



8 REQUIRED SUPPORTING DOCUMENTS



INTRO...

This resource was created to provide clarity on the supporting documentation required when submitting a spend authorization in Workday. Direct links are provided for Transportation, Rideshare, and the calculator for Per Diem and Parking are included in the headings and images throughout the guide. If you do not have access to the Title III Opportunities MS Team, please [click here](#) to request access.

AWARD LETTER

The award letter that is attached to the email notification must be uploaded to your spend authorization.



Dear _____:

Your professional development application has been approved! You have been awarded _____ to attend the _____, from _____.

Processing of Travel Requests: A spend authorization must be submitted in Workday within two weeks of receiving this letter. Failure to complete this process within the specified timeframe will result in the forfeiture of this professional development opportunity, as it is offered on a first-come, first-served basis. You will be using Grant Code GR23000892 to process your spend authorization. Please attach the following documents to your spend authorization:

- (1) Award Letter
- (2) Registration Form / Registration Confirmation
- (3) Conference Itinerary / Agenda
- (4) Hotel confirmation
- (5) Transportation information (Google Maps if driving, Globetrotter travel for flight or rail)
- (6) Estimated Per Diem Rates
- (7) Rideshare (taxi, Uber, Lyft, etc.), parking and baggage fees

Processing of Expense Reports: Upon completion of your opportunity, a Post-Survey Summary Report must be completed before an expense report can be submitted. You can access the form via Microsoft Teams in the Title III Opportunities hub – Professional Development channel. If you have any questions regarding the post-survey, please feel free to email jharrington@bowiestate.edu. An expense report must have the following attached:

- (1) Sync with spend authorization in Workday
- (2) Receipts for registration, hotel, transportation (taxi, Uber, Lyft, etc.), parking and miscellaneous (if applicable)

Please be advised that Additional requirements are outlined in the Title III Professional Development Guidebook. If you have any questions regarding the program requirements, please feel free to email Ms. Elisabeth Fitzpatrick (MS Teams, ext. 4442 or via email at efitzpatrick@bowiestate.edu).

Congratulations on your award!



Sincerely,
Mililani T Sinclair, MPA
Director, Title III Office of Administration

C: Dr. Aminta Breaux, Bowie State University President
Dr. Guy-Alain Amoussou, Provost and Vice President for Academic Affairs

REGISTRATION CONFIRMATION

An email or receipt that confirms payment of your registration for a conference, webinar, seminar, etc. It must include a confirmation number, the amount paid, and the name of the traveler.

Your Order Details Are Below

Confirmation HBC TTL2025TCHY0B002N

Ticket

Type	***Expired*** - Member Early Bird Registration - Before February 14, 2025	\$850.00
------	---	----------

Prefix	Ms.
--------	-----

Name	
------	--

Job Title	
-----------	--

Institution	
-------------	--

Email	
-------	--

CONFERENCE AGENDA

A detailed schedule that outlines the events, activities, and sessions of the conference is required to verify per diem rates during travel.

2016 Region III Student Leadership Conference **Agenda April 1-3, 2016**

Friday April 1, 2016	
5:00 - 6:00	Student Arrival
5:30 - 6:45	Registration and Resume' Drop-Off
6:45 - 7:00	Drive to the OSU Fire Service Training Grounds
7:00 - 9:30	Dinner (Hideaway Pizza), Networking, and Live Burn
9:30 - 9:45	First Day Closing Remarks
9:45 - 10:00	Return to Hotel
Saturday April 2, 2016	
7:00 - 7:50	Breakfast
7:50 - 8:00	Welcome & Opening Remarks
8:00 - 8:55	Opening Keynote Session: Mr. Dennis Baker
8:55 - 9:00	Load Next Slide Presentation
9:00 - 9:45	Learning Session: Rixio Medina, CSP, ASP, STS (<i>The Value of Professional Certification</i>)
9:45 - 10:00	Break
10:00 - 12:00	OSU Fundamentals of Fire Protection for the Safety Professional (<i>Part 1</i>)
12:00 - 1:00	Lunch – Smoked Pig by the Fire Protection Society
1:00 - 3:00	OSU Fundamentals of Fire Protection for the Safety Professional (<i>Part 2</i>)
3:00 - 3:15	Break/Travel back to NRC via bus
3:15 - 4:15	Learning Session: Mr. Stan Gregory
4:15 - 4:20	Load Next Slide Presentation
4:20 - 5:20	Learning Session: Alex Castaneda (<i>Active Shooter Training</i>)
5:20 - 6:00	Safety Matters Campaign: Mr. Skipper Kendrick

HOTEL CONFIRMATION

A copy of the hotel reservation with confirmation number, name, and total charges.

Reservation Details

Online Confirmation:	M5AZNN3B																																				
Date Booked:	Nov 6, 2024																																				
Reservation Name:																																					
Arrival Date:	Mar 4, 2025																																				
Departure Date:	Mar 9, 2025																																				
Room Type:	TRADITIONAL KING																																				
Number of Rooms:	1																																				
Number of Guests:	1																																				
Night by Night Rate:	<table><tr><th>Date</th><th>Guests</th><th>Status</th><th>Rate</th></tr><tr><td>Mar 4, 2025</td><td>1</td><td>Confirmed</td><td>199.00</td></tr><tr><td>Mar 5, 2025</td><td>1</td><td>Confirmed</td><td>199.00</td></tr><tr><td>Mar 6, 2025</td><td>1</td><td>Confirmed</td><td>199.00</td></tr><tr><td>Mar 7, 2025</td><td>1</td><td>Confirmed</td><td>199.00</td></tr><tr><td>Mar 8, 2025</td><td>1</td><td>Confirmed</td><td>199.00</td></tr><tr><td colspan="2">Additional Guest</td><td>Rate</td><td></td></tr><tr><td colspan="2">Second Guest</td><td></td><td>0.00</td></tr><tr><td colspan="2">Third Guest</td><td></td><td>25.00</td></tr></table>	Date	Guests	Status	Rate	Mar 4, 2025	1	Confirmed	199.00	Mar 5, 2025	1	Confirmed	199.00	Mar 6, 2025	1	Confirmed	199.00	Mar 7, 2025	1	Confirmed	199.00	Mar 8, 2025	1	Confirmed	199.00	Additional Guest		Rate		Second Guest			0.00	Third Guest			25.00
	Date	Guests	Status	Rate																																	
	Mar 4, 2025	1	Confirmed	199.00																																	
	Mar 5, 2025	1	Confirmed	199.00																																	
	Mar 6, 2025	1	Confirmed	199.00																																	
	Mar 7, 2025	1	Confirmed	199.00																																	
	Mar 8, 2025	1	Confirmed	199.00																																	
	Additional Guest		Rate																																		
Second Guest			0.00																																		
Third Guest			25.00																																		
Total Charge:	995.00																																				

TRANSPORTATION

A quote from Globetrotter Travel must be uploaded to your spend authorization if traveling by airplane or train.

15 SEP 2024 ▶ 20 SEP 2024 TRIP TO LAS VEGAS, NV

PREPARED FOR

RESERVATION CODE DZGMGO
AIRLINE RESERVATION CODE 3PHXRI (WN)

Travel Arranger Priority Comments

FEIN NUMBER 52-1406158
FEDERAL LAW FORBIDS THE CARRIAGE OF CERTAIN
HAZARDOUS MATERIALS ABOARD THE AIRCRAFT
GO TO [FAA.GOV/ABOUT/INITIATIVES/HAZMAT](https://www.faa.gov/about/initiatives/HAZMAT)
VALID GOVT ISSUED PHOTO ID REQUIRED AT AIRPORT CHECK IN
FOR EMERGENCIES ONLY CALL OUTSIDE OF BUSINESS HOURS
800-639-9278 VIT CODE 9TX5
NON EMERGENCIES WILL BE CHARGED 35 US DOLLARS PER CALL
CALL 301-570-0800 PRESS 1 MONDAY-FRIDAY 9A-530P
PSGRS MUST CHECKIN 24 HRS PRIOR TO DEPARTURE DOMESTIC FLTS
PSGRS MUST CHECKIN 72 HRS PRIOR TO DEPARTURE INTL FLTS
DIRECTLY WITH THE AIRLINES
ROUNDTrip PRICE IS 958.13 PLUS 24.00 SERVICE FEE
TICKET IS NON-REFUNDABLE/CHANGES SUBJECT TO FEES

GLOBETROTTER

GLOBETROTTER TRAVEL MGMT.
SERVICES
301-570-0800
TRAVEL@GLOBETROTTERMGMT.COM
TRAVEL CONSULTANT KA

DEPARTURE: SUNDAY 15 SEP

Please verify flight times prior to departure

SOUTHWEST AIRLINES WN 1689	BWI BALTIMORE WASHNTN, MD		▶ LAS LAS VEGAS, NV	Aircraft: BOEING 737 MAX
	Duration: 5hr(s) 0min(s)	Departing At: 9:55pm	Arriving At: 11:55pm	Distance (in Miles): 2106
Cabin: Economy	Terminal: Not Available	Terminal: TERMINAL 1	Est. emission: 180.87 kg CO2	
Status: Confirmed				

Checked Baggage: Adult, 2x23kg (50lbs)
Cabin Baggage: Adult, 1 piece

Passenger Name:
» FITZPATRICK/ELISABETH SHAVONNE

Seats:
Check-In Required

DEPARTURE: FRIDAY 20 SEP

Please verify flight times prior to departure

ESTIMATED PER DIEM

An email or receipt that confirms payment of your registration for a conference, webinar, seminar, etc. It must include a confirmation number, the amount paid, and the name of the traveler.

BSU Per Diem Breakdown					
	Date	Breakfast (\$15.00)	Lunch (\$18.00)	Dinner (\$30.00)	Total Per Day (\$63.00)
Day 1		\$0.00	\$0.00	\$0.00	\$0.00
Day 2		\$0.00	\$0.00	\$0.00	\$0.00
Day 3		\$0.00	\$0.00	\$0.00	\$0.00
Day 4		\$0.00	\$0.00	\$0.00	\$0.00
Day 5		\$0.00	\$0.00	\$0.00	\$0.00
Day 6		\$0.00	\$0.00	\$0.00	\$0.00
Day 7		\$0.00	\$0.00	\$0.00	\$0.00
Final Total		\$0.00	\$0.00	\$0.00	\$0.00
*Based upon the high cost area per diem and conference schedule.					

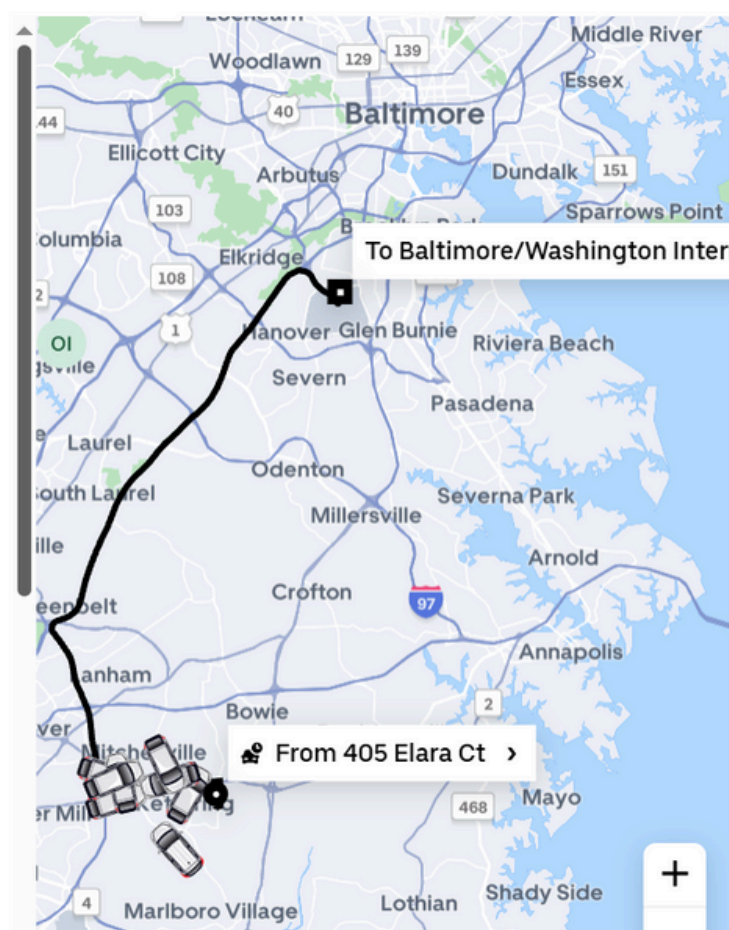
Effective January 1, 2025	
Breakfast	\$15.00
Lunch	\$18.00
Dinner	<u>\$30.00</u>
Total	\$63.00

RIDESHARE

Please include an estimated cost for transportation from the airport to the conference location—either an estimation from Uber, Lyft, or taxi.

Choose a ride

	UberX 4 Affordable rides all to yourself	\$58.97
	Comfort 4 Newer cars with extra legroom	\$72.82
	UberXL 6 Affordable rides for groups up to 6	\$100.73



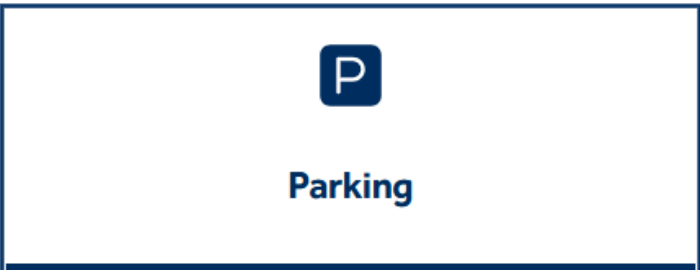
PARKING

The parking calculator is required if you plan to leave your car at the airport (out-of-state) or at the conference location (in-state).

Airport/Hotel Parking		
	Date	Rate
Day 1	6/15/2025	\$33.00
Day 2	6/16/2025	\$33.00
Day 3	6/17/2025	\$33.00
Day 4	6/18/2025	\$33.00
Day 5	6/19/2025	\$33.00
Day 6	6/20/2025	\$33.00
Day 7		
Final Total		\$198.00

Airport/Hotel Parking		
	Date	Rate
Day 1	6/15/2025	\$11.00
Day 2	6/16/2025	\$11.00
Day 3	6/17/2025	\$11.00
Day 4	6/18/2025	\$11.00
Day 5	6/19/2025	\$11.00
Day 6	6/20/2025	\$11.00
Day 7		
Final Total		\$66.00

Hilton Alexandria Mark Center
[5000 Seminary Road, Alexandria, Virginia, 22311, USA](#)



Self-parking On-site, \$33.00 per day

Long Term Parking

The Economical Choice with Frequency Shuttles

\$11 per day

WAS THIS HELPFUL?

Should you have any questions, please send
an email to titleiiipd@bowiestate.edu

