

Document Header Information

Document Type:	Voucher	Document Name:	VCH20102724
Travel Authorization Number:	101002648	Trip Name:	Manchester, NH - Site visit
TA Date:	05/04/20	Currency:	USD
Organization:	VAVACO 101 OFFICE OF THE SECRETARY	Current Status:	CREATED
Purpose:	SITE VISIT	Document Detail:	Manchester, NH - Site visit
Type Code:	REGULAR TDY		

Traveler Profile

Name:	POWERS, PAMELA	ID:	(b)(6)
TID:	(b)(6)	Organization:	VAVACO 101 OFFICE OF THE SECRETARY
Title:	VA Chief of Staff	Duty Station:	
Security Cl:		Card:	IBA HLDR NON EXEMPT
Office Address:	810 Vermont Ave NW Washington, DC 20420	EMAIL:	(b)(6)@va.gov
Office Phone:	(b)(6)	Cell Phone:	
Home Address:		Home Phone:	(b)(6)
Alternate Address:		Alternate Phone:	

Document Information

Trip Number: 1
 Purpose: Manchester, NH - Site visit

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
04/30/20	05/01/20	MANCHESTER, NH	SITE VISIT	117.00 / 61.00

Document Totals

Total Expenses:	536.33
Reimbursable Expenses:	196.90
Non-Reimbursable Expenses:	339.43
Advance Applied:	.00
Net to Traveler:	91.50
Net to Government:	339.43
Pay to Charge Card:	105.40

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com. Carrier	324.68	.00
Lodging-Per Diem	105.40	.00
M&IE-Per Diem	91.50	.00
Transxn Fees	14.75	.00
Total Expenses:	536.33	.00

Trip 1 Details

Expenses

Trip#: 1	Total Non-Per Diem Expenses:	339.43	Total Per Diem Expenses:	196.90	
Date	Description	Category	Cost	Pay Method	Per Diem
04/30/2020	Airline Flight	Com. Carrier	324.68	CBA	
04/30/2020	Lodging	Lodging-Per Diem	105.40	IBA	*
04/30/2020	M&IE	M&IE-Per Diem	45.75	OTHER	*
04/30/2020	Government Vehicle	Transportation	.00	OTHER	
05/01/2020	M&IE	M&IE-Per Diem	45.75	OTHER	*
05/01/2020	Government Vehicle	Transportation	.00	OTHER	
05/04/2020	TDY Voucher Fee	Transxn Fees	14.75	CBA	

Per Diem Allowances

Trip#: 1	Total Per Diem Allowances:	196.90
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Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
04/30/2020	117.00/ 61.00	105.40	105.40	45.75	45.75	
05/01/2020	117.00/ 61.00	0.00	0.00	45.75	45.75	

Account Summary for the Selected Trip

Org: VAVACO 101 OFFICE OF THE SECRETARY	Label: VAVACO 101 OSVA	Acct Code: 000000A0011010004 0142A1101 20/2172	536.33
Expense Category: Com. Carrier	Fiscal Year: 2020	Amount: 324.68	
Expense Category: Lodging-Per Diem	Fiscal Year: 2020	Amount: 105.40	
Expense Category: M&IE-Per Diem	Fiscal Year: 2020	Amount: 91.50	
Expense Category: Transxn Fees	Fiscal Year: 2020	Amount: 14.75	
Total:			536.33

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA	000000A0011010004 0142A1101 20/2172	CBA	339.43
VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA	000000A0011010004 0142A1101 20/2172	IBA	105.40
VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA	000000A0011010004 0142A1101 20/2172	OTHER	91.50

Totals by Label

VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA Total	000000A0011010004 0142A1101 20/2172	536.33
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Totals by Payment Method

CBA Total	339.43
IBA Total	105.40
OTHER Total	91.50

Attachments

Attachments Exist

Receipt Checklist

Date	Description	Cost
04/30/20	AIR Airline Flight	\$324.68
04/30/20	Lodging	\$105.40

Audits

Audit Name	Result	Reason
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Document History 05/07/2020 Voucher: VCH20102724

Copyright 1989-2009 Concur Government Edition: Concur Inc. POWERS, PAMELA (b)(6)

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/04/2020	8:15AM EST	(b)(6)	

I certify that the electronic signatures listed above are valid and on file

(b)(6)

SIGNED DATE 7 May 2020

I certify this claim is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me or the traveler (if signed by alternate representative). I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim (18 U.S.C. Sections 287 and 1001, and 31 U.S.C. Section 3729).

Document Signatures

Traveler/Preparer Name: _____

Traveler/Preparer Signature: _____

Pamela Powers

Date: _____

Approver Name: _____

Approver Signature: _____

Date: _____

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ITINERARY FINAL 1

PAMELA POWERS
ACTING DEPUTY SECRETARY OF VETERANS AFFAIRS
TRAVEL ITINERARY
MANCHESTER, NH
APRIL 30TH -MAY 1ST, 2020

TRAVELING PARTY:

Pamela Powers, Acting Deputy Secretary of Veterans Affairs
Jordan Eason, Director of Media Affairs

(b)(6) (c)

EXECUTIVE PROTECTION:

(b)(6); (b)(7)(C) Special Agent (DL)

(b)(6); (b)(7)(C)

POCs:

(b)(6) COVID-19: State Joint Information Center Manager
Paul Zimmerman, Manchester VAMC Chief of Staff
(b)(6) Manchester VAMC Executive Assistant
(b)(6) Procurement & Logistics Office
(b)(6), VISN 1 Logistics

(b)(6) c
c
c

SCHEDULING POCs:

(b)(6) Travel Coordinator, OSVA
(b)(6) Travel Coordinator, OSVA

(b)(6) c
c

Thursday, April 30, 2020

Attire: Business

Weather: Washington, DC H-65°; L-52° - Rain/Wind
Manchester, NH H-49°; L-45° - Rain

0535-0555 ERT / ARRIVE WASHINGTON REAGAN INT'L AIRPORT (DCA) (20 min)
2401 Smith Blvd. Arlington, VA
Drive Time: 20 min / 5.7 miles

0655 WHEELS UP TO MANCHESTER AIRPORT (MHT)
American 0798, DCA –CLT 6:55am – 8:34am
Layover CLT:1 hr 6 min
American 5632, CLT-MHT 9:40am-12:06pm
Total Travel Time 5 hour 11 min

1206 WHEELS DOWN MANCHESTER AIRPORT (MHT)
1 Airport Road, Manchester, NH 03103

1220-1240 ARRIVE MANCHESTER VA MEDICAL CENTER (20 min)
719 Smyth Road. Manchester, NH 03104 *Mountain Entrance
Drive Time: 20 min / 9.3 miles

Updated by:
Mission Operations, (b)(6) 4/29/2020, 1635

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ITINERARY FINAL 1**

Greeted By: Ryan Lilly, Network Director
Kevin Forrest, Interim Medical Center Director

1240-1250 INTRODUCTION TO SCREENING AREA (10 min)

*Masks required

1250-1310 FACILITY TOUR (20 min)

Tour Led By: Ryan Lilly, Network Director
Kevin Forrest, Interim Medical Center Director
Dr. Paul Zimmerman, Chief of Staff
(b)(6) Interim AD Patient Nursing Services/Chief Nurse Executive

Highlighted Areas:

- Basement Community Living Center expansion(Basement area)
- Telehealth (Basement area of expansion unit)
- VA's Fourth Mission(walking to departure area, Eagle entrance)

1315-1330 ERT/ARRIVE COURTYARD MANCHESTER-BOSTON AIRPORT (15 min)

700 Huse Road Manchester New Hampshire 03103 USA
Drive time: 15 min/ 4.7 miles

1335-1420 CHECK-IN/LUNCH ON OWN(45 min)

*Takeout Delivery Only to Manchester Courtyard

1425-1435 ERT / ARRIVE FedEx FREIGHT FACILITY (10 min)

24 Commerce Ave. Londonberry, NH
Drive Time: 10 min /3.3 miles
Greeted by FedEx Employee who will escort travel party

1540 AIRPORT BOX UNLOADING EVENT

Sequence of Events:

- Greet plane
- Watch first boxes come off plane
- Press conference w/ unloading of plane in the background

1730-1740 ERT/ARRIVE COURTYARD MANCHESTER-BOSTON AIRPORT

700 Huse Road Manchester New Hampshire 03103 USA
Drive time: 10 min/ 3.1 miles

RON

Updated by:
Mission Operations, (b)(6) 4/29/2020, 1635

**FOR OFFICIAL USE ONLY – DO NOT DISTRIBUTE
ITINERARY FINAL 1**

Friday, May 1st, 2020

Attire: Business

Weather:	Manchester, NH	H-61°; L-46° - Rain
	Washington, DC	H-65°; L-51° - AM Showers

0550-0700 ERT / ARRIVE BOSTON LOGAN AIRPORT (BOS) (1hr 10min)
One Harborside Drive, Suite 200S, East Boston, MA 02128
Drive Time: 1hr 10min / 55miles

0700-0730 GATE TRANSITION / AIRCRAFT BOARDING (30 min)

0800 WHEELS UP TO REAGAN INTERNATIONAL AIRPORT (DCA)
JetBlue 389, BOS – DCA 8:00am – 9:36am Nonstop

0936 WHEELS DOWN REAGAN INTERNATIONAL AIRPORT (DCA)

0945-1010 ERT / ARRIVE AT TELEWORK LOCATION/RESIDENCE (20 min)
Drive time: 20 min/ 5.7miles

MC

Updated by:
Mission Operations (b)(6) 4/29/2020, 1635

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ITINERARY FINAL 1**

TOTAL TIME BY LOCATION:

Manchester VA Medical Center	30 min
Manchester Airport	1 hr 0 min

<u>LOCATION(S)</u>	<u>DRIVE TIME</u>	<u>MILES</u>
Manchester Airport to Manchester VA Medical Center	20 min	9.3 miles
Courtyard Marriott Manchester – Manchester Airport	10 min	2.5 miles
Courtyard Marriott Manchester – Boston Logan Airport	1 hr	53 miles

Takeout meal options near Courtyard Manchester:

Yee Dynasty

830 S Willow St Manchester, NH 03103

Giovannis

379 S Willow St Manchester, NH 03103

Southside

1279 S Willow St Manchester, NH 03103

Updated by:
Mission Operations, (b)(6) 4/29/2020, 1635

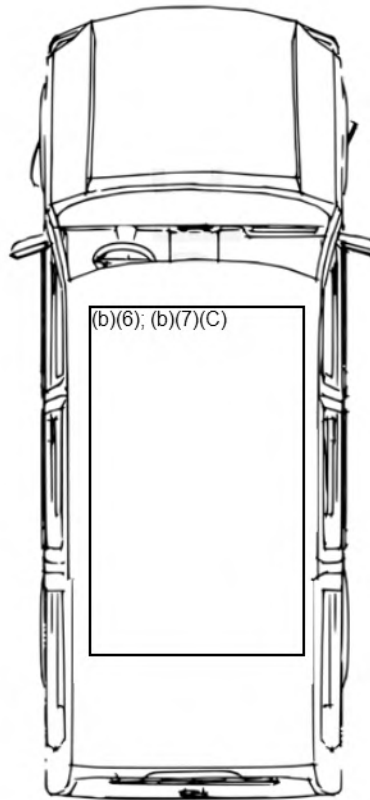
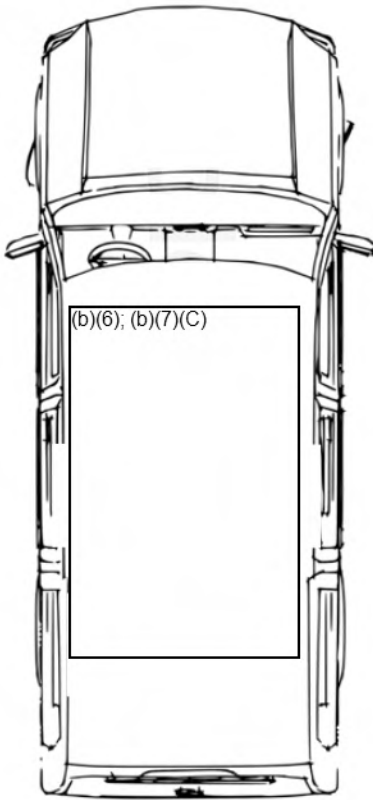
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ITINERARY FINAL 1

MOTORCADE LOAD PLAN
Apr 30-May 1, 2020

MOVEMENT ALL MOVEMENTS

LIMO:

CHASE:



Updated by:
Mission Operations, (b)(6) 4/29/2020, 1635

Courtyard by Marriott® Manchester Thank you for staying with us!
700 Huse Road, Manchester, Nh 03103 P 603.641.4900
Marriott.com/MHTCY

Pamela Powers		Room: 240		
(b)(6)		Room Type: GENR		
Veterans Affair		Number of Guests: 2		
		Rate: \$105.40		Clerk: CDO .
Arrive: 30Apr20	Time: 01:27PM	Depart: 01May20	Time: 05:42AM	Folio Number: 61504

DATE	DESCRIPTION	CHARGES	CREDITS
30Apr20	Room Charge	105.40	
01May20	Visa		105.40
		Card #: VXXXXXXXXXXXXXXXXX (b)(6) XXXX Amount: 105.40 Auth: 017018 Signature on File	

BALANCE: 0.00

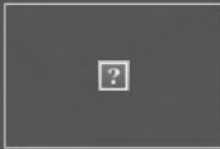
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From: Courtyard By Marriott Reservations
To: (b)(6)
Subject: [EXTERNAL] Reservation Confirmation #82853002 for Courtyard Manchester-Boston Regional Airport
Date: Wednesday, April 29, 2020 9:56:42 AM

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

Our Top Priority — Our Guests: [COVID-19 update and cancellation policy](#).



Courtyard Manchester-Boston Regional Airport

700 Huse Road Manchester New Hampshire 03103 USA +1-603-641-4900

Thank you for booking directly with us, Pamela Powers.

You're ready to move forward.

Thu, Apr 30, 2020 – Fri, May 01, 2020

Confirmation Number: 82853002



Courtyard Manchester-Boston Regional Airport



Check-In: Thursday, April 30, 2020 04:00 PM

Check-Out: Friday, May 1, 2020 11:00 AM

Number of rooms 1 Room

Guests per room	2 Adults
Guarantee Method	Credit Card Guarantee, Visa
<hr/>	
Total for Stay (all rooms)	114.89 USD

Room 1

Room Type Guest room, 1 King, Sofa bed

Guaranteed Requests:

None

ALL REQUESTS

Modify or Cancel Reservation

Hotel Alert

The state of New Hampshire requires all reservations must abide by current state travel restrictions and be made by phone.

Enhance your stay

Earn More with Your Card

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Traveler

Passenger Name: POWERS, PAMELA	e-Ticket Number: 0017418843117	Reservation Number: 3Q9PU7	Issue Date: April 28, 2020
Invoice Number: 634602	Total Charges to Date: USD 324.68		

Agency Details

Agency Phone:
877-813-5900

Fare Information

Form Of Payment:
VI XXXX XXXX XXXX 0215

Fare:	USD	(b)(4)
Taxes and Carrier-imposed fees:	USD	
	USD	
Total Airfare:	USD	
Service Fee: (MCO Number : 8900807827760)	USD	
Total Invoice:	USD	218.69

Trip Information**Flight - American Airlines (AA) - 798 - April 30, 2020**

Confirmation Number: ZBKYMO	Status: Confirmed
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Depart: Ronald Reagan National Arpt (DCA) DC 6:55 AM	Arrive: Douglas International Arpt (CLT) NC 8:34 AM	Class Of Service: Economy
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Flight - American Airlines (AA) - 5632 - April 30, 2020

Confirmation Number: ZBKYMO	Status: Confirmed
---------------------------------------	-----------------------------

Depart:	Arrive:	Class Of Service:
Douglas International Arpt (CLT) NC 9:40 AM	Manchester Boston regional (MHT) NH 12:06 PM	Economy

Flight - JetBlue Airways Corporation (B6) - 389 - May 01, 2020

Confirmation Number:	Status:
RSUAYY	Confirmed

Depart:	Arrive:	Class Of Service:
Boston Edward L Logan Intl Apt (BOS) MA 8:00 AM	Ronald Reagan National Arpt (DCA) DC 9:30 AM	Economy

Misc - February 22, 2021

Location Info:	Other Info:
Phone:	Number of Persons: 1 Remark: THIS DATE FOR ACCOUNTING PURPOSES ONLY

Agent Comments

DUE TO RECENT CHANGES IN THE GOV CITY PAIR PROGRAM
YOUR AIR RESERVATIONS ARE SUBJECT TO CANCELLATION
BY THE AIRLINES IF NOT TICKETED AT LEAST 48 HOURS
PRIOR TO SCHEDULED DEPARTURE. PLEASE ENSURE ALL
NECESSARY APPROVALS ARE PROCESSED IN ACCORDANCE
WITH YOUR AGENCY'S BUSINESS RULE BUT NO LESS THAN 3
BUSINESS DAYS PRIOR TO DEPARTURE. THIS 48 HOUR
CANCELLATION RULE DOES NOT APPLY TO YOUR
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS
DOMESTIC CONNECTIONS ON MORE THAN ONE AIRLINE OR
THESE RESERVATIONS WILL REQUIRE SEPARATE TICKETS.

101002648
 ZPIZAMERICAN AIR TICKET WAS CHARGED TO VI XXXXXXXXXXXX0215
 ZPIZAMERICAN AIR ELECTRONIC TICKET NUMBER IS 0017418843117
 ZPIZINVOICE NUMBER IS 634602
 ZPIZSERVICE FEE ***** (b)(4)
 ZPIZTICKETED FARE ***** \$

ZPIZTOTAL CHARGE*****\$218.69

CB/CGEBILLING/ATRS/2020-04-28T18.04.00Z

ZPIZJETBLUE TICKET WAS CHARGED TO VI XXXXXXXXXXXX0215

ZPIZJETBLUE ELECTRONIC TICKET NUMBER IS 2797418843118

ZPIZINVOICE NUMBER IS 634603

ZPIZSERVICE FEE***** (b)(4)

ZPIZTICKETED FARE*****

ZPIZTOTAL CHARGE*****\$105.99

CB/CGEBILLING/ATRS/2020-04-28T18.05.00Z



Duluth Government
 2860 Peachtree Ind. Blvd., Suite 1000
 Duluth, GA 30097
 Phone: (877) 813-5900

Tuesday, 28APR 2020 1:25 PM EDT

Passengers: PAMELA POWERS (101002648/ 101002648)

Agency Reference Number: 3Q9PU7

Click here to view your current itinerary or ETicket receipt on-line: viewtrip.travelport.com

Do you have your REAL ID to travel? Click HERE for more information.

Enjoy parking discounts from Duluth Travel Inc HERE

AIR	Thursday, 30APR 2020	
American Airlines From: Washington Reagan Natl DC, USA To: Charlotte NC, USA Stops: Nonstop Seats: 26D Equipment: Boeing 737-800 Jet DEPARTS DCA TERMINAL C Frequent Flyer Number: (b)(6) American Airlines Confirmation number is ZBKYMO		Flight Number: 0798 Class: G- Coach/Economy Depart: 6:55 AM Arrive: 8:34 AM Duration: 1 hour(s) 39 minute(s) Status: CONFIRMED Miles: 327 / 523 KM
AIR	Thursday, 30APR 2020	
American Airlines OPERATED BY PSA AIRLINES AS AMERICAN EAGLE From: Charlotte NC, USA To: Manchester NH, USA Stops: Nonstop Seats: 17C Equipment: CRJ-700 Canadair Regional Jet Frequent Flyer Number: (b)(6) American Airlines Confirmation number is ZBKYMO		Flight Number: 5632 Class: G- Coach/Economy Depart: 9:40 AM Arrive: 12:06 PM Duration: 2 hour(s) 26 minute(s) Status: CONFIRMED Miles: 737 / 1179 KM
AIR	Friday, 1MAY 2020	
Jetblue Airways Corp From: Boston MA, USA To: Washington Reagan Natl DC, USA Stops: Nonstop Seats: 03B Equipment: EMBRAER EMB DEPARTS BOS TERMINAL C - ARRIVES DCA TERMINAL B		Flight Number: 0389 Class: Z- Coach/Economy Depart: 8:00 AM Arrive: 9:30 AM Duration: 1 hour(s) 30 minute(s) Status: CONFIRMED Miles: 406 / 650 KM

Fare Basis: ZCA

Jetblue Airways Corp Confirmation number is RSUAYY

Ticket/Invoice Information

Ticket for: PAMELA POWERS
Date issued: 04/28/2020 Invoice nbr: 634603
Ticket Nbr: 2797418843118 Electronic Tkt: Yes Amount: (b)(4) USD
Form of Payment: VI*****00215

Ticket for: PAMELA POWERS
Date issued: 04/28/2020 Invoice nbr: 634602
Ticket Nbr: 0017418843117 Electronic Tkt: Yes Amount: USD
Form of Payment: VI*****00215

Service Fee: PAMELA POWERS
Date issued: 04/28/2020 Invoice Nbr: 634603
Document Nbr: 8900807827761 Amount: USD
Form of Payment: VI*****00215

Service Fee: PAMELA POWERS
Date issued: 04/28/2020 Invoice Nbr: 634602
Document Nbr: 8900807827760 Amount: USD
Form of Payment: VI*****00215

Base Fare: (b)(4)
Tax: (b)(4)
Air Fare: (b)(4) (VIxxxx00215)
Total Air Fare: (b)(4)
Service Fee: (b)(4) (VIxxxx00215)
Total Invoiced: 324.68

Click here 24 hours in advance to obtain boarding passes:

[American](#)
[JET BLUE](#)

Click here to review Baggage policies and guidelines:

[American](#)
[JET BLUE](#)

Check operating carrier website for any policies that may vary.

ZPIZAMERICAN AIR TICKET WAS CHARGED TO VI XXXXXXXXXXXXX0215
ZPIZAMERICAN AIR ELECTRONIC TICKET NUMBER IS 0017418843117
ZPIZINVOICE NUMBER IS 634602
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ZPIZTICKETED FARE***** (b)(4)
ZPIZTOTAL CHARGE*****\$105.99

CB/CGEBILLING/ATRS/2020-04-28T18.05.00Z

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101002648

**For travel agent assistance and emergencies, please call 1-877-813-5900.

Your TMC Code is "11T" Duluth Travel

New TSA guidelines

<https://www.tsa.gov/news/releases/2019/04/04/tsa-reminds-travelers-real-id-identification-requirements>
