

**Invoice**

**To:** County Auditor  
 Fort Bend County  
 301 Jackson Street - Suite 533  
 Richmond, TX 77469

**From:** Transportation Economics & Management Systems, Inc.  
 50 Carroll Creek Way - Suite 250  
 Frederick, MD 21701

**Taxpayer ID Number:** 23-2651414

**Purchase Order Number:** 116002  
 Fourth Amendment Approved 12/15/2015

**Project:** Follow-Up Services  
 SH 36A Development Corridor Business Case and Feasibility Plan

**Invoice Number:** 436-01

**Date of Invoice:** February 19, 2016

**Period Covered:** December 1, 2015 - February 15, 2016

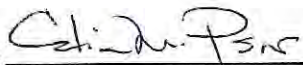
<b>Amount Due for Services:</b>	\$ 6,000.00	A. Metcalf	12/01-04/2015	Meeting w/ Fort Bend Stakeholders and Presentations (3) on Fort Bend Project at Houston Gateway
	\$ 10,000.00	A. Metcalf	01/16-22/2015	Presentations(4) on Fort Bend Project to Panama Canal Authority, Panama Free Trade Zone, Panama City Chamber of Commerce, and Colon Free Trade Zone and Chamber of Commerce; and Presentation at Southwestern Rail Conference in Dallas
	\$ 4,000.00	A. Metcalf	02/08-11/2016	Presentation to Fort Bend Economic Development Commission
	\$ 20,000.00			

**Travel Expenses (Per Attached):**

\$ 1,408.80	12/01-04/2015
\$ 2,838.80	01/16-22/2015
\$ 1,537.82	02/08-11/2016
\$ 5,785.42	

**Total Due This Invoice: \$ 25,785.42**

I hereby certify that the above amount due represents the actual status of work on the project, that these amounts have not been previously invoiced, and that these amounts have not been previously paid.

Signature:   
 Celia M. Pew, Chief Executive Officer

Date: February 19, 2016

Transportation Economics & Management Systems, Inc.

Time Activity Detail

December 1, 2015 through February 15, 2016

<u>Date</u>	<u>Name</u>	<u>Payroll Item</u>	<u>Billing Status</u>	<u>Duration</u>	<u>Notes</u>
<b>436 Fort Bend_SH36A Corridor Follow-Up</b>					
<b>Labor-Direct:Metcalf</b>					
12/02/2015	Metcalf, Alexander E.	Salary	Unbilled	8.00	Houston
12/03/2015	Metcalf, Alexander E.	Salary	Unbilled	8.00	Houston
12/04/2015	Metcalf, Alexander E.	Salary	Unbilled	8.00	Houston
01/18/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Panama & Dallas
01/19/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Panama & Dallas
01/20/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Panama & Dallas
01/21/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Panama & Dallas
01/22/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Panama & Dallas
02/09/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Houston
02/10/2016	Metcalf, Alexander E.	Salary	Unbilled	8.00	Houston
<b>Total Labor-Direct:Metcalf</b>				<b><u>80.00</u></b>	

Transportation Economics & Management Systems, Inc.  
Expenses by Expense Code - Job Report  
December 1, 2015 through February 15, 2016

<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Billing Status</u>	<u>Amount</u>
<b>436 Fort Bend_SH36A Corridor Follow-Up</b>					
<b>4520 · Direct Travel Costs</b>					
Credit Card Charge	12/01/2015	Southwest Airlines	12/01-04/15 - AM - Houston	Unbilled	413.96
Bill	12/01/2015	AMetcalf	12/01-04/15 - AM - Houston	Unbilled	994.84
Credit Card Charge	01/16/2016	United Airlines	01/16-22/16 - AM - Houston-Panama	Unbilled	659.50
Credit Card Charge	01/16/2016	Southwest Airlines	01/16-22/16 - AM - BWI-Houston	Unbilled	272.97
Credit Card Charge	01/16/2016	Southwest Airlines	01/16-22/16 - AM - Dallas-BWI	Unbilled	109.98
Bill	01/16/2016	US-Panama Business Council	01/16-22/16 - AM - Panama	Unbilled	600.00
Credit Card Charge	01/16/2016	Southwest Airlines	01/16-22/16 - AM - Dallas-BWI	Unbilled	(90.01)
Bill	01/16/2016	AMetcalf	01/16-25/16 - AM - Panama & Dallas	Unbilled	1,286.36
Credit Card Charge	02/08/2016	Southwest Airlines	02/08-11/16 - AM - Houston	Unbilled	227.96
Credit Card Charge	02/08/2016	Southwest Airlines	02/08-11/16 - AM - Houston	Unbilled	420.00
Bill	02/08/2016	AMetcalf	02/08-11/16 - AM - Houston	Unbilled	889.86
<b>Total 4520 · Direct Travel Costs</b>					<b><u>5,785.42</u></b>

**Expense Report**  
**Transportation Economics & Management Systems, Inc.**

**Name:** Alex Metcalf  
**Travel Date(s):** December 1-4, 2015  
**Destination:** Fort Bend County, Texas  
**Job Number / Name:** 436 Fort Bend - SH36A Follow-Up  
**Purpose of Trip:** Meeting with Fort Bend Stakeholders and Presentations (3) at Houston Gateway

Receipt Number	Date	Cost by Item	Vendor	Description	Account Code (For Admin Use)
---	12/01/15	\$ 34.50	Mileage from 50 Carroll Creek Frederick, MD to BWI Airport	60 miles @ 0.575	4520
1	12/01/15	\$ 413.96	Southwest Airlines	Airfare	4520
---	12/01/15	\$ 36.00	Meal Allowance	-----	4520
2	12/01-04/15	\$ 6.50	Harris County Toll Road	Tolls (4)	4520
---	12/02/15	\$ 36.00	Meal Allowance	-----	4520
3	12/03/15	\$ 20.00	Towne Park	Local Parking	4520
---	12/03/15	\$ 36.00	Meal Allowance	-----	4520
4	12/04/15	\$ 443.22	Courtyard Marriott	Hotel	4520
5	12/04/15	\$ 224.12	Dollar	Rental Car	4520
---	12/04/15	\$ 36.00	Meal Allowance	-----	4520
6	12/04/15	\$ 88.00	BWI Airport	Airport Parking - 12/01-04/15	4520
---	12/04/15	\$ 34.50	Mileage from BWI Airport to 50 Carroll Creek, Frederick, MD	60 miles @ 0.575	4520

**Total Expenses: \$ 1,408.80**

4520 / 436 \$

1,408.80



**Remarks:**

Meal Allowances \$36/day or \$18/day if depart > 2 pm  
or return before 12 pm

Time of Departure 12:00 AM  
Time of Return 9:30 PM

I certify the above is true and in compliance with Company policies.

Alex Metcalf  
Signature:

December 30, 2015  
Date:

#1 (1 of 2)

Español



FLIGHT | HOTEL | CAR | SPECIAL OFFERS | RAPID REWARDS®



## Thank you for your purchase!

Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU

### New Purchases in Trip

#### Air

Confirmation #R4D446

Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU  
 Tuesday, December 1, 2015 - Friday, December 4, 2015

Air Total: \$413.96

Amount Paid  
\$413.96

Trip Total  
\$413.96

DEC 1  
TUE 12/01/15 - Houston

### New purchases added to your trip.

#### AIR

Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU  
 12/01/2015 - 12/04/2015

Confirmation #  
**R4D446**

Senior Passenger(s)  
ALEXANDER METCALF

Rapid Rewards #  
00000019116403

Subscribe to Flight Status Messaging

Travel Date	Flight Segments	Flight Summary
DEPART DEC 1 TUE	02:40 PM Depart Baltimore/Washington, MD (BWI) on Southwest Airlines  05:25 PM Arrive in Houston (Hobby), TX (HOU)	Flight #48 Southwest Tuesday, December 1, 2015  Travel Time 3 h 45 m (Nonstop) Wanna Get Away WiFi available
RETURN DEC 4 FRI	04:05 PM Depart Houston (Hobby), TX (HOU) on Southwest Airlines  07:55 PM Arrive in Baltimore/Washington, MD (BWI)	Flight #3104 Southwest Friday, December 4, 2015  Travel Time 2 h 50 m (Nonstop) Wanna Get Away WiFi available

#### What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your

Southwest Airlines - Purchase Confirmation

#1 (2 of 2)

scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

**No Show Policy:** If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: SENIOR			Fare Details	Quantity
Trip	Routing	Fare Type   View Fare Rules		
Depart	BWI-HOU	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1
Return	HOU-BWI	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1
			<b>Subtotal</b>	<b>\$413.96</b>
				<b>Fare Breakdown</b>

Carry-on Items: 1 bag + 1 small personal item are free, see full details.  
Checked Items: First and second bags are free, size and weight limits apply.

Bag Charge \$0.00

**Air Total:**  
**\$413.96**

**Gov't taxes & fees now included**

Purchaser Name Alexander Metcalf

Billing Address 50 Carroll Creek Way Ste 250  
Frederick, MD US 21701

Form of Payment	Amount Applied
American Express - XXXXXXXXXXXX-3007	\$413.96

Amount Paid  
**\$413.96**

**Trip Total**  
**\$413.96**

# 2 (1 of 4)

HARRIS COUNTY  
TOLL ROAD  
AUTHORITY

Southwest Plaza

Lane 12

Fare Paid -- \$1.75

06:48:47 PM  
12/01/2015

Have a nice day!

# 2 (2 of 4)

HARRIS COUNTY  
TOLL ROAD  
AUTHORITY

WESTHEIMER ROAD

Lane No. 48

Fare Paid - \$1.25

08:10:17AM 12-02-15

Have a nice day!

# 2 (3 of 4)

HARRIS COUNTY  
TOLL ROAD  
AUTHORITY

Southwest Plaza

Lane 01

Fare Paid -- \$1.75

01:05:49 PM  
12/04/2015

Have a nice day!

# 2 (4 of 4)

HARRIS COUNTY  
TOLL ROAD  
AUTHORITY

Southeast Plaza

Lane 7603

Fare Paid -- \$1.75

01:18:29 PM  
12/04/2015

Have a nice day!

# 3

GUEST RECEIPT **573835**

12/3/15 *Wesley* \$10.00  
Date Signature Amount

NOT A CLAIM CHECK

#4

A. Metcalf

Room: 306

Room Type: DBDB

Number of Guests: 1

Rate: \$131.00

Clerk:

Arrive: 01Dec15

Time: 07:11PM

Depart: 04Dec15

Time:

Folio Number: 54973

Date	Description	Charges	Credits
01Dec15	Restaurant Room Charge	40.00	- Restaurant
01Dec15	Room Charge	131.00	- Hotel
01Dec15	Room Tax	7.86	
01Dec15	City Tax	7.86	
01Dec15	State Cost - Recovery Fee	1.02	
02Dec15	Room Charge	131.00	- Hotel
02Dec15	Room Tax	7.86	
02Dec15	City Tax	7.86	
02Dec15	State Cost - Recovery Fee	1.02	
03Dec15	Room Charge	131.00	- Hotel
03Dec15	Room Tax	7.86	
03Dec15	City Tax	7.86	
03Dec15	State Cost - Recovery Fee	1.02	
04Dec15	American Express		483.22
	Card #: AXXXXXXXXXXXX3007XXXX		
	Amount: 483.22 Auth: 567684 Signature on File		
	This card was electronically swiped on 01Dec15		
	<b>Balance:</b>	<b>0.00</b>	

**Rewards Account # XXXXX1947.** Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Texas law imposes a margin tax on each company conducting business in Texas, including the Hotel Owner. To recover the cost of the margin tax, guest room rates are subject to a "State Cost-Recovery Fee" (currently 0.7% of the room rate, plus applicable state and local taxes). Although the fee is not a government mandated charge, the state allows this charge to be passed on to the customer.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

Hotel 443.22 (30147.74)

Restaurant 40.00 Not Billable

#5

#6



#03 MR RR 146952466  
RES G7632647716

ALEXANDER METCALF

CC

INITIAL CHARGES

RENT AT \$ 47.00 /DAY @ 3 /DAYS \$ 141.00  
SUBTOTAL T\$ 141.00

CHARGES ADDED DURING RENTAL

LDW DECLINED  
LIS DECLINED  
PAI, PEC DECLINED  
PREM RD SVC DECLINED  
FPO ACCEPTED \$ 31.63

\* ADDITIONAL CHARGES  
SERVICE CHARGES/TAXES

CONCESSION FEE RECOVERY 11.11% T\$ 19.35  
ENERGY SURCHARGE T\$ 1.49  
VEHICLE LICENSE COST RECOVERY T\$ 5.55  
TAX 15.000% ON TAXABLE TTL OF \$ 167.39 \$ 25.10  
TOTAL AMOUNT DUE \$ 224.12

CHARGED ON AMX XXXXXXXXXXXX3007

VEHICLE: 01695 /3170198 16 SIR SON HYB 2.N  
LICENSE: TX GNJ4842  
FUEL: FULL 8 /8 OUT 8 /8 IN  
MILEAGE IN: 2086 TR-X MILES:  
MILEAGE OUT: 1963 MILES ALLOWED:  
MILES DRIVEN: 123 MILES CHARGED:  
CDP: 3019706 - TEMS INC

RENTED: WILLIAM P HOBBY AIRPORT  
RENTAL: 12/01/15 18:18  
RETURN: 12/04/15 13:40  
RETURNED: WILLIAM P HOBBY AIRPORT  
COMPLETED BY: 1700/TXHOB32

PLAN IN: D4B1 RATE CLASS: F  
PLAN OUT: D4B1

Save 10% on your next rental  
by taking a brief survey:  
[dollarrentalsurvey.com](http://dollarrentalsurvey.com)  
or 1-800-323-7608  
Enter access code: 00543

SP Plus Parking @BWI  
Hourly Garage - 800-468-6294

Receipt Number: H0161500064559  
Ticket No: 60043612  
In: 12/01/2015 12:23  
Out: 12/04/2015 20:15  
Duration: 3,07.52

Transient Parker \$ 88.00  
Total: \$ 88.00  
Validation: \$ 0.00  
Balance Due: \$ 88.00  
Custom Tax \$ 2.40  
Credit Card \$ 88.00  
Change \$ 0.00

**Expense Report**  
**Transportation Economics & Management Systems, Inc.**

**Name:** Alex Metcalf  
**Travel Date(s):** January 16-25, 2016  
**Destination:** Houston - Panama City - Houston - Dallas  
**Job Number / Name:** 436 Fort Bend - SH36A Follow-Up  
**Purpose of Trip:** 01/16-20/16 - Presentations (4) on SH36A Project to Panama Canal Authority, Panama Free Trade Zone, Panama City Chamber of Commerce, and Colon Free Trade Zone & Chamber of Commerce  
 01/21-22/16 - Presentation at Southwestern Rail Conference in Dallas

Receipt Number	Date	Cost by Item	Vendor	Description	Account Code (For Admin Use)
---	01/16/16	\$ 32.40	Mileage from 50 Carroll Creek Frederick, MD to BWI Airport	60 miles @ 0.54	4520
1	01/16/16	\$ 272.97	Southwest Airlines	Airfare - BWI to Hobby Airport	4520
2	01/17/16	\$ 38.65	Uber	Hobby Airport to Marriott	4520
---	01/16/16	\$ 36.00	Meal Allowance	-----	4520
3	01/17/16	\$ 168.48	Houston Airport Marriott	Hotel near Houston Airport	4520
4	01/17/16	\$ 659.50	United Airlines	Houston - Panama City Air Fare	4520
5	01/17-20/16	\$ 600.00	US-Panama Business Council	Local Expenses in Panama	4520
6	01/20/16	\$ 429.00	Hilton Panama	Hotel in Panama City	4520
7	01/20/16	\$ 36.21	Uber	Houston Airport to Courtyard	4520
---	01/21/16	\$ 36.00	Meal Allowance	-----	4520
8	01/21/16	\$ 157.95	Courtyard Marriott	Hotel at Hobby Airport	4520
9	01/21/16	\$ 11.19	Uber	Love Field to Magnolia Hotel	4520
10	01/22/16	\$ 144.08	Magnolia Hotel	Hotel in Dallas	4520
---	01/22/16	\$ 36.00	Meal Allowance	-----	4520
11	01/22/16	\$ 19.97	Southwest Airlines	Airfare-fee for changing return flight from Houston to Dallas	4520
12	01/22/16	\$ 20.00	United Cab Service	Magnolia Hotel to Marriott Dallas	4520
13	01/25/16	\$ 108.00	BWI Airport	Airport Parking - 01/16-22/16	4520
---	01/25/16	\$ 32.40	Mileage from BWI Airport to 50 Carroll Creek, Frederick, MD	60 miles @ 0.54	4520


**Total Expenses: \$ 2,838.80**

4520 / 436 \$ 2,838.80

**Remarks:**

Meal Allowances	\$36/day or \$18/day if depart > 2 pm or return before 12 pm	Airfare & UPBC Expenses paid by TEMS
Time of Departure	1:30 PM	Trip extended to 01/25 due to snow blizzard on East Coast and shutdown of airports - client not billed for additional expenses for hotel, subsistence, etc.
Time of Return	8:30 PM	

I certify the above is true and in compliance with Company policies.

Signature: 

Date: February 15, 2016

TRAVEL ITINERARY  
Alexander Metcalf

Dates of Travel: 01.16-01.22.16 Job #: 436

Purpose: Panama Trip and TX Rail Conference in association with SH 36A project

Transportation: Alex to drive to BWI Airport

**FLIGHT FROM BALTIMORE TO HOUSTON**

AIRLINE: Southwest - Flight # 3784

Flying from: Baltimore, MD Flying to: Houston Hobby Confirm# R6FZSV

Departure Date: Sat 01/16 Departure Time: 4:45pm Arrival Time: 7:35pm

Note: \_\_\_\_\_

**TRANSPORTATION ---TAKE UBER**

**HOTEL #1: Night stay before Panama Trip**

Name: Houston Airport Marriott Check In Date: 01.16.16 Confirmation: 88079011  
Check Out Date: 01.17.16

Address: 18700 John F. Kennedy Blvd City: Houston State: TX Zip: 77032

Phone Number: 281-443-2310 Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

\$144/night Senior

**PANAMA FLIGHT**

AIRLINE: UNITED AIRLINES - #1032

Flying from: Houston, TX Flying to: Panama Confirm# JV90GC

Departure Date: Sun 1/17/16 Departure Time: 9:25am Arrival Time: 2:35pm

Note: Seat 36C

AIRLINE: UNITED AIRLINES - 1033

Flying from: Panama City Flying to: Houston, TX Confirm# JV90GC

Departure Date: Wed 1/20/16 Departure Time: 3:30pm Arrival Time: 6:50pm

Note: Seat 30F

**HOTE #2: Hotel after Panama night before trip to Dallas**

Name: Courtyard Houston Hobby Airport Check In Date: 01.20.16 Confirmation: 88079748  
Check Out Date: 01.21.16

Address: 9190 Gulf Freeway City: Houston State: TX Zip: 77017

Phone Number: 713-910-1700 Fax Number: 713-910-1701 Email: \_\_\_\_\_

\$135 Senior discount

**HOTE #3: Hotel in Dallas for Conference**

Name: Magnolia Hotels Check In Date: 01.21.16 Confirmation: 32D257NV  
Check Out Date: 01.22.16

Address: 6070 North Central Express City: Dallas State: TX Zip: 75206

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

\$125/NIGHT \*\*\*\*\*CONFERENCE HELD AT THIS LOCATION

**FLIGHT FROM DALLAS TO BALTIMORE**

AIRLINE: Southwest - Flight # 674

Flying from: Dallas Flying to: Baltimore Confirm# RVJ7W9

Departure Date: Fri 1/22 Departure Time: 3:05pm Arrival Time: 6:50pm

Note: \_\_\_\_\_

# 1 (1083)

Celia Pew

**From:** Alexander Metcalf <ametcalf@temsinc.com>  
**Sent:** Monday, December 14, 2015 11:59 AM  
**To:** Celia Pew  
**Subject:** FW: Flight reservation (R6FZSV) | 16JAN16 | BWI-HOU | Metcalf/Alexander E

Hi Celia,

The \$272.97 is for Alex's flight in January to Houston (round trip) for the Panama group trip.

Thanks, Kristi

**From:** Southwest Airlines [mailto:SouthwestAirlines@luv.southwest.com]  
**Sent:** Thursday, December 10, 2015 4:52 PM  
**To:** AMETCALF@TEMSINC.COM  
**Subject:** Flight reservation (R6FZSV) | 16JAN16 | BWI-HOU | Metcalf/Alexander E

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### Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



**Upcoming Trip:** 01/16/16 - Houston

[✈ Air itinerary](#)

**AIR Confirmation: R6FZSV**

Confirmation Date: 12/10/2015

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
METCALF/ALEXANDER E	19116403	5262165426167	Dec 9, 2016	1366

**Add a hotel**

- ✓ Earn Rapid Rewards® points
- ✓ Best rate guarantee
- ✓ Free cancellation

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Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sat Jan 16	3784	Depart <b>BALTIMORE/WASHINGTON, MD (BWI)</b> on Southwest Airlines at <b>4:45 PM</b>

#1 (2 of 3)

Arrive in HOUSTON (HOBBY), TX (HOU) at 7:35 PM  
Travel Time 3 hrs 50 mins  
Wanna Get Away

Date	Flight	Departure/Arrival
Thu Jan 21	1678	Depart HOUSTON (HOBBY), TX (HOU) on Southwest Airlines at 08:35 AM Arrive in BALTIMORE/WASHINGTON, MD (BWI) at 12:25 PM Travel Time 2 hrs 50 mins <u>Wanna Get Away</u>



Add a rental car

- ✓ Earn Rapid Rewards® points
- ✓ Guaranteed low rates
- ✓ Free cancellation

Book a car >



**Check in for your flight(s):** 24 hours before your trip on [Southwest.com](http://Southwest.com) or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.



**Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.



**30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.



**10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.



**If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

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Southwest  
Rapid Rewards®

- ✓ Unlimited reward seats
- ✓ No blackout dates
- ✓ Redeem for International flights and more

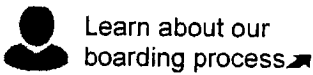
Enroll now >

Air Cost: 272.97

Fare Rule(s): 5262165426167: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

BWI WN HOU78.96SLNUCNR WN BWI148.73OZNUNNR 227.69 END  
ZPBWIHOU XT11.20AY9.00XFBWI4.5HOU4.5



Learn about our boarding process



Learn about in-flight WiFi & entertainment

# 1 (3 of 3)

### Cost and Payment Summary

✈ AIR - R6FZSV

Base Fare	\$ 227.69	<b>Payment Information</b>
Excise Taxes	\$ 17.08	Payment Type: Amer Express
Segment Fee	\$ 8.00	XXXXXXXXXXXX3007
Passenger Facility Charge	\$ 9.00	Date: Dec 10, 2015
September 11th Security Fee	\$ 11.20	Payment Amount: \$272.97
<b>Total Air Cost</b>	<b>\$ 272.97</b>	

#### Useful Tools

- [Check In Online](#)
- [Early Bird Check-In](#)
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- [Cancel Air Reservation](#)
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This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us. Please read our [Privacy Policy](#).

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.  
<sup>2</sup> Security Fee is the government-imposed September 11th Security Fee.

See [Southwest Airlines Co. Notice of Incorporation](#)  
See [Southwest Airlines Limit of Liability](#)

Southwest Airlines  
P.O. Box 36647-1CR  
Dallas, TX 75235

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#2

01/16

UBER

Alexander FREE RIDES

Hovsfon



Alexander

YOUR TRIP  
7:50 PM on January 16 2016



Your profile 66%

- ✓ Add Credit Card
- ✓ Verify Mobile
- ✓ Verify Email

My Trips

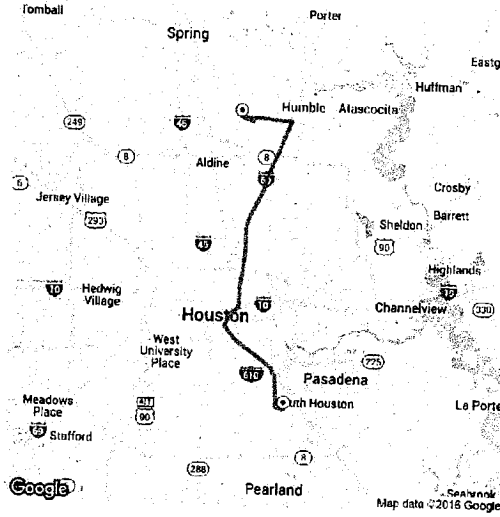
Profile

Payment

Free Rides NEW!

Log Out

Lost something?  
Check out uber.com/lost



FARE BREAKDOWN

Base Fare	1.00
Distance	29.02
Time	4.70
<b>Subtotal</b>	<b>\$34.72</b>
Safe Rides Fee (?)	1.95
2% tax required by the City of Houston (?)	0.73
Airport Surcharge (?)	1.25

CHARGED  
Personal \*\*\*\* 1002 **\$38.65**

- 7:50 PM  
Red Garage, Houston, TX
- 8:39 PM  
18700 John F Kennedy Blvd, Houston, TX

CAR	MILES	TRIP TIME
UBERX	33.36	00:42:41



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ENGLISH

GUEST FOLIO

#13



Houston Airport Marriott at • 18700 JFK Blvd Houston TX, 77032 • 281.443.2310 • Marriott.com/IAHAP

2113 METCALF/ALEXANDER/D 144.00 01/17/16 13:00 5735  
 Room Name Rate Depart Time ACCT#  
 CK TEMS INC. 01/16/16 20:42  
 Type Arrive Time  
 86

MRW#: XXXXX1947

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
01/16	GREAT R	16292113	40.68	
01/16	ROOMS	2113, 1	144.00	
01/16	STATE TX	2113, 1	8.64	
01/16	CITY TAX	2113, 1	10.08	
01/16	CNTY TAX	2113, 1	2.88	
01/16	SPRTS TX	2113, 1	2.88	
01/17	AX CARD			
				\$209.16

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

GET ALL YOUR HOTEL BILLS BY EMAIL BY UPDATING YOUR REWARDS PREFERENCES. OR, ASK THE FRONT DESK TO EMAIL YOUR BILL FOR THIS STAY. SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Hotel 168.48  
 Restaurant 40.68 Not Billable  
 209.16

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement for updated activity. Marriott & A Woman's Nation appreciate housekeepers

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

# 4 (10/2)

Celia Pew

**From:** Alexander Metcalf <ametcalf@temsinc.com>  
**Sent:** Thursday, December 03, 2015 3:39 PM  
**To:** Celia Pew  
**Subject:** FW: eTicket Itinerary and Receipt for Confirmation JV90GC

Celia,

On Alex's AMEX for his Panama trip in January!!!

Thanks, Kristi

**From:** United Airlines, Inc. [mailto:unitedairlines@united.com]  
**Sent:** Thursday, December 03, 2015 3:32 PM  
**To:** AMETCALF@TEMSINC.COM  
**Subject:** eTicket Itinerary and Receipt for Confirmation JV90GC



A STAR ALLIANCE MEMBER

Confirmation:  
**JV90GC**  
Check-In >

Issue Date: December 03, 2015

Traveler	eTicket Number	Frequent Flyer	Seats
METCALF/ALEXANDEREDWARD	0162472639778	UA-XXXXX405	36C/30F

**FLIGHT INFORMATION**

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Sun, 17JAN16	UA1032	T	HOUSTON, TX (IAH -BUSH INTL) <b>9:25 AM</b>	PANAMA CITY, PANAMA (PTY) <b>2:35 PM</b>	737-900	Purchase
Wed, 20JAN16	UA1033	T	PANAMA CITY, PANAMA (PTY) <b>3:30 PM</b>	HOUSTON, TX (IAH -BUSH INTL) <b>6:50 PM</b>	737-900	Purchase

**FARE INFORMATION**

**Fare Breakdown**

Airfare:	554.00USD
U.S. Transportation Tax:	35.40
September 11th Security Fee:	5.60
U.S. Customs User Fee:	5.50
U.S. Immigration User Fee:	7.00
U.S. APHIS User Fee:	5.00
Panama Airport Security Fee:	2.50
Panama Departure Tax:	40.00
U.S. Passenger Facility Charge:	4.50
Per Person Total:	659.50USD

**Form of Payment:**  
AMERICAN EXPRESS  
Last Four Digits 3007

**eTicket Total:**

**659.50USD**

The airfare you paid on this itinerary totals: 554.00 USD

**The taxes, fees, and surcharges paid total: 105.50 USD**

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

VALID UA/UAEX ONLY;NON-TRANSFERABLE;NONREF/0VALUAFTDPT/CHGFEE  
Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

# 4 (2 of 2)

**Baggage allowance and charges for this itinerary.**

**Baggage fees are per traveler**

Origin and destination for checked baggage	1 <sup>st</sup> bag	2 <sup>nd</sup> bag	Max wt / dim per piece
1/17/2016 Houston, TX (IAH -Bush INTL) to Panama City, Panama (PTY)	0.00 USD	30.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)
1/20/2016 Panama City, Panama (PTY) to Houston, TX (IAH -Bush INTL)	0.00 USD	30.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)

Standard baggage service charges apply to this group reservation. Prices quoted are subject to change at time of ticketing. At time of check-in, customers with MileagePlus® Premier® status or benefits associated with a Chase credit card may be eligible for waiver of service charges for one or more standard checked bags within specified size and weight limits.

**MileagePlus Accrual Details**

METCALF/ALEXANDEREDWARD						
Date	Flight	From/To	Award Miles	PQM	PQS	PQD
1/17/2016	1032	Houston, TX (IAH -Bush INTL)-Panama City, Panama (PTY)	1385	1770	1	277
1/20/2016	1033	Panama City, Panama (PTY)-Houston, TX (IAH -Bush INTL)	1385	1770	1	277
Alexanderedward's MileagePlus Accrual totals:			2770	3540	2	554

**Important Information about MileagePlus Earning**

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program
- Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown
- PQD are a Premier status requirement for members in the U.S. only.
- Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

**Additional Baggage Information**

**The above amounts represent an estimate of the first and second checked baggage service charges that may apply to your itinerary.**

**If your itinerary contains multiple travelers, the service charges may vary by traveler, depending on status or memberships.**

**Carry-on baggage information**

United accepts one carry-on item with maximum dimensions of 9"x14"x22" (22 cm + 35 cm + 56 cm) in the aircraft cabin, along with one personal item such as a laptop bag with maximum dimensions of 9"x10"x17" (22 cm + 25 cm + 43 cm).

Due to FAA regulations, operating carriers may have different carry-on requirements.

# 5 (1 of 2)

\$600<sup>00</sup>  
Paid w/  
chk # 6938



## U.S.-PANAMA BUSINESS COUNCIL

**Invoice #:** 121504

**To:** Highway 36 A coalition

**Dt:** 1/10/2016

**Amount:** \$6,600 (Six thousand six hundred dollars) – Eleven participants at \$600 each

**Re:** Fee for the organization of the Panama Trade Mission (January 17-20, 2016)

### Scope

As agreed the fee will be \$600 per participant and will include the following:  
Transportation to and from the Tocumen Airport – Hilton Hotel / Local transportation to events such as the Panama Canal Locks and the trip to Colón / Meals connected to the Mission: Breakfast for Monday, Tuesday and Wednesday; lunches for Monday and Tuesday; Receptions for Monday and Tuesday / Logistics for Business Forum of Monday / Audio visuals for the different events / Traveling expenses of Enrique Sosa / Local invitations to the different events.

### Please send check to:

U.S.-Panama Business Council / 5353 Memorial Drive, Suite 2061 / Houston, TX 77007

If preferred, a wire transfer can be made to:

U.S.-Panama Business Council, Account # 2000036409369 Wells Fargo ABA 054001220

The U.S.-Panama Business council appreciates the supports of Port Freeport.

5353 Memorial, Drive Suite 2061 / Houston, TX 77007  
Tel. (713) 426-0554 / Fax (713) 863-8781 / E-mail [uspanama@msn.com](mailto:uspanama@msn.com)

US-Panama Business Council

Date Type Reference  
1/17/16 Bill

Original Amt.  
600.00

Balance Due  
600.00

1/15/16  
Discount  
Check Amount

Payment  
600.00  
600.00

# 5 (2012)

M&T Bank

Panama Expenses for Dr. Alex Metcalf

600.00

Transportation Economics & Management Systems, Inc

6938

US-Panama Business Council

Date Type Reference  
1/17/16 Bill

Original Amt.  
600.00

Balance Due  
600.00

1/15/16  
Discount  
Check Amount

Payment  
600.00  
600.00

M&T Bank

Panama Expenses for Dr. Alex Metcalf

600.00



# 6

### Account Detail

Alexander E Metcalf  
 50 Carroll Creek Way  
 Ste 250  
 Frederick, MD 21701

Page : 1 / 2  
 Room No. : 2319  
 Arrival : 17-01-16  
 Departure : 20-01-16  
 Adults/Children : 1 / 0  
 Room Rate : 130  
 Membership No. : 261186503  
 Cashier No. :  
 Folio No. :  
 Tax Date : 20-01-16  
 Invoice No :

Conf. No. : 4364160  
 A/R Number :  
 Group Code : GUSPA  
 Company Name : US Panama Business Council

Date	Text	Charges	Credits
		USD	USD
17-01-16	Rooms Company Meetings & Inr		
17-01-16	Room Tax 10%	130.00	
18-01-16	Rooms Company Meetings & Inr	13.00	
18-01-16	Room Tax 10%	130.00	
18-01-16	Housekeeping Tip	13.00	
	propina botones	2.50	
18-01-16	Bellman Tip	4.00	
	propina botones		
19-01-16	Rooms Company Meetings & Inr		
19-01-16	Room Tax 10%	130.00	
19-01-16	Housekeeping Tip	13.00	
	propina botones	2.50	
20-01-16	American Express		438.00
	XXXXXXXXXXXX3007 XX/XX		

Hotel 429.00  
 Tips 9.00  
 Net Billable 438.00

#7

01/20

UBER

Alexander FREE RIDES

Houston



YOUR TRIP

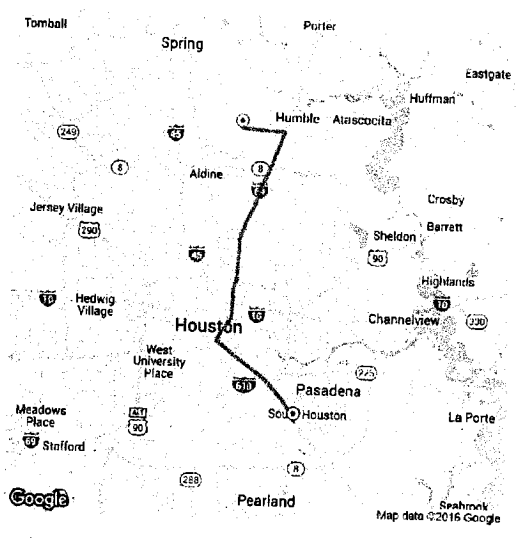
7:22 PM on January 20 2016

Alexander



- Your profile 66%
- My Trips
- Profile
- Payment
- Free Rides NEW!
- Log Out

Lost something? Check out uber.com/lost



FARE BREAKDOWN

Base Fare	1.00
Distance	26.26
Time	3.59
<b>Subtotal</b>	<b>\$30.85</b>
Safe Rides Fee (?)	1.95
2% tax required by the City of Houston (?)	0.66
Airport Surcharge (?)	2.75
<b>CHARGED</b>	<b>\$36.21</b>
Personal **** 1002	

7:22 PM IAH Terminal D Middle Parking Garage, Houston, TX

8:03 PM 9190 Tallyho Rd, Houston, TX

CAR	MILES	TRIP TIME
<b>UBERX</b>	<b>30.18</b>	<b>00:32:39</b>



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ENGLISH

Alexander/Dr Metcalf  
114 W Church St  
Frederick MD 21701-5411  
Tems Inc.

Room: 246  
Room Type: GENR  
Number of Guests: 1  
Rate: \$135.00 Clerk: JMA

Arrive: 20Jan16 Time: 08:16PM Depart: 21Jan16 Time: 08:53AM Folio Number: 62058

Date	Description	Charges	Credits
20Jan16	Restaurant Room Charge		
20Jan16	Room Charge	19.00	_____ Post
20Jan16	State Occupancy Tax	135.00	] Hotel
20Jan16	County Occupancy Tax	8.10	
20Jan16	City Occupancy Tax	5.40	
21Jan16	Restaurant Room Charge	9.45	
21Jan16	American Express	19.00	_____ Post
			195.95
	Card #: XXXXXXXXXXXXXXX3007/XXXX		
	Amount: 195.95 Auth: 528244 Signature on File		
	This card was electronically swiped on 20Jan16		
	<b>Balance:</b>	<b>0.00</b>	

**Rewards Account # XXXXX1947.** Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Marriott and A Woman's Nation join forces to increase appreciation for hotel housekeepers whose care and hard work often go unnoticed. 6% State of Texas Occupancy Tax, 7% Houston General Occupancy Tax, 2% Harris County General Occupancy Tax, 2% Houston-Harris County Sports Authority tax.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

Hotel 157.95  
Restaurant 38 Not billable  
195.95

#09

UBER

Alexander FREE RIDES

Dallas



YOUR TRIP

12:57 PM on January 21 2016

Alexander



Your profile 66%

- ✓ Add Credit Card
- ✓ Verify Mobile
- ✓ Verify Email

My Trips

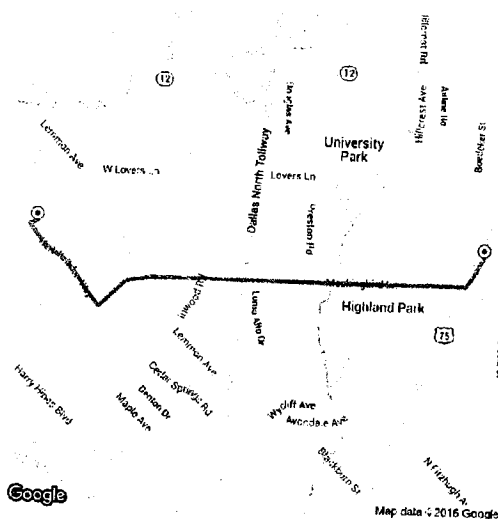
Profile

Payment

Free Rides NEW!

Log Out

Lost something? Check out uber.com/lost



FARE BREAKDOWN

Base Fare	1.00
Distance	4.32
Time	1.67
<b>Subtotal</b>	<b>\$6.99</b>
Safe Rides Fee (?)	1.70
Airport Surcharge (?)	2.50
<b>CHARGED</b>	<b>\$11.19</b>
Personal **** 1002	

12:57 PM 7850-7866 Herb Kelleher Way, Dallas, TX

1:16 PM 6070 N Central Expy, Dallas, TX

CAR UBERX MILES 5.08 TRIP TIME 00:16:44



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ENGLISH



**Reservation Number:** DPC-F1024840 **DATE:** 1/22/2016

**Alexander**  
**Metcalf**  
DPC-GF243

# 10  
*[Signature]*

**Arrival Date:** 01/21/2016  
**Departure Date:** 01/22/2016  
**Room Number:** 0303

**HOTEL RECEIPT - EXPRESS CHECK OUT**

**DATE TIME**  
01/21/2016 02:13  
01/21/2016 02:13  
01/21/2016 02:13  
01/21/2016 02:13

<u>DESCRIPTION</u>	<u>Folio</u>	<u>QUANTITY</u>	<u>Cost</u>
Group Association Rate Plan	A	1	\$125.00
State Occupancy Tax	A	1	\$7.65
City Occupancy Tax	A	1	\$8.93
Tourism PID REimbursement F	A	1	\$2.50

**DPC-F1024840**

**Will Be Settled To AMEX** \$144.08

**Effective Balance Of** \$0.00

*Hotel - 144.08*

# 11 (10/2)

**Alexander Metcalf**

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Wednesday, December 23, 2015 11:15 AM  
**To:** AMETCALF@TEMSINC.COM  
**Subject:** Flight reservation (RVJ7W9) | 22JAN16 | DAL-BWI | Metcalf/Alexander E

Thanks for choosing Southwest® for your trip.



[Log in](#) | [View my itinerary](#)

<a href="#">Check In Online</a>	<a href="#">Check Flight Status</a>	<a href="#">Change Flight</a>	<a href="#">Special Offers</a>	<a href="#">Hotel Offers</a>	<a href="#">Car Offers</a>
---------------------------------	-------------------------------------	-------------------------------	--------------------------------	------------------------------	----------------------------

**Ready for takeoff!**



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

**Upcoming Trip:** 01/22/16 - Baltimore

[Air itinerary](#)

**AIR Confirmation: RVJ7W9**

Confirmation Date: 12/23/2015

**Save up to 35%**  
plus earn up to 2,400 Rapid Rewards® points.

BOOK NOW **AVIS**

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
METCALF/ALEXANDER E	19116403	5262168018068	Dec 9, 2016	535

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Fri Jan 22	674	Depart <b>DALLAS (LOVE FIELD), TX (DAL)</b> on Southwest Airlines at <b>3:05 PM</b> Arrive in <b>BALTIMORE/WASHINGTON, MD (BWI)</b> at <b>6:50 PM</b> Travel Time 2 hrs 45 mins <a href="#">Wanna Get Away</a>

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- ✓ Earn Rapid Rewards® points
- ✓ Best rate guaranteed
- ✓ Free cancellation

[Book a hotel >](#)

**Add a rental car**

- ✓ Earn Rapid Rewards® points
- ✓ Guaranteed low rates
- ✓ Free cancellation

[Book a car >](#)

**Check in for your flight(s):** 24 hours before your trip on [Southwest.com](#) or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

**Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

**30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as

#11 (2082)

we may begin boarding as early as 30 minutes before your flight.

**L** **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

**i** **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

Air Cost: 109.98

Fare Rule(s): 5262168018068: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

DAL WN BWI89.19SLNUHNR 89.19 END ZPDAL XFDAL4.5 AY5.60\$DAL5.60

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- ✓ No blackout dates
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Learn about our boarding process >



Learn about inflight WiFi & entertainment >

### Cost and Payment Summary

AIR - RVJ7W9

Base Fare	\$ 89.19
Excise Taxes	\$ 6.69
Segment Fee	\$ 4.00
Passenger Facility Charge	\$ 4.50
September 11th Security Fee	\$ 5.60
<b>Total Air Cost</b>	<b>\$ 109.98</b>

#### Payment Information

Payment Type: Amer Express  
 XXXXXXXXXXXX3007  
 Date: Dec 23, 2015  
 Payment Amount: \$19.97

Tkls funds applied from Conf# R6FZSV (\$0.00 remaining) \$90.01

#12

United Cab Service

Receipt

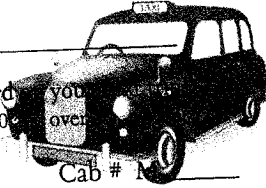
Date: 1/22

Amount: \$ 200

From: 607 CENTRAL

To: Marriott

Get a 5% discount with this card you  
(Only valid on \$20.00 over)



Thank You

Cab # M

608-258-1490

#13

300-468-6294  
BWI Daily Garage  
SP Plus Parking  
Transaction-Id: H0511  
600062925  
Ticket-Nr.: 42009566  
EX: 01/25/16 10:53  
Total: \$ 108.00  
Validations: \$ 0.00

AMEX  
XXXXXXXXXXXX3007  
\$108.00  
529228

**Expense Report**  
**Transportation Economics & Management Systems, Inc.**

**Name:** Alex Metcalf  
**Travel Date(s):** February 8-11, 2016  
**Destination:** Fort Bend County, Texas  
**Job Number / Name:** 436 Fort Bend - SH36A Follow-Up  
**Purpose of Trip:** Presentation to Fort Bend Economic Development Commission

Receipt Number	Date	Cost by Item	Vendor	Description	Account Code (For Admin Use)
---	02/08/16	\$ 32.40	Mileage from 50 Carroll Creek Frederick, MD to BWI Airport	60 miles @ 0.54	4520
1	02/08/16	\$ 647.96	Southwest Airlines	Airfare	4520
2	02/08/16	\$ 75.35	Houston Yellow Cab	Taxi from Houston Airport to Marriott Courtyard	4520
---	02/08/16	\$ 36.00	Meal Allowance	-----	4520
---	02/09/16	\$ 36.00	Meal Allowance	-----	4520
---	02/10/16	\$ 36.00	Meal Allowance	-----	4520
3	02/11/16	\$ 472.71	Courtyard Marriott	Hotel	4520
---	02/11/16	\$ 36.00	Meal Allowance	-----	4520
4	02/11/16	\$ 65.00	Houston Yellow Cab	Cab from Marriott Courtyard to Houston Airport	4520
5	02/11/16	\$ 68.00	BWI Airport	Airport Parking - 02/08-11/16	4520
---	02/11/16	\$ 32.40	Mileage from BWI Airport to 50 Carroll Creek, Frederick, MD	60 miles @ 0.54	4520

**Total Expenses: \$ 1,537.82**

4520 / 436 \$ 1,537.82

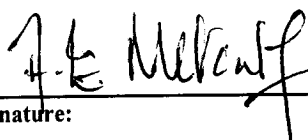
**Remarks:**

Meal Allowances \$36/day or \$18/day if depart > 2 pm  
or return before 12 pm

Time of Departure 12:00 PM

Time of Return 2:30 PM

I certify the above is true and in compliance with Company policies.

  
Signature: \_\_\_\_\_

February 18, 2016  
Date: \_\_\_\_\_

#1 (1 of 2)

Español



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Thank you for your purchase!



Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU

New Purchases in Trip

**Air**

Confirmation #RGF5QJ

Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU  
Monday, February 8, 2016 - Thursday, February 11, 2016

Air Total: \$647.96

Amount Paid  
\$647.96

Trip Total  
\$647.96

FEB 8  
MON 02/09/16 - Houston

New purchases added to your trip.

**AIR**

Baltimore/Washington, MD - BWI to Houston (Hobby), TX - HOU  
02/08/2016 - 02/11/2016

Confirmation #  
**RGF5QJ**

Adult Passenger(s)  
ALEXANDER METCALF

Rapid Rewards #  
00000019116403

Subscribe to Flight Status Messaging

Travel Date	Flight Segments		Flight Summary
DEPART FEB 8 MON	02:50 PM	Depart Baltimore/Washington, MD (BWI) on Southwest Airlines	Monday, February 8, 2016  Travel Time 3 h 45 m (Nonstop) Anytime
	05:35 PM	Arrive in Houston (Hobby), TX (HOU)	
RETURN FEB 11 THU	08:35 AM	Depart Houston (Hobby), TX (HOU) on Southwest Airlines	Thursday, February 11, 2016  Travel Time 2 h 50 m (Nonstop) Wanna Get Away
	12:25 PM	Arrive in Baltimore/Washington, MD (BWI)	

Feb 8

Feb 11

What you need to know to travel:

#1 (2 of 2)

**Check-In:** Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

**No Show Policy:** If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

**PRICE: ADULT**

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity
<b>Depart</b>	BWI-HOU	<b>Anytime Great Flexibility</b>	<ul style="list-style-type: none"> <li>Fully Refundable</li> <li>Same-Day Changes</li> <li>No Change Fees</li> </ul>	1
<b>Return</b>	HOU-BWI	<b>Wanna Get Away Excelsior Value</b>	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable unless purchased with Points</li> </ul>	1

Enroll in Rapid Rewards and earn at least 5393 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

**Subtotal** **\$647.96**  
Fare Breakdown

Carry-on Items: 1 bag + 1 small personal item are free, see full details.  
Checked Items: First and second bags are free, size and weight limits apply.

**Bag Charge** \$0.00

**Air Total:**  
**\$647.96**

**Gov't taxes & fees now included**

**Purchaser Name** Alexander Metcalf      **Billing Address** 114 W. Church Street  
Frederick, MD US 21701

Form of Payment	Amount Applied
American Express - XXXXXXXXXXXX-3007	<b>\$420.00</b>
Travel Funds - RGF5QJ - 7866	<b>\$227.96</b>
<b>Original Balance</b>	<b>\$227.96</b>
<b>Applied</b>	<b>\$227.96</b>
<b>Remaining</b>	<b>\$0.00</b>

**Amount Paid**  
**\$647.96**

**Trip Total**  
**\$647.96**

#2

Houston Yellow Cab  
1406 Hays St  
Houston, TX 77009  
713-236-1111

Cab# 1726  
Driver# 34786  
Hail# 27407974  
From: Hobby Area  
8-Feb-16 18:09  
To: Stafford  
8-Feb-16 18:45  
Card #: ?3007  
Card Type: AMEX  
Status: Approved  
Transaction #: 1366760040  
Authorization : 519148  
Captured On: 8-Feb-16 19:47:20  
Captured: \$75.35  
Fare \$75.35  
\*\*\*\*\*

\*\*\* Customer Copy \*\*\*  
8-Feb-16 18:47



Courtyard Houston Sugar Land

#3

12655 Southwest Freeway  
Stafford Tx 77477  
T 281.491.7700

A. Metcalf

Room: 232

Room Type: DBDB

Number of Guests: 1

Rate: \$139.95

Clerk:

Arrive: 08Feb16

Time: 06:50PM

Depart: 11Feb16

Time:

Folio Number: 58408

Date	Description	Charges	Credits
08Feb16	Restaurant Room Charge	37.00	Rest
08Feb16	Room Charge	139.95	Hotel
08Feb16	Room Tax	8.40	
08Feb16	City Tax	8.40	
08Feb16	State Cost - Recovery Fee	0.82	
09Feb16	Restaurant Room Charge	20.00	Rest
09Feb16	Restaurant Room Charge	35.00	
09Feb16	Room Charge	139.95	Hotel
09Feb16	Room Tax	8.40	
09Feb16	City Tax	8.40	
09Feb16	State Cost - Recovery Fee	0.82	
10Feb16	Room Charge	139.95	Hotel
10Feb16	Room Tax	8.40	
10Feb16	City Tax	8.40	
10Feb16	State Cost - Recovery Fee	0.82	
11Feb16	American Express		564.71

Card #: XXXXXXXXXXXXXXX3007/XXXX  
Amount: 564.71 Auth: 129805 Signature on File  
This card was electronically swiped on 08Feb16

Balance: 0.00

Rewards Account # XXXXX1947. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Texas law imposes a margin tax on each company conducting business in Texas, including the Hotel Owner. To recover the cost of the margin tax, guest room rates are subject to a "State Cost-Recovery Fee" (currently 0.525% of the room rate, plus the applicable state and local taxes). Although the fee is not a government mandated charge, the state allows this charge to be passed on to the customer.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

Hotel 472.71 (50157.57)

Rest 93.00 (Non-Billable)

#4

#5

Houston Yellow Cab  
1406 Hays St  
Houston, TX 77009  
713-236-1111

Cab# 102  
Driver# 27349  
Trip# 27446536  
Name: Alexander  
From: 12655 Southwest Fwy  
Stafford  
11-Feb-16 05:43  
To: Hobby 499  
11-Feb-16 06:13  
Card #: 73007  
Card Type: AMEX  
Status: Approved  
Transaction #: 1369911207  
Authorization : 550360  
Captured On: 11-Feb-16 07:14:09  
Captured: \$65.00  
Fare \$65.00

\*\*\*\*\*

\*\*\* Customer Copy \*\*\*  
11-Feb-16 06:14

SP Plus Parking @ BWI  
Hourly Garage

Receipt Number H0111600104078  
Ticket No 50201803  
In 02/08/2016 13:03  
Out 02/11/2016 13:06  
Duration 3,00.03

Transient Parker \$ 68.00  
Total: \$ 68.00  
Validations \$ 0.00  
Balance Due: \$ 68.00  
Custom Tax \$ 2.40  
Credit Card \$ 68.00  
Change \$ 0.00