

Hypothetical Two – Dr. Sanchez

Dr. Sanchez attends a conference in Australia. When she returns she submits a reimbursement request with the business purpose below and asks you to charge her grant for the trip.

- Would you approve this reimbursement request? If so, why? If not, why not?
- If you approve it, what would you include with the documentation?
- Could Dr. Sanchez charge the grant for the cost of the more expensive ticket?

Business Purpose provided by Dr. Sanchez

Attended the 26th International Conference on World Wide Web (WWW 2017) in Perth, Australia, to present the paper that describes our work in the [REDACTED]

[REDACTED]
[REDACTED] (April 8-17 was personal time)

26TH INTERNATIONAL WORLD WIDE WEB CONFERENCE, 2017

3-7 April, 2017

The 2017 World
Wide Web
conference will be
held on the sunny
shores of Perth,
Western Australia.

*Dates & Location
Reference*

NEWS

11 April 2017

**WWW2017 ATTENDEES SURVEY NOW OPEN – WIN A PASS
TO WWW2018!**

WWW2017 in Perth has finished and we are now seeking
feedback from delegates on their experience at the
conference.



Receipt

ABN: :41 602 630 160
in the name of W3 Events Pty Ltd

26TH INTERNATIONAL WORLD WIDE WEB CONFERENCE 2017

[Redacted]
[Redacted]
United States

Receipt Number:	WWW [Redacted]
Receipt Date:	Mar 10, 2017
Reference:	3233

Details	Total (AUD)
Full Registration Regular 5-day pass	1,700.00

Payment Details

Amount:	1700.00
Payment Type:	[Redacted]
Description:	Online credit card payment
Authorization:	[Redacted]
Gateway Receipt Number:	[Redacted]

WWW 2017 Conference Managed by:



Perth, Western Australia
 47 Hampden Road
 Nedlands 6009
 Telephone: +61 8 9389 1488
 info@encanta.com.au
 www.encanta.com.au

Melbourne, Victoria
 Suite 614, St Kilda Road Towers
 1 Queens Road, Melbourne 3004
 Telephone +61 3 9863 7608
 info@encanta.com.au
 www.encanta.com.au

From: [REDACTED]
Subject: Fwd: Orbitz travel confirmation - Mar 31 - (Itinerary # [REDACTED])
Date: March 10, 2017 at 12:27 AM
To: [REDACTED]

Flight to WWW-2017 in Perth, Australia. Please charge to [REDACTED]

----- Forwarded Message -----

Subject: Orbitz travel confirmation - Mar 31 - (Itinerary # [REDACTED])
Date: Fri, 10 Mar 2017 03:16:59 -0500 (EST)
From: Orbitz <support@mailor.orbitz.com>
Reply-To: support@mailor.orbitz.com
To: [REDACTED]



Thanks!

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Perth

Mar 31, 2017 - Apr 18, 2017

Because you booked a flight, you qualify for up to 55% off Perth hotels.

Expires Mon, March 20

[See hotels](#)

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)

Or get the free app:



Before you go

- **E-ticket:** This email can be used as an E-ticket.
- All passengers traveling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page .
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

Contact the airline to confirm:

- specific seat assignments
- special meals
- frequent flyer point awards
- special assistance requests

Flight overview



Travel dates

Mar 31, 2017 - Apr 18, 2017

Itinerary

[REDACTED]

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Confirmation

[REDACTED] (Delta)

Booking ID

Ticket #

Change or cancel this reservation

✕ Departure Fri, Mar 31

Delta 6794 operated by VIRGIN AUSTRALIA

Los Angeles (LAX)

11:50PM

Terminal: 3



Brisbane (BNE)

6:50AM +1 day

Terminal: I

Arrives on Apr 2, 2017



Cabin: Economy / Coach (U)

14h duration

⌚ 1h 50m stop **Brisbane (BNE)**

Delta 7291 operated by VIRGIN AUSTRALIA

Brisbane (BNE)

8:40AM

Terminal: D



Perth (PER)

12:25PM

Terminal: 1

Cabin: Economy / Coach (U)

5h 45m duration

Total Duration

21h 35m

✕ Return Tue, Apr 18

Delta 40

Sydney (SYD)

11:05AM

Terminal: 1



Los Angeles (LAX)

7:55AM

Terminal: 5

Cabin: Economy / Coach (U)

13h 50m duration

Total Duration


13h 50m

Traveler(s)

[REDACTED]
[REDACTED]

Frequent flyer and special assistance requests should be confirmed directly with the airline.

Price summary

 ORBITZ REWARDS

Traveler 1: Adult	\$1,644.25	\$32.88 in Orbucks for this trip
Flight	\$1,490.00	
Taxes & Fees	\$154.25	
<hr/> Subtotal	<hr/> \$1,644.25	
Total	\$1,644.25	

All prices are quoted in USD.

Travel protection

You have not purchased the travel protection plan.

Additional information

Additional fees

The airline may charge additional fees for checked baggage or other optional services.

Please read the complete penalty rules for changes and cancellations applicable to this fare.

Tickets are nonrefundable, nontransferable and name changes are not allowed.



Receipt for Perth

Mar 31, 2017 - Apr 18, 2017

Itinerary # [REDACTED]

Booked Items

Flight: Los Angeles (LAX) to Perth (PER)

Depart: 3/31/2017 | Return: 4/18/2017 ,1 ticket

Traveler Information

* [REDACTED] - Adult

Ticket # [REDACTED]

Cost Summary

Booked Date: Mar 10, 2017

Traveler 1: Adult	\$1,644.25
Flight	\$1,490.00
Taxes & Fees	\$154.25

Total: **\$1,644.25**

Paid: **\$1,644.25**
[REDACTED]
All prices quoted in US dollars.



Reference Quote for Round Trip

Fwd: flight comparison for trip to WWW 2017
1 message

Tue, May 16, 2017 at 11

Begin forwarded message:

From: [Redacted]
Subject: flight comparison for trip to WWW 2017
Date: March 12, 2017 at 11:11:11 AM PDT

As comparison for the trip to WWW 2017 in Perth Australia. My flight was \$1,644.25, but I'm staying some extra days. A the cheapest round-trip flight in an American carrier for strictly the duration of the conference is \$1690, as seen in the attached screenshot.

Thanks,



LAX to PER Flights | Orbitz | WWW2017 Perth

Price (Lowest) v

Save up to \$201 when you book your Flight and Hotel together. Shop Flight + Hotel

Stops	From:						
1 Stop (74)	\$1,359						
2+ Stops (24)	\$1,832						

Airlines included

Airlines included	From:						
Star Alliance (11)	\$1,407		11:00p - 1:10p +2	23h 10m	1 stop		
OneWorld (50)	\$1,359						
SkyTeam (10)	\$1,750						
Qantas Airways (44)	\$1,359						
Virgin Australia (25)	\$1,653						
<input checked="" type="checkbox"/> United (9)	\$1,971						
<input checked="" type="checkbox"/> Cathay Pacific (8)	\$1,858						
<input checked="" type="checkbox"/> Delta (8)	\$1,760		11:50p - 12:25p +2	21h 35m	1 stop		
<input checked="" type="checkbox"/> American Airlines (4)	\$1,691						
<input checked="" type="checkbox"/> Singapore Airlines (4)	\$1,832						

Flight details and baggage fees: Very Good Flight (8.3 out of 10)

Flight details and baggage fees	Very Good Flight	Price	Details
	11:00p - 1:10p +2	\$1,690.34	American Airlines LAX - PER 2h 55m in SYD American Airline: 7298 operated by Qantas Airways
	11:50p - 12:25p +2	\$1,759.79	Delta LAX - PER 1h 50m in BNE Delta 6794 and 7291 operated by Virgin Australia
	11:50p - 12:25p +2	\$1,759.79	Multiple Airlines LAX - PER 1h 50m in BNE Delta 6794 operated by Virgin Australia
	10:49p - 11:55a +2	\$1,763.43	Multiple Airlines LAX - PER 1h 50m in SYD

Departure time - Los Angeles

- Early Morning (12:00a - 4:59a)
- Morning (5:00a - 11:59a)
- Afternoon (12:00p - 5:59p)
- Evening (6:00p - 11:59p)

Connection time

- Under 1 hour (1)
- 1-2 hours (20)
- 2-4 hours (36)

Per Diem Rates

Excel Versions of Per Diem

Allowance Rates

Allowances By Location

Allowances By Type

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Per Diem

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Organization Chart

Office of Allowances

Select by Location
Select by Allowance Type
Printer Friendly 

Foreign Per Diem Rates In U.S. Dollars

Country: **AUSTRALIA**
Publication Date: **05/01/2017**

Previous Rates: 05/01/2017

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRALIA	Adelaide	01/01	12/31	160	132	292	N/A	03/01/2017
AUSTRALIA	Bendigo	01/01	12/31	282	133	415	N/A	03/01/2017
AUSTRALIA	Brisbane	01/01	12/31	172	106	278	N/A	03/01/2017
AUSTRALIA	Broome	01/01	12/31	317	137	454	N/A	03/01/2017
AUSTRALIA	Cairns	01/01	12/31	139	109	248	N/A	03/01/2017
AUSTRALIA	Canberra	01/01	12/31	168	133	301	N/A	03/01/2017
AUSTRALIA	Darwin, Northern Territory	01/01	12/31	219	133	352	N/A	03/01/2017
AUSTRALIA	Exmouth	01/01	12/31	179	124	303	N/A	03/01/2017
AUSTRALIA	Fremantle	01/01	12/31	194	113	307	N/A	03/01/2017
AUSTRALIA	Hobart	01/01	12/31	172	141	313	N/A	03/01/2017
AUSTRALIA	Melbourne	01/01	12/31	200	155	355	N/A	03/01/2017
AUSTRALIA	Other	01/01	12/31	139	109	248	N/A	03/01/2017
AUSTRALIA	Perth	01/01	12/31	220	145	365	N/A	03/01/2017
AUSTRALIA	Richmond, NSW	01/01	12/31	156	114	270	N/A	03/01/2017
AUSTRALIA	Sydney	01/01	12/31	240	154	394	N/A	03/01/2017



submit for
5 days meals
per diem