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] (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.

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.
## Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Full Registration Regular 5-day pass</td>
<td>1,700.00</td>
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**Total (AUD)**: 1,700.00

**Payment Type**: Online credit card payment

**Reference**: 3233

**Receipt Date**: Mar 10, 2017

**Receipt Number**: [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
Flight to WWW-2017 in Perth, Australia. Please charge to...

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

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

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
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**

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

**Confirmation**

(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

**Cabin:** Economy / Coach (U)

14h duration

1h 50m stop Brisbane (BNE)

Delta 7291 operated by VIRGIN AUSTRALIA

**Brisbane (BNE)**

6:50AM +1 day

Terminal: 1

Arrives on Apr 2, 2017

**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

**Cabin:** Economy / Coach (U)

→

**Los Angeles (LAX)**

7:55AM

Terminal: 5
Total Duration
13h 50m

Traveler(s)

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

Price summary

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<th>Flight</th>
<th>Taxes &amp; Fees</th>
<th>Subtotal</th>
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<td>$1,490.00</td>
<td>$154.25</td>
<td>$1,644.25</td>
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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 #

Booked Items

Flight: Los Angeles (LAX) to Perth (PER)
Depart: 3/31/2017 | Return: 4/18/2017 , 1 ticket

Traveler Information

Traveler 1: Adult

Ticket #

Cost Summary

Booked Date: Mar 10, 2017

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

Total: $1,644.25

Paid: $1,644.25

All prices quoted in US dollars.
As comparison for the trip to WWW 2017 in Perth Australia, my flight was $1,644.25, but I'm staying some extra days. The cheapest round-trip flight in an American carrier for strictly the duration of the conference is $1,660, as seen in the attached screenshot.

Thanks,
### Foreign Per Diem Rates In U.S. Dollars

**Country: AUSTRALIA**

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

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<th>Post Name</th>
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<th>Season End</th>
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*submit for 5 days meals per diem*