

**Document Header Information**

Document Type:	Voucher	Document Name:	VCH18090373
Travel Authorization Number:	1018O1176	Trip Name:	West Palm Beach, FL - Meeting w/ASECVA and site visits
TA Date:	04/23/18	Currency:	USD
Organization:	VAVACO 101 OFFICE OF THE SECRETARY	Current Status:	PAID
Purpose:	SITE VISIT	Document Detail:	West Palm Beach, FL - Meeting w/ASECVA and site visits
Type Code:	REGULAR TDY		

**Traveler Profile**

Name:	O'ROURKE, PETER Michael	ID:	(b) (6)
TID:	(b) (6)	Organization:	VAVACO 101 OFFICE OF THE SECRETARY
Title:	Chief of Staff	Duty Station:	
Security Cl:		Card:	IBA HLDR NON EXEMPT
Office Address:	810 Vermont Ave NW  Washington, DC 20420	EMAIL:	Peter.ORourke@va.gov
Office Phone:	202823 (b) (6)	Cell Phone:	
Home Address:	(b) (6)	Home Phone:	
Alternate Address:		Alternate Phone:	

**Document Information**

Trip Number: 1  
Purpose: West Palm Beach, FL - Meeting w/ASECVA and site visits

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
04/19/18	04/20/18	WEST PALM BEACH, FL	SITE VISIT	195.00 / 59.00

**Document Totals**

Total Expenses:	1,029.67
Reimbursable Expenses:	549.28
Non-Reimbursable Expenses:	480.39
Advance Applied:	.00
Net to Traveler:	.00
Net to Government:	480.39
Pay to Charge Card:	549.28

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	465.64	.00
Lodging-Per Diem	397.27	.00
M&IE-Per Diem	73.50	.00
Misc Expense	78.51	.00
Transxn Fees	14.75	.00
Total Expenses:	1,029.67	.00

**Trip 1 Details****Expenses**

Trip#: 1	Total Non-Per Diem Expenses:	582.17	Total Per Diem Expenses:	447.50	
Date	Description	Category	Cost	Pay Method	Per Diem
04/19/2018	Airline Flight	Com. Carrier	465.64	CBA	
04/19/2018	Lodging	Lodging-Per Diem	195.00	IBA	*
04/19/2018	Lodging	Lodging-Per Diem	179.00	IBA	*
Comment:	This hotel was canceled late.				

04/19/2018	Hotel Taxes	Lodging-Per Diem	23.27	IBA					
04/19/2018	M&IE	M&IE-Per Diem	44.25	IBA					*
04/19/2018	Taxi	Misc Expense	22.67	IBA					
04/20/2018	M&IE	M&IE-Per Diem	29.25	IBA					*
04/20/2018	Taxi	Misc Expense	55.84	IBA					
04/23/2018	TDY Voucher Fee	Transxn Fees	14.75	CBA					
<b>Per Diem Allowances</b>									
Trip#: 1		Total Per Diem Allowances:			447.50				
Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B	L	D	Conf%
04/19/2018	195.00/ 59.00	374.00	374.00	44.25	44.25				
04/20/2018	195.00/ 59.00	0.00	0.00	29.25	29.25			X	

### Account Summary for the Selected Trip

Org: VAVACO 101 OFFICE OF THE SECRETARY	Label: VAVACO 101 OSVA	Acct Code: 000000A0011010004 0142A1101 18/2172	1,029.67
Expense Category: Com. Carrier	Fiscal Year: 2018	Amount: 465.64	
Expense Category: Lodging-Per Diem	Fiscal Year: 2018	Amount: 397.27	
Expense Category: M&IE-Per Diem	Fiscal Year: 2018	Amount: 73.50	
Expense Category: Misc Expense	Fiscal Year: 2018	Amount: 78.51	
Expense Category: Transxn Fees	Fiscal Year: 2018	Amount: 14.75	
Total:			1,029.67

### Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA	000000A0011010004 0142A1101 18/2172	CBA	480.39
VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA	000000A0011010004 0142A1101 18/2172	IBA	549.28

### Totals by Label

VAVACO 101 OFFICE OF THE SECRETARY	VAVACO 101 OSVA Total	000000A0011010004 0142A1101 18/2172	1,029.67
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### Totals by Payment Method

CBA Total	480.39
IBA Total	549.28

### Attachments

Attachments Exist

### Receipt Checklist

Date	Description	Cost
04/19/18	AIR Airline Flight	\$465.64
04/19/18	Lodging	\$195.00
04/19/18	Lodging	\$179.00
04/19/18	Hotel Taxes	\$23.27
04/19/18	Taxi	\$22.67
04/20/18	Taxi	\$55.84

### Audits

Audit Name	Result	Reason
ACTUAL NECESSARY 300 PERCENT	FAIL	Lodging actuals percentage between 150 and 900 Please ensure Approved Memorandum from Under Secretary of Your Administration or Deputy Secretary of Finance (for Staff Offices) is included in uploaded documentation. See VA Financial Policy Volume XIV - Travel, Chapter 2, Appendix F: Requesting 300 Percent Actual Expense, for more information.
ACTUALS EXIST	FAIL	Traveler Lodging was changed to a different hotel, Mar-a-Lago. The original hotel the Holiday Inn was canceled late on the same day as check in. The Holiday Inn charged one nights stay and taxes. Justification: LODGING ACTUALS EXIST Justification for actual expense must be included with this document.
	FAIL	Traveler Lodging was changed to a different hotel, Mar-a-Lago. The original hotel the Holiday Inn was canceled late on the same day as check in. The Holiday Inn charged one nights stay and taxes. Justification: same day as check in. The Holiday Inn charged one nights stay and taxes.

**Document History 07/19/2018 Voucher: VCH18090373**

**Copyright 1989-2009 Concur Government Edition: Concur Inc. O'ROURKE, PETER Michael.** (b) (6)

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	04/23/2018	5:18AMEST	(b) (6)	
SIGNED	06/07/2018	11:29AMEST	O'ROURKE, PETER Michael	
CERTIFIED	06/07/2018	12:29PMEST	(b) (6)	
REVIEWED	06/07/2018	12:41PMEST	(b) (6)	
COMPLETE	06/07/2018	12:50PMEST	(b) (6)	
PENDING	06/07/2018	12:50PMEST	SYSUTILITY	
PAID	06/07/2018	12:51PMEST	User1, EAI	

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

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**SIGNED DATE**

**Document Signatures**

Traveler/Preparer Name: \_\_\_\_\_  
Traveler/Preparer Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approver Name: \_\_\_\_\_  
Approver Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



The Mar-a-Lago Club  
1100 South Ocean Blvd.  
Palm Beach, FL  
33480

Telephone: 561-832-2600 Fax: 561-655-2490

Peter O'Rourke

2000 South Ocean Blvd.409-N  
Palm Beach, FL  
33480

Reservation 014939  
Checked in Thu April 19, 2018 - 12:30pm  
Checked out Fri April 20, 2018 - 12:36pm  
Room Rate 0.00  
Room 2035  
Page 1

Date	Description	Reference	Charges	Credits
Apr20	Room Rate		195.00	
Apr20	Sales Tax		13.65	
Apr20	Transient Tax		11.70	
Apr20	Sales Tax	tax exempt	-13.65	
Apr20	Transient Tax	tax exempt	-11.70	
Apr20	Visa	***** (b) (6), (b) (6)		195.00
	Total Outstanding	0.00	195.00	195.00

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

Duluth Travel, Inc.  
 2860 Peachtree Ind. Blvd., Suite 1000  
 Duluth, GA 30097  
 Phone: (770) 813-9895 Fax: (770) 813-8303

Monday, 16APR 2018 10:17 AM EDT

**Passengers: PETER OROURKE (101801176/101801176)**

Agency Reference Number: 2JVMH2

Click here to view your current itinerary or ETicket receipt on-line: (b) (4), (b) (6), (b) (5)

<b>AIR</b>	<b>Thursday, 19APR 2018</b>	
<b>American Airlines</b> <b>From:</b> Washington Reagan Natl DC, USA <b>To:</b> West Palm Beach FL, USA Stops: Nonstop  Equipment: Airbus Jet DEPARTS DCA TERMINAL C Frequent Flyer Number: (b) (6) <b>American Airlines Confirmation number is IQQGBQ</b>		<b>Flight Number:</b> 0632 <b>Class:</b> G-Coach/Economy  <b>Depart:</b> 01:45 PM <b>Arrive:</b> 04:22 PM Duration: 2 hour(s) 37 minute(s) Status: CONFIRMED MEAL: FOOD FOR PURCHASE  Miles: 861 / 1378 KM

<b>HOTEL</b>	<b>Thursday, 19APR 2018</b>	
<a href="#">Holiday INN Airport Conf CTR (HOLIDAY INN)</a> 1301 Belvedere RD West Palm Beach FL 33405  <b>Number of Rooms:</b> 1 <b>Phone:</b> 1-561-6593880 <b>Rate:</b> USD 179.00 <b>Check Out:</b> Friday, 20APR 2018 Room Type: TDBN523A		<b>Confirmation Number:</b> 66393023 Fax: 1-561-8339218 Room GUARANTEED TO VISA <b>Reserved For:</b> OROURKE PETER
Guaranteed to: VI***** (b) (6) Hotel cancellation policy: CXL AFTER 1800 18APR FORFEIT ONE NITE STAY Approximate total: TTL-202.27 USD/BAS 179.00/TAX 13PCT		

<b>AIR</b>	<b>Friday, 20APR 2018</b>	
<b>American Airlines</b> <b>From:</b> West Palm Beach FL, USA <b>To:</b> Washington Reagan Natl DC, USA Stops: Nonstop  Equipment: Airbus Jet ARRIVES DCA TERMINAL C Frequent Flyer Number: (b) (6) <b>American Airlines Confirmation number is IQQGBQ</b>		<b>Flight Number:</b> 0632 <b>Class:</b> G-Coach/Economy  <b>Depart:</b> 05:35 PM <b>Arrive:</b> 08:02 PM Duration: 2 hour(s) 27 minute(s) Status: CONFIRMED MEAL: FOOD FOR PURCHASE  Miles: 861 / 1378 KM

**Ticket/Invoice Information**

Ticket for: PETER OROURKE  
 Date issued: 04/16/2018 Invoice nbr: 573833  
 Ticket Nbr: 0017100992434 Electronic Tkt: Yes Amount: (b) (4) USD  
 Form of Payment: VI\*\*\*\*\* (b) (6), (b) (5)

Service Fee: PETER OROURKE  
Date issued: 04/16/2018 Invoice Nbr: 573833  
Document Nbr: 8900741049030 Amount: (b) (4) USD  
Form of Payment: VI\*\*\*\*\* (b) (6), (b) (5)

Base Fare: 357.20  
Tax: (b) (4)  
Air Fare: (b) (4)  
Total Air Fare: (b) (4)  
Service Fee: (b) (4)  
Total Invoiced: 465.64

**Click here 24 hours in advance to obtain boarding passes:**  
[American](#)

**Click here to review Baggage policies and guidelines:**  
[American](#)

ZPIZAMERICAN AIR TICKET WAS CHARGED TO VI XXXXXXXXXXXX (b) (6), (b) (5)  
ZPIZAMERICAN AIR ELECTRONIC TICKET NUMBER IS 0017100992434  
ZPIZINVOICE NUMBER IS 573833  
ZPIZSERVICE FEE\*\*\*\*\* (b) (4)  
ZPIZTICKETED FARE\*\*\*\*\* (b) (4)  
ZPIZTOTAL CHARGE\*\*\*\*\*\$465.64  
CB/CGBILLING/ATRS/2018-04-16T15.15.00Z  
\*\*\*\*\*

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.  
\*\*\*\*\*

SEATS WILL BE ASSIGNED AT CHECK IN  
1018O1176

\*\*For travel agent assistance and emergencies, please call 1-877-813-5900.  
Your TMC Code is "11T" Duluth Travel  
\*\*\*\*\*

Normal business hours are from 7am to 10pm EST. Mon-Fri  
Except weekends and Federal holidays  
\*\*\*\*\*

All ticketed itinerary changes are \$ (b) (4)  
\*\*\*\*\*

**ALEXANDRIA UNION CAB**  
**(703)683-1200 - 24 Hr. Dispatch Service**

FROM DCA  
TO home  
DATE 4/20/18 FARES 55.84  
54.92  
DRIVER'S NAME \_\_\_\_\_ CAB# \_\_\_\_\_

*By Request, We Accept*



**Each Cab Independently Owned & Operated**

**From:** (b) (6)  
**To:** (b) (6); [Hayes-Byrd, Jacquelyn](mailto:Hayes-Byrd, Jacquelyn)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th  
**Date:** Friday, May 18, 2018 2:45:35 PM

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(b) (6)

Thanks for attempting to get the fee waived again. You have done due diligence for us. I spoke with Jacquie who explained that he was redirected by a White House task after the 24-hour cancellation period. Is this enough justification to add this expense to his voucher or do I need to provide more detail?

Thanks,

(b) (6)

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**From:** (b) (6)  
**Sent:** Tuesday, May 15, 2018 10:13 AM  
**To:** Hayes-Byrd, Jacquelyn <[Jacquelyn.Hayes-Byrd@va.gov](mailto:Jacquelyn.Hayes-Byrd@va.gov)>  
**Cc:** (b) (6) @va.gov; (b) (6) @va.gov  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

Jacquie,

It has been about a month since the COSVA traveled to West Palm Beach, FL. His voucher is supposed to be signed within 5 days of returning.

Can you justify the payment of the late hotel cancellation fee of \$202.27 that was charged to his gov't card while in WPB, FL. I need an approval and justification to enter into his voucher for payment. If not, it will not be reimbursed to this gov't card and he will have to pay for it out of pocket.

(b) (6)

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**From:** (b) (6)  
**Sent:** Thursday, May 10, 2018 7:16 AM  
**To:** Hayes-Byrd, Jacquelyn  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

Good morning Jacquie,

Any word on this approval for the COSVA?

(b) (6)

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**From:** (b) (6)

**Sent:** Tuesday, May 01, 2018 9:32 AM  
**To:** Hayes-Byrd, Jacquelyn  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

Need approval that the late cancellation was mission related in order for it to be paid for out of the OSVA travel budget.

The Hotel cancellation policy: CXL AFTER 1800 18APR FORFEIT ONE NITE STAY, had to be canceled by 6pm on April 18th 24hr in advance to check in on April 19th. (b) (6) was told on April 19th to cancel the hotel which was on the day of check in and not 24hrs in advance.

(b) (6)

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**From:** Hayes-Byrd, Jacquelyn  
**Sent:** Tuesday, May 01, 2018 9:27 AM  
**To:** (b) (6)  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

What am I approving?

Sent with Good ([www.good.com](http://www.good.com))

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**From:** (b) (6)  
**Sent:** Tuesday, May 01, 2018 6:24:35 AM  
**To:** Hayes-Byrd, Jacquelyn  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

(b) (6)

Just wanted to follow up on this approval?

(b) (6)

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**From:** (b) (6)  
**Sent:** Thursday, April 26, 2018 2:16 PM  
**To:** Hayes-Byrd, Jacquelyn  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

(b) (6)

I'm not sure why my iPhone number is being picked up by (b) (6). I just recorded a new message with my voice, so I hope that fixes the problem.

The canceled reservation was for last week. The Hotel cancellation policy: CXL AFTER 1800 18APR FORFEIT ONE NITE STAY, had to be canceled by 6pm on April 18<sup>th</sup> 24hr in advance to check in on April 19<sup>th</sup>. (b) (6) was told on April 19<sup>th</sup> to cancel the hotel which was on the day of check in.

I attached the itinerary that has the hotel cancelation policy and the hotel receipt charging for the one night.

(b) (6)

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**From:** Hayes-Byrd, Jacquelyn  
**Sent:** Thursday, April 26, 2018 1:58 PM  
**To:** (b) (6)  
**Cc:** (b) (6)  
**Subject:** RE: Approval - Late cancellation for hotel West Palm Beach, FL April 20th

(b) (6)

Your number below is still being picked up by (b) (6)  
If this is for the Chief last week, I asked (b) (6) to cancel the reservation in plenty of time. Please ask him.

The Chief should not have to pay for this cancellation.

Thanks,

Jacquie

**Jacquelyn Hayes-Byrd, Deputy Chief of Staff**  
**US Department of Veterans Affairs**

[Jacquelyn.Hayes-Byrd@va.gov](mailto:Jacquelyn.Hayes-Byrd@va.gov)

**Office:** 202-461-(b) (6)

**Cell:** 202-817-(b) (6)

---

**From:** (b) (6)  
**Sent:** Thursday, April 26, 2018 10:29 AM  
**To:** Hayes-Byrd, Jacquelyn  
**Cc:** (b) (6)  
**Subject:** Approval - Late cancellation for hotel West Palm Beach, FL April 20th

Jacquie,

The COSVA's hotel in West Palm Beach, FL was canceled the day of check in on April 20<sup>th</sup>, which resulted in being charged a one night's stay and taxes for the late cancelation at the Holiday Inn. Below is a paragraph from the VA reg. on canceled hotels. If the cancelation was due to supporting the mission then it should be ok to reimburse but would need this approved.

**Volume XIV – Chapter 2. Pg 15**

D. VA must not reimburse the traveler any expenses incurred for failure to cancel a reservation in a timely manner, or check out of lodging by the posted checkout time for reasons within their control. However, if VA cancels the travel or requests that the traveler return to the official station and the traveler incurs lodging expense for that day (e.g. cancellation period has elapsed or results in late checkout), or the expense may be claimed as a miscellaneous travel expense (FTR §301-11.16), and document the justification. If cancellation is for personal reasons outside of the traveler's control, the Approving Official must determine if the miscellaneous expense may be authorized.

v/r (b) (6)

(b) (6), MATS  
Special Assistant, Army Veteran (Ret.)  
Office of the Secretary  
U.S. Department of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20420  
(202) 461-(b) (6) Office  
(202) 281-(b) (6) BB

*"What comes out of the mouth reflects the heart" (Matt 15:18)*



04-24-18

<b>Peter Orouke</b>	Folio No. :	<b>372806</b>	Cashier No. :	<b>178</b>	Room No. :	
	A/R Number :				Arrival :	<b>04-19-18</b>
	Group Code :				Departure :	<b>04-20-18</b>
	Company :				Conf. No. :	<b>66393023</b>
	Membership No. :				Rate Code :	<b>IMGOV</b>
	Invoice No. :				Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
04-20-18	Cancel Penalty SAME DAY CXL	179.00	
04-20-18	Sales Tax	12.53	
04-20-18	Occupancy Tax	10.74	
04-20-18	Visa XXXXXXXXXXXXX (b) (6), (b) (5)		202.27
<b>Total</b>		<b>202.27</b>	<b>202.27</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

238043014900001

### Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type
04/19/2018	04/20/2018	81273	4789	TRANSPORTATION SERVICES	YELLOW CAB WPB	FL	330114512	\$ 22.67	Posted
04/20/2018	04/23/2018	81265	7011	OTHER HOTELS	MAR-A-LAGO CLUB	FL	650567671	195.00	Posted
04/20/2018	04/23/2018	81265	3501	HOLIDAY INNS	HOLIDAY INN PALM BEACH A	FL	650490811	202.27	Posted
04/20/2018	04/23/2018	81273	4121	TAXICABS AND LIMOUSINES	SQ TAXI	VA	800429876	55.84	Posted