

AUBURN UNIVERSITY

REQUEST FOR AUTHORITY TO TRAVEL

AN AUTHORITY TO TRAVEL AND/OR INCUR EXPENSES IN PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF AUBURN UNIVERSITY IS REQUESTED BY:

Jada Kohlmeier Professor C&T
(Traveler) (Title) (Department)

1. Nature and purpose of travel request: National Council for the Social Studies Conference and SPA Accreditation Workshop

(Attach the Conference, Workshop, etc. notice - if applicable)

2. Itinerary: NCSS conference and SPA accreditation workshop for preparers

3. Time and date travel begins: November 29, 2023 Ends: December 1, 2023

4. Time and date meeting begins: Thursday, 11/30/23 9:00 am Ends: 12/1/23 - all day, I will drive home late afternoon

5. Estimated Costs:

Transportation	— Tourist Class Airfare (receipt required)	_____
	— Train Fare (receipt required)	_____
	— Personal Car: Mileage <u>300 miles x 2 600</u> @ current state rate 65.5 cents/mile	<u>390.00</u>
	— Airfare In-Lieu-Of Mileage (Quoted by _____ in Accounts Payable)	_____
	— Rental Vehicle including gasoline and tolls (receipts required)	_____
	— Taxi/Bus/Subway Fares	_____
	— Parking (receipt required)	<u>50.00</u>

Subsistence:

In-State — Per Diem _____ days @ current state rate _____

Out-of-State — Lodging - actual expenses (receipt required) 300.00

— Meals actual expenses not to exceed current A. U. rate per day 34/day no receipts = 102.00

— Guest Meals - actual expenses not to exceed current A. U. rate per day per person (receipt and guest list required) _____

6. Registration — To be paid by traveler (receipt and copy of program required) 700.00

— To be paid separately by vendor voucher (copy of approved R. A. T. required) _____

7. Honorarium: — Attach agreement/correspondence - lump sum payment only (no expenses allowed) _____

8. Miscellaneous Expenses: _____

— FAX and Telephone (receipt & itemization required) _____

— OTHER: (receipt and itemization required) _____

9. TOTAL ESTIMATED COSTS: 1542.00

10. Remarks: _____

11. Account Name Departmental Travel Account # _____

Account Name _____ Account # _____

12. Signatures: _____

Jada Kohlmeier 11/2/23
Traveler / Date Department Head / Date

Dean/Director / Date Other / Date

President / Date
(Honorarium and Foreign Travel)

DISTRIBUTION: White-attach to voucher Yellow-Department Head Green-Dean/Director

Thursday, November 2, 2023 at 15:31:34 Central Daylight Time

Subject: [EXT] 103rd Annual Conference Registration Confirmation

Date: Thursday, November 2, 2023 at 3:19:27 PM Central Daylight Time

From: NCSS Registrar

To: Jada Kohlmeier

CAUTION: Email Originated Outside of Auburn.



Your confirmation number is: 4520

Jada Kohlmeier

Mobile: 334-663-5192

Email: kohlmlj@auburn.edu

Department of Curriculum
5064 Haley Center
Auburn University, AL 36849

Attendee Confirmation & Receipt

Dear Jada Kohlmeier,

Thank you for registering for 103rd Annual Conference. Your registration is confirmed. The conference will be held December 1-3, 2023 at the Music City Center, 205 Rep. John Lewis Way South, Nashville, TN. Below you will find your registration summary & details about being onsite in Nashville. You can log in to your registration at any time using your login link below:

[Registration Login](#)

NEED TO BOOK A HOTEL ROOM?

Be sure to book your sleeping room at special NCSS - negotiated rates – [Click here](#) to reserve your room now!

FINANCIAL SUMMARY

Registration Fee - Single Day Member	\$325.00
Guest Pass	\$0.00
Add-Ons <i>one day SPA accreditation workshop</i>	\$375.00
Total Due <i>Thursday 11/30/23 - all day</i>	\$700.00
Total Paid	\$700.00
Balance	\$0.00

[Download a W9 Form](#)

TRANSACTION DETAILS

11/2/2023	Payment Approved	Sale American Express	****...3007	Jada L Kohlmeier	\$700.00
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ADD-ONS

Clinic-NCSS SPA Report Preparer Clinic	11/30/2023 9:00 AM-3:00 PM	\$375.00
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CONTACT INFORMATION

File #	4520
Name	Jada Kohlmeier
Job Title	Professor
Position	Teacher-Prep Secondary
Organization	Auburn University
Address	Department of Curriculum 5064 Haley Center Auburn University, AL 36849
Work Phone	334-844-3834
Mobile Phone	334-663-5192
Email	kohlmlj@auburn.edu

Cancellation / Substitution Policy

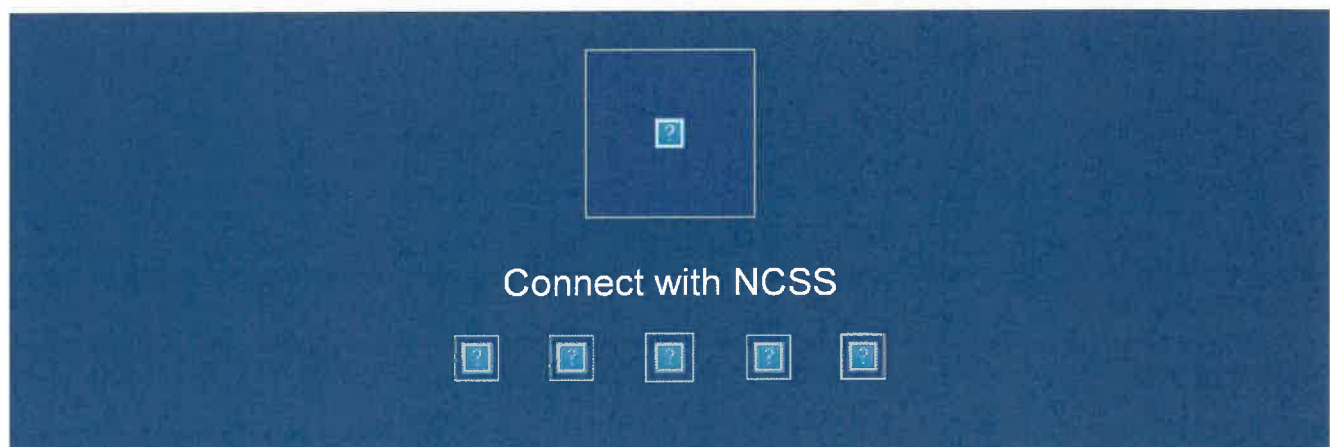
- Cancellation requests must be received in writing via email on or before October 20, 2023.
- NCSS will issue a 50% refund per person for each individual or group registration.
- Optional Events (such as clinics, tours) are refundable. Membership dues and donations are non-refundable.
- Refund requests will not be honored after October 20, 2023, even for no-shows.
- Note that a group must contain at least 4 fully paid/non-cancelled/non-pending registrations to remain eligible for discounted pricing. If the confirmed group size drops below four, each remaining group participant will be changed to an individual and balance adjusted accordingly.
- Refunds will be issued between eight and ten weeks after the Annual Conference.

QUESTIONS?

Visit [NCSS](https://www.ncss.org) for more information and frequently asked questions, or email ncss@showcare.com.

REGISTRATION: For registration assistance, contact Showcare at 888-695-5496 (toll-free) or +1-514-228-3002 (outside the U.S & Canada), Monday through Friday between 9:00 AM and 5:00 PM ET, or email ncss@showcare.com.

Are you on social media? Follow us on Twitter @ncssnetwork and use hashtag #ncss23, or on Facebook, at www.facebook.com/socialstudies.org.



You booked **1 room**.

Standard Room, 2 Queen Beds, Accessible (Communications)

[View special requests in your itinerary](#)

All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

Price summary

Accommodation 1

Nights: 4 (avg./night)

Taxes

\$1,282.21

\$273.60

\$187.81

Locally collected mandatory fees/taxes*

\$80.00

Total

\$1,362.21

Collected at the property

Unless specified otherwise, rates are quoted in US dollars.

Locally collected mandatory fees/taxes will be collected at the property.

The mandatory fees/taxes amount is quoted in USD and is based on current exchange rates which may vary at the time of travel. Final payment will be settled in USD directly with the property.

[View your itinerary for room price details](#)

Rate quotes in USD are based on current exchange rates, which may vary at time of travel. Final payment will be settled in local currency directly with the property.

Important Information

*Additional property fees

These fees and deposits only apply if they are not included in your selected room rate.

The price DOES NOT include any applicable property service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The property will assess these fees, charges, and surcharges upon check-out.

You'll be asked to pay the following charges at the property:

Deposit: USD 100.00 per stay Service fee: USD 20.00 per accommodation, per night

