/14 - 03/16	2 @ \$28.68/DAY	\$57.36
CDW INCLUDED	2 @ \$0.00/DAY	\$0.00
RAP	2 @ \$0.00/DAY	\$0.00
FL WASTE TIRE & BATTERY FEE	2 @ \$0.02/DAY	\$0.04
VEHICLE LICENSE FEE RECOVERY	2 @ \$0.80/DAY	\$1.60

Total Charges: \$59.00

Charge To: VISA xxxx6095

2019-03-16 07:14:45

Busy Bee #25
6458 US Hwy. 129 NW
Live Oak
FL 32060
STORE ID:

3/15/2019
16:39:25

Pump # 20 - Self Se
rv
Premium 13.631g
Price/Gal 3.199
Fuel Ttl \$43.61
Visa
Authorization
XXXXXXXXXXXX6095

03/15/2019 16:37:17

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.
TRAN:8946594

Don't Hurry,
Bee Happy!

[www.shopthebusybee.c
om](http://www.shopthebusybee.com)

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

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 03/15/19 18:15
TRAN# 9033509
PUMP# 03
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 1.922
PRICE/G: \$ 2.479
FUEL SALE \$ 4.76
CREDIT \$4.76

VISA
Auth #: 09705G
Resp Code: 000
Stan: 07501107742
Reference:41361

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

Good Dinner

211 Restaurant
Hilton Tampa Downtown
Tamp, FL 33602
(813) 204-3000
3/14/2019 7:09 PM

211 Restaurant
Hilton Tampa Downtown
Tampa, FL 33602
(813) 204-3000

Check: 9318
Table: 1/3
Server: 10039 Haya
Card Type: Visa
Acct Num: *****6095
Auth Code: 05755G
Info: 8187356603

Amount: \$74.87

TIP: 20.00
TOTAL: 94.87
SIGN: _____

By signing, I agree to pay the amount above per the rules of my cardholder agreement.

9 Haya 1

9318 TBL 1/3

3/14/2019 7:01 PM

oz Alta Luna PG 13.00
With Glass
nt Salmon 22.00
nt Filet Mignon 34.00

Subtotal \$69.00
Sales Tax \$5.87
Total Due \$74.87

FOR ROOM CHARGE ONLY

TIP: _____
TOTAL: _____
ROOM: _____
NAME: _____
SIGN: _____

①

State of Florida <small>Authorization to Incur Travel Expenses</small>	Name: Phyllis Kalifeh Department: ADMIN	Official Headquarters: Children's Forum Division: Admin	Date: 3/7/19 100 %
---	--	--	---------------------------

Distribution or Fund:	Admin	100	%
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Purpose of Trip: Forum Board Meeting National Professional Development Symposium	Departure Date 3/14/2019	Return Date 3/15/2019	Total Days 2
---	-----------------------------	--------------------------	-----------------

Destination: Tampa, FL	Departure Time Noon	Return Time 9:30:00 PM	Trip Number
-------------------------------	------------------------	---------------------------	-------------

Conference or convention travel: Explanation of benefits accruing to the State of Florida

Total Estimated Meals & Per Diem (dates w/ amnt): \$ 99.00

Registration Fee: waived \$ -

Transportation (car rental and/or airfare): \$ 109.00

Hotel	Hotel Name	Confirm	Rate	Nights	Cost
	Downtown Hilton		155	1	\$ 155.00
Flights	Airline	Departing Flight	Time	Returning Flight	Time

TOTAL ESTIMATED COST FOR TRIP \$ 363.00

Comments: (indicate if you are riding w/ another person if transportation not in your name) Kerri Cloud and I will ride together.

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


Signed: 	Approved-Agency Head: 
Date: 3/7/19	Date:

Transactions		
Visit www.capitalone.com/sparkbusiness to see detailed		
PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments		
Date	Description	Amount
Apr 2	CAPITAL ONE ONLINE PYMTAuthDate 02-Apr	-\$1,577.36
PHYLLIS K KALIFEH #6095: Transactions		
Date	Description	Amount
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Mar 7	RPS TALLAHASSEE AIRPORTTALLAHASSEEFL	\$39.00
Mar 7	HAMPTON INN305-2625400FL ARRIVE: 03/07/19	\$352.71
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Mar 15	HILTON 211 RESTAURANTTAMPAFL	\$94.87
Mar 15	BUSY BEE LIVE OAKFL	\$43.61
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Mar 15	PAN FOOD STORES 3TALLAHASSEEFL	\$4.76
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Mar 21	TRAVEL INSURANCE POLICY800-729-6021VA	\$44.14
Mar 24	BEST BUY 00004358TALLAHASSEEFL	\$219.97

Transactions Continued		
Date	Description	Amount
Mar 26	LYFT *RIDE TUE 1PMlyft.comCA	\$13.34
Apr 6	FL COFC FOUNDATION850-521-1262FL	\$275.00
PHYLLIS K KALIFEH #6095: Total		\$3,207.06
Total Transactions for This Period		\$3,207.06
Fees		
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

Interest Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	19.24% P	\$0.00	\$0.00
Cash Advances	25.24% P	\$0.00	\$0.00
P,L,D,F = Variable Rate. See reverse of page 1 for details.			

300085



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 Detect fraud with automatic alerts if your credit report changes with CreditWise®—built right into the Capital One® mobile app.

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

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-24067

Vendor Information

Shipping Information

Capital One

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/24/2019	04/19/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Supplies

Supplies

Unit Qty	Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	57300	N/A	Supplies	219.97	0.000	219.97

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0004	\$0.09
004 01 01 01 100 NA 400	0.0001	\$0.02
004 02 01 02 100 NA 400	0.0061	\$1.34
207 01 01 01 203 NA 600	0.0038	\$0.84
207 02 01 02 203 NA 600	0.0351	\$7.72
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0	\$0.00
469 01 01 01 404 NA 104	0.0027	\$0.59
469 02 01 02 404 NA 104	0.0246	\$5.41
470 01 01 01 404 NA 104	0.0077	\$1.69
470 02 01 02 404 NA 104	0.0713	\$15.68
471 01 01 01 404 NA 104	0.0018	\$0.40
471 02 01 02 404 NA 104	0.017	\$3.74
522 01 01 01 501 NA 500	0.0079	\$1.74
522 02 01 02 501 NA 500	0.0736	\$16.19
625 01 01 01 301 NA 600	0.0143	\$3.15
625 02 01 02 301 NA 600	0.0276	\$6.07
667 01 01 01 301 NA 600	0.0044	\$0.97
667 02 01 02 301 NA 600	0.0405	\$8.91
668 01 01 01 301 NA 600	0.0096	\$2.11
668 02 01 02 301 NA 600	0.0781	\$17.18
861 01 01 01 801 NA 800	0.0939	\$20.66
861 02 01 02 602 NA 800	0.125	\$27.50
861 02 01 02 801 NA 800	0.3214	\$70.70
125 01 01 01 501 NA 500	0.0004	\$0.09
125 02 01 02 501 NA 500	0.0033	\$0.73
127 01 01 01 100 NA 400	0.0009	\$0.20
127 02 01 02 100 NA 400	0.0083	\$1.83
472 01 01 01 404 NA 104	0.002	\$0.44
472 02 01 02 404 NA 104	0.0182	\$4.00



Unit Qty	Type	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
----------	------	---------------	---------------------	-------------	------------------	------------	-------	-------

Approved

Approval Information

Shelley Shafer	Dir of Finance	04/10/2019 10:18 AM
Kate Nunez	Accounting	04/10/2019 9:17 AM
Shelley Shafer	Requester	04/09/2019 11:12 AM

TOTAL	\$219.97
--------------	-----------------

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.

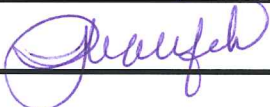
Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



24067

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

Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID	6427	For fiscal Use
Purchase Description	Best Buy			Vendor Name	Capital One	
Purchase/Service Date	3/24/19	To	3/24/19	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval				Phone		
				Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Supplies	Keyboard for Microsoft Surface	159.99
	Microphone for iPhone to record videos for One Goal	\$ 49.99
	Adapter for microphone for iPhone	\$ 9.99

Total \$ 219.97

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

Approvals	
Fiscal Dept.	KNN 4/10/19
CEO(+ \$1,000)	

Welcome to Best Buy
1400 APALACHEE PKWY
TALLAHASSEE, FL 32301



Val:000004-314276-964074-593880-627166-71020

0435 002 1002 03/24/19 15:01

TAX EXEMPT

4779600	NS-DLMIC10P	49.99
	INSIGNIA UNIVERSAL LAPEL MICR	
	Sales Tax	0.00
5859009	FFP-00041	159.99
	SPRO SIGNA TYPE COVER BURGUND	
	Sales Tax	0.00
5622278	MMX62AM/A	9.99
	LIGHTNING TO 3.5MM HEADPHONE	
	Sales Tax	0.00
36584	DIGITAL ITE	0.00
	GET 50 MILLION SONGS FREE FOR	
	Sales Tax	0.00

Subtotal 219.97
Sales Tax 0.00

Total 219.97

Cent.Key: 722637

*****6095 ChipRead USD\$ 219.97

CREDIT - VISA

PH/PHYLLIS

Approval 04584G

MODE: Issuer

AID: A0000000031010

My Best Buy

ID 4647956218

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-24066

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/26/2019	04/19/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Lyft from Capital to Forum office Childrens week

Lyft from Capital to Forum office Childrens week

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Lyft from Capital to Forum office Childrens week	13.34	0.000	13.34

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$9.60
861 02 01 02 602 NA 800	0.28	\$3.74

APPROVED

Approval Information

Shelley Shafer Dir of Finance 04/10/2019 2:17 PM
 Anita Bushnyakova Contracts Mgr 04/10/2019 2:10 PM
 Shelley Shafer Requester 04/09/2019 11:11 AM

TOTAL \$13.34

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

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

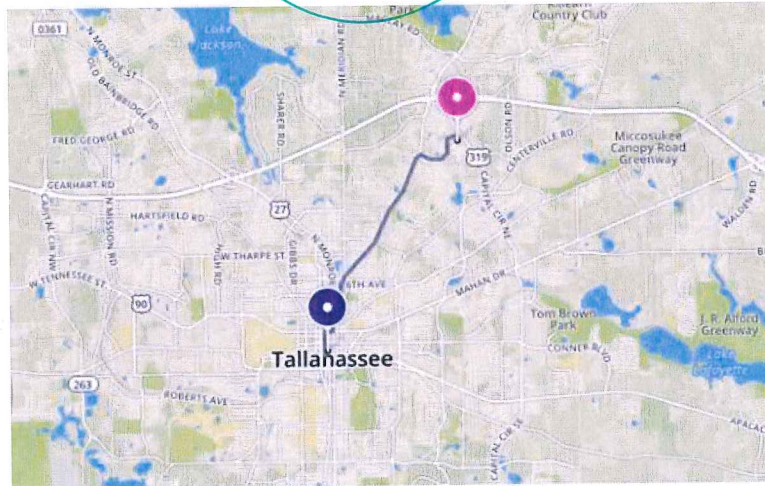
Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx





\$13.34

Thanks for riding with Shade!



- **Pickup** 1:36 PM
304 S Adams St, Tallahassee
- **Dropoff** 1:51 PM
2883 Remington Green Cir, Tallahassee

Lyft fare (5.2mi, 14m 49s)

~~\$13.78~~

Tip

\$3.00

*Phyllis, Melissa,
Denise - Lyft
from Capital to Forum*

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-24068

Vendor Information

Shipping Information

Capital One

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/07/2019	04/19/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses for P. Kalifeh, M. Clements and D. Bishop PreK Transition Summit

Travel expenses for P. Kalifeh, M. Clements and D. Bishop PreK Transition Summit

Unit Qty	Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 02 01 02 100 OEL Transition 100	N/A	Travel expenses for P. Kalifeh, M. Clements and D. Bishop PreK Transition Summit	829.00	0.000	829.00

APPROVED

corrected
~~\$1181.71~~

Approval Information

Shelley Shafer Dir of Finance 04/10/2019 2:17 PM
 Anita Bushnyakova Contracts Mgr 04/10/2019 2:11 PM
 Shelley Shafer Requester 04/09/2019 11:14 AM

TOTAL ~~\$829.00~~

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

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

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



24068

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

Purchase Order

Purchase Order Information				Vendor Information				
Acct. No. (if applicable)				Vendor ID	6427	For Fiscal Use		
Purchase Description	PreK Transition Summit Travel Expenses			Credit Card Payments				
				Credit Card Name:	Capital One	6095		
				Checks/EFTs				
Purchase/Service Date	3/5/19	to	3/7/19	Vendor Name				
Requestor's Name/Dept	Phyllis Kalifeh			Street Address				
Department Approval	<i>(Signature)</i>			City		State	Zip	
For purchases over \$2,500, select method of procurement				Invoice #				
				<input type="checkbox"/> 3 Quotes	<input type="checkbox"/> Invitation to Bid	<input type="checkbox"/> Request for Proposal		
				<input type="checkbox"/> Invitation to Negotiate	<input type="checkbox"/> Sole Source	<input type="checkbox"/> Other:		

Purchase Information		
Distribution Code	Item(s) Description	Amount
Transition	Hotel -- Hampton Inn (Phyllis Kalifeh Room)	✓ \$352.71
	Enterprise Car Rental	\$ ✓ 112.88
	Airport Parking	\$ ✓ 39.00
	Hampton Inn (Melissa Clements Room)	\$ ✓ 338.56
	Hampton Inn (Denise Bishop's Room)	\$ ✓ 338.56
Adjustments for addition error (Report Attached) Total should be \$1181.71		
		\$1181.71
Total		\$ 829.00

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

Approvals	
Fiscal	<i>(Signature)</i> 4/10/19
CEO(>\$1,000)	



HAMPTON INN & SUITES BY HILTON
 MIAMI AIRPORT SOUTH BLUE LAGO, 777 NW 57TH
 AVE.
 MIAMI, FL 33126
 United States of America
 TELEPHONE 305-262-5400 • FAX 305-262-5488
 Reservations
 www.hamptoninn.com or 1 800 HAMPTON

KALIFEH, PHYLLIS1
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room No: 402/KXTD
 Arrival Date: 3/5/2019 2:15:00 PM
 Departure Date: 3/7/2019 8:42:00 AM
 Adult/Child: 1/0
 Cashier ID: JDOM15
 Room Rate: 173.88
 AL:
 HH # 610503288 SILVER
 VAT #
 Folio No/Che 661692 A

Confirmation Number: 81060642

HAMPTON INN & SUITES BY HILTON 3/7/2019 8:42:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/5/2019	2001995	INTERNET ACCESS	\$4.95
3/5/2019	2002045	GUEST ROOM EXEMPT	\$173.88
3/6/2019	2002316	GUEST ROOM EXEMPT	\$173.88
3/7/2019	2002441	VS *6095	(\$352.71)
BALANCE			\$0.00

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On the day of check out, hotel will use any pre-approvals requested during the stay on your Debit/Credit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your credit/debit company for release that same day

CREDIT CARD DETAIL

APPR CODE	04612G	MERCHANT ID	0194006600
CARD NUMBER	VS *6095	EXP DATE	08/23
TRANSACTION ID	2002441	TRANS TYPE	Sale



HAMPTON INN & SUITES BY HILTON
 MIAMI AIRPORT SOUTH BLUE LAGO, 777 NW 57TH
 AVE.
 MIAMI, FL 33126
 United States of America
 TELEPHONE 305-262-5400 • FAX 305-262-5488
 Reservations
 www.hamptoninn.com or 1 800 HAMPTON

Denise Bishop

KALIFEH, PHYLLIS
 5419 PIMLICO DRIVE
 TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room No: 403/SXQL
 Arrival Date: 3/5/2019 5:54:00 PM
 Departure Date: 3/7/2019 8:43:00 AM
 Adult/Child: 2/0
 Cashier ID: SGOMEZ
 Room Rate: 169.28
 AL:
 HH # 610503288 SILVER
 VAT #
 Folio No/Che 661691 A

Confirmation Number: 81060642

HAMPTON INN & SUITES BY HILTON 3/8/2019 11:47:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/5/2019	2002046	GUEST ROOM EXEMPT	\$169.28
3/6/2019	2002317	GUEST ROOM EXEMPT	\$169.28
3/7/2019	2002442	VS *6095	(\$338.56)
BALANCE			\$0.00

On the day of check out, hotel will use any pre-approvals requested during the stay on your Debit/Credit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your credit/debit company for release that same day

CREDIT CARD DETAIL

APPR CODE	09284G	MERCHANT ID	0194006600
CARD NUMBER	VS *6095	EXP DATE	08/23
TRANSACTION ID	2002442	TRANS TYPE	Sale



HAMPTON INN & SUITES BY HILTON
 MIAMI AIRPORT SOUTH BLUE LAGO, 777 NW 57TH AVE.
 MIAMI, FL 33126
 United States of America
 TELEPHONE 305-262-5400 • FAX 305-262-5488
 Reservations
 www.hamptoninn.com or 1 800 HAMPTON

Melissa Clements

KALIFEH, PHYLLIS

5419 PIMLICO DRIVE

TALLAHASSEE FL 32309
 UNITED STATES OF AMERICA

Room No: 403/SXQL
 Arrival Date: 3/5/2019 5:54:00 PM
 Departure Date: 3/7/2019 8:43:00 AM
 Adult/Child: 2/0
 Cashier ID: SGOMEZ
 Room Rate: 169.28
 AL:
 HH # 610503288 SILVER
 VAT #
 Folio No/Che 661691 A

Confirmation Number: 81060642

HAMPTON INN & SUITES BY HILTON 3/8/2019 11:47:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/5/2019	2002046	GUEST ROOM EXEMPT	\$169.28
3/6/2019	2002317	GUEST ROOM EXEMPT	\$169.28
3/7/2019	2002442	VS *6095	(\$338.56)
BALANCE			\$0.00

On the day of check out, hotel will use any pre-approvals requested during the stay on your Debit/Credit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your credit/debit company for release that same day

CREDIT CARD DETAIL

APPR CODE	09284G	MERCHANT ID	0194006600
CARD NUMBER	VS *6095	EXP DATE	08/23
TRANSACTION ID	2002442	TRANS TYPE	Sale



RA 757836130 Bill 0
 Rental 05-MAR-2019 12:53 PM
 MIAMI INTL ARPT
 Return 07-MAR-2019 04:57 PM
 MIAMI INTL ARPT

PHYLLIS KALIFEH
 Vehicle # KW216936
 Model ROGUESPORT
 Class Driven CFAR Class Charged FCAR
 License# EVZY38 State/Province FL
 M/Kms Driven 50
 M/Kms Out 2022
 M/Kms In 2072

DEPARTMENT OF EDUCATION
 Billing Ref 7161855171

Charges	No	Unit	Price	Amount
CDW/LDW	3	Days		0.00
RAP	3	Days		0.00
T & M	3	Days	29.50	88.50*
UNLIM M/KM	0	M/Kms		0.00*
VLF REC				0.00*
CONC REC				9.83*
RCF				14.55*

Total Charges USD 112.88

Deposit Visa 6095

Amount Due USD 112.88

* Taxable Items
 Subject to Audit
 Your loyalty number is 7XPNVXK
 For Reservations: 1-800-RENT-A-CAR

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

Sale

XXXXXXXXXX
 VISA Entry Method: Chip

Total: \$ 39.00

03/07/19 23:26:05

Inv #: 000000040 Appr Code: 08165G

Apprvd: Online

CAPITAL ONE VISA
 AID: A000000031010
 TVR: 00 80 00 80 00
 TSI: F8 00

Customer Copy

State of Florida Authorization to Incur Travel Expenses	Name: Phyllis Kalifeh Department: Administration	Official Headquarters: Children's Forum Division: Distribution or Fund:	Date: 2/1/19 % %
--	---	---	--------------------------------

Purpose of Trip: PreK-K Transition Summit, meet with staff, promote T.E.A.C.H.

Destination: Miami, FL

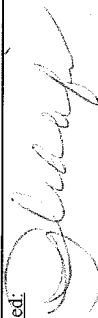
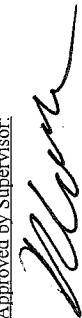
Conference or convention travel: Explanation of benefits accruing to the State of Florida
 Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early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

Total Estimated Meals & Per Diem: Lunch and dinner on 10/25; Per Diem on 10/26 (\$80)	\$	110.00
Registration Fee:	\$	-
Transportation:	\$	500.00

Hotel	Hotel Name	Confirm	Rate	Nights	Cost
	Embassy Suites by Hilton			175	\$ 350.00
Flights	Airline	Departing Flight	Time	Returning Flight	Time
					\$ -
TOTAL ESTIMATED COST FOR TRIP					\$ 960.00

Comments: Traveling with Denise Bishop and Melissa Clements

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

Signed: 	Approved by Supervisor: 
Date:	Date:

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-24162

Vendor Information

Shipping Information

Capital One

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/25/2019	05/23/2019	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P. Kalifeh TEACH/WAGE\$ Summit

Airfare P. Kalifeh TEACH/WAGE\$ Summit

Unit Qty	Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000	N/A	Airfare P. Kalifeh TEACH/WAGE\$ Summit	623.14	0.000	623.14

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$448.66
861 02 01 02 602 NA 800	0.28	\$174.48

APPROVED

Approval Information

Shelley Shafer Dir of Finance 05/14/2019 9:01 AM
 Anita Bushnyakova Contracts Mgr 05/13/2019 3:54 PM
 Shelley Shafer Requester 05/13/2019 12:19 PM

TOTAL \$623.14

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

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

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



Control No. 23870

24162

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

Purchase Order

Purchase Order Information			Vendor Information			
Acct. No. (if applicable)	4/1/19		Vendor ID	6427		
Purchase Description	TEACH/WAGE Symposium Delta Flight		Credit Card Payments			
			Credit Card Name:	Capital One	Last 4	
			Checks/EFTs			
Purchase/Service Date	4/22/19 to 4/25/19	Vendor Name	Delta			
Requestor's Name/Dept	Phyllis Kalifeh	Street Address				
Department Approval	<i>Phyllis</i>	City	State	Zip		
		Phone				
		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
TEACH	Flight	\$579.00 \$554.00
	Insurance	\$ 44.14 37.40
Total		\$ 591.40

\$623.14

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

Approvals	
Fiscal	<i>[Signature]</i> 8/13/19
CEO(>\$1,000)	

Phyllis Kalifeh

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Sent: Wednesday, March 20, 2019 1:59 PM
To: Phyllis Kalifeh
Subject: Your Flight Receipt - PHYLLIS KALIFEH 22APR19



Hello, PHYLLIS

SkyMiles #*****847 >

Your Trip Confirmation #: GB88D7

MANAGE MY TRIP >

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

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Download now >>

Mon, 22APR	DEPART	ARRIVE
DELTA 5506*	TALLAHASSEE, FL	ATLANTA
Delta Comfort+® (W)	10:40am	11:49am
DELTA 2150	ATLANTA	RALEIGH-DURHAM, NC
Delta Comfort+® (W)	12:43pm	2:11pm
Thu, 25APR	DEPART	ARRIVE
DELTA 2048	RALEIGH-DURHAM, NC	ATLANTA
Delta Comfort+® (W)	5:33pm	7:14pm
DELTA 443	ATLANTA	TALLAHASSEE, FL
Delta Comfort+® (W)	8:31pm	9:35pm

*Flight 5506 Operated by ENDEAVOR AIR DBA DELTA CONNECTION

TSA CHANGES - ARRIVE EARLY

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

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

NEW BRANDED BOARDING ORDER

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

RESTRICTED HAZARDOUS ITEMS

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

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

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

Passenger Info

NAME	FLIGHT	SEAT
PHYLLIS KALIFEH	DELTA 5506	07B
SkyMiles #*****847	DELTA 2150	11E
	DELTA 2048	11E
	DELTA 443	12A

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

Flight Receipt

Ticket #: 0062363768878

Place of Issue: Delta.com

Ticket Issue Date: 20MAR19

Ticket Expiration Date: 20MAR20

METHOD OF PAYMENT

VI*****6095

Pay with Miles or Upgrade with Miles

\$579.00 USD

ECREDITS APPLIED

eCredits Number	0060729578376
Passenger Name	PHYLLIS KALIFEH
Amount Applied	\$100.00 USD
Applied to Ticket Number	0062363768878

CHARGES

Air Transportation Charges

Base Fare \$588.84 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$44.16 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$16.80 USD

TICKET AMOUNT

\$679.00 USD

Fare Difference - \$488.84 USD

Taxes, Fees & Charges - \$90.16 USD

Service Charge - \$0.00 USD

Total Charged - \$579.00 USD ✓

Travel Insurance \$44.14 (see attached)

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

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

Fare Details: TLH DL X/ATL DL RDU Q9.30 306.98HA0NA0CL DL X/ATL DL TLH272.56QA70A0CL USD588.84END ZP TLHATLRDUATL XF TLH4.5ATL4.5RDU4.5ATL4.5

Checked Bag Allowance

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

Mon 22 Apr 2019

DELTA: TLH ATL

CARRY ON

FIRST

SECOND

FREE

\$30^{USD}

\$40^{USD}

Mon 22 Apr 2019

DELTA: ATL ▶RDU

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

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

Thu 25 Apr 2019

DELTA: RDU ▶ATL

CARRY ON

FIRST

SECOND

FREE

\$30^{USD}

\$40^{USD}

Thu 25 Apr 2019

DELTA: ATL ▶TLH

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

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

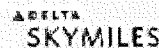
Transportation of Hazardous Materials

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

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

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Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

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

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

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Transactions

www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Description	Amount
Apr 2 CAPITAL ONE ONLINE PYMTAuthDate 02-Apr	- \$1,577.36

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Mar 7	Amazon PrimeAmzn.com/billWA	\$12.99
Mar 7	ENTERPRISE RENT-A-CARMIAMIFL RETURN: 03/05/19	✓ ✓ \$112.88
Mar 7	RPS TALLAHASSEE AIRPORTTALLAHASSEEFL	✓ ✓ \$39.00
Mar 7	HAMPTON INN305-2625400FL ARRIVE: 03/07/19	✓ ✓ \$352.71
Mar 7	HAMPTON INN305-2625400FL ARRIVE: 03/07/19	✓ ✓ \$338.56
Mar 7	HAMPTON INNMIAMIFL ARRIVE: 03/07/19	✓ ✓ \$338.56
Mar 14	ENTERPRISE CAR TOLLS877-8601258NY	✓ \$6.59
Mar 15	HILTON 211 RESTAURANTTAMPAFL	✓ \$94.87
Mar 15	BUSY BEE LIVE OAKFL	✓ \$43.61
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	✓ \$155.00
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	✓ \$181.04
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	✓ \$181.04
Mar 15	HILTON TAMPA DOWNTOWNTAMPAFL ARRIVE: 03/15/19	✓ \$155.00
Mar 15	PAN FOOD STORES 3TALLAHASSEEFL	✓ \$47.6
Mar 16	ENTERPRISE RENT-A-CARTALLAHASSEEFL RETURN: 03/18/19	✓ ✓ \$59.00
Mar 20	DELTA AIR 0062363768878DELTA.COMCA TK#: 0062363768878 PSGR: KALIFEH/PHYLLIS ORIG: TLH, DEST: ATL S/O: O CARRIER: DL SVC: W ORIG: ATL, DEST: RDU CARRIER: DL SVC: W ORIG: RDU, DEST: ATL S/O: X CARRIER: DL SVC: WX ORIG: ATL, DEST: TLH S/O: O CARRIER: DL SVC: WO	✓ \$579.00
Mar 21	TRAVEL INSURANCE POLICY800-729-6021VA	✓ \$44.14
Mar 24	BEST BUY 00004358TALLAHASSEEFL	✓ \$219.97

Transactions Continued

Date	Description	Amount
Mar 26	LYFT *RIDE TUE 1PMyft.comCA	✓ ✓ \$13.34
Apr 6	FL COFC FOUNDATION850-521-1262FL	✓ \$275.00
PHYLLIS K KALIFEH #6095: Total		\$3,207.06

Total Transactions for This Period **\$3,207.06**

Fees

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

Interest Charge Calculation

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

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

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

300085



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State of Florida Authorization to Incur Travel Expenses	Name: Phyllis Kalifeh	Official Headquarters: Children's Forum	1/15/2019
Department: Administration	Division:	Distribution or Fund: TEACH	100 %

Purpose of Trip: TEACH Annual Symposium

Destination: ~~Tampa, FL~~ *Orlando, FL*

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

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

Registration Fee: \$ -

Transportation: \$ -

Hotel	Hotel Name	Confirm	Rate	Nights	Cost	
	Marriott Courtyard		149	3	\$ 149.00	
Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost
	Delta	5506	10:40	443	9:30 PM	\$ 591.40
TOTAL ESTIMATED COST FOR TRIP					\$ 850.40	

Comments: I will be sharing a rental vehicle with Denise Bishop and Kerr Clond. The Forum team

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

Signed: 	Approved by Supervisor: 	Date: 1/15/19	Approved-Agency Head:	Date:
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State of Florida Authorization to Incur Travel Expenses	Phyllis Kalifeh	Official Headquarters: Tallahassee	Date: 4/20/19
Department: Admin	Division: Admin/TEACH	Distribution or Fund: TEACH	100%

Purpose of Trip: Florida Chamber Learners to Earners Summit

Destination: Orlando, FL	Departure Date: 6/17/2019	Return Date: 6/19/2019	Total Days: 3
Conference or convention travel: Explanation of benefits accruing to the State of Florida Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.	Departure Time: 6:00:00 AM	Return Time: 11:00:00 PM	Trip Number

Total Estimated Meals & Per Diem: \$ 152.00

Registration Fee: \$ 275.00

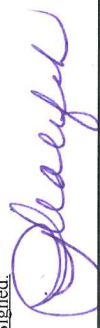

Transportation: \$ 150.00

Hotel	Hotel Name	Confirm	Rate	Nights	Cost	
					\$ -	
Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost
						\$ -

TOTAL ESTIMATED COST FOR TRIP \$ 577.00

Comments:

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

Signed:  Approved by Supervisor:  Date: 4/20/19 Approved-Agency Head: _____ Date: _____