





Name: John Keating Legal name as it appears on DL (for booking flights) D.O.B.: Required for booking flights Destination: Boston, Massachusetts Departure Date: 07/07/19 Return Date: 07/28/19 Return Date: 07/28/19 Return Date: 07/28/19 Requested During Trip Prepaid or Estimate Requested Expenses Billed Air Fare: Check if you want Purchasing to book flight Parking Fees Taxib, bus, other transportation Car Rental: Check if you want Purchasing to book rental car Registration Legay City AMEX Reimb, Employee Meals/Per Diem (Complete Table below) Lodging Prepay (Include current W-9 from hotel) TOTALS Expenses incurred by employee: Plus Prepaid or Billed: 0.00 Receipts and other supporting data must be attached, if payment is due the City, please attach payment at time of submission of form after trip is complete. Director's Signature (Before Trip) Meal Per Diem Breakdown Date Amount Legas (Subtracted from expenses incurred) Less travel advance (subtracted from expenses incurred) Lest of the City business and are true and correct to the best of my knowledge. Employee Signature (Before Trip) Meal Per Diem Breakdown Date Amount Legas (Subtracted from expenses outlined above were incurred by me in the conducting of city business and are true and correct to the best of my knowledge. Employee Signature (After Trip) Approved for Payment	Date:	09/10/19		-Care	nt No.	this to	witton our
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400 Soldiers Field Road, Boston, Massachusetts, 02134-1893, USA +1-617-783-0090

John Keating, you're eligible for an upgrade!

Premium rooms can be offered at check-in for as little as \$10 extra per night!

<u>Upgrade</u>

Hotel

DoubleTree Suites by Hilton Hotel Boston - Cambridge 400 Soldiers Field Road Boston, Massachusetts 02134-1893 USA

Total for stay:

Phone: +1-617-783-0090

Maps and directions, Local guide

Room and Plan Selection

RIVER VIEW KING SUITE WITH SEPARATE BEDROOM HARVARD UNIVERSITY Price: \$205.70 Taxes: \$29.72

DETAILS

Stay Information

Arrival: Departure: Sunday, 07 Jul 2019 Monday, 08 Jul 2019

1 room for 1 night

1 adult

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 3:00 pm and check-out is at 12:00 pm.

Guest Information

Guest name:

John Keating

Additional Guests:

Address type:

Home

Address: Email:

(USD)

\$235.42

On file On file

Phone:

On file

Payment Information

Card type: Card number: MasterCard *********8233

Expiration:

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Amount

AADVANTAGE® MILES EARNED THIS PERIOD:



34,119

Purchase	33,198
Bonus	921

Accumulated This Period

34,119

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