




MEMORANDUM

TO: John Murray
Chief Executive Officer

FROM: Pat Poston
Senior Director, Finance 

DATE: 3/16/2016

SUBJECT: Commissioner Minor Expenses

Commissioner Minor expenses submitted are as follows for

| | |
|-----------------------------|------------------------|
| Commissioner Allender | \$0.00 |
| Commissioner Deardoff | \$0.00 |
| Commissioner Evans | \$0.00 |
| Commissioner Justice | \$406.08 |
| Commissioner Weinberg | <u>\$0.00</u> |
| Total Monthly Minor Expense | <u><u>\$406.08</u></u> |

| Summary Commissioner Travel Budget FY16 | Budget FY16 | Balance 2/28/16 | Invoices Pending Approval March 23, 2016 meeting | Total | FY 16 Budget year Balance Remaining |
|---|------------------|------------------|--|------------------|-------------------------------------|
| 5035 - Travel Expense - Allender | \$ 8,000 | 3,193 | | 3,193 | \$ 4,807 |
| 5036 - Travel Expense - Deardoff | \$ 8,000 | 482 | | 482 | \$ 7,518 |
| 5037 - Travel Expense-Justice | \$ 8,000 | 3,776 | 406 | 4,182 | \$ 3,818 |
| 5038 - Travel-Expense-Weinberg | \$ 8,000 | 3,314 | | 3,314 | \$ 4,686 |
| 5039 - Travel Expense- Evans | \$ 8,000 | 2,862 | | 2,862 | \$ 5,138 |
| Total | \$ 40,000 | \$ 13,627 | \$ 406 | \$ 14,033 | 25,967 |

PER DIEM EXPLANATION

Traveler's Name

Wayne Justice

Period of Travel:

FROM: February 23, 2016 TO: February 24, 2016

Destination:

Washington DC

Public Purpose served: (explain in full)

Commissioner Justice will travel to Washington DC to attend the 2016 State of the Coast Guard Address particularly the security portion of the event in order to bring up to date information back to the Port for security reasons.

| DATE | BREAKFAST | | LUNCH | | DINNER | | EXPLANATION |
|--------------|----------------|---------|----------------|---------|----------------|---------|-------------------|
| | Domestic | Foreign | Domestic | Foreign | Domestic | Foreign | |
| 02/23/16 | 7.38 | | 16.22 | | 32.46 | | No meals provided |
| 02/24/16 | 7.38 | | 16.22 | | 32.46 | | No meals provided |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | \$14.76 | | \$32.44 | | \$64.92 | | |

TRAVEL AUTHORIZATION FORM

Traveler's Name Wayne Justice **Vendor #** WJ V4723 **Department** Commissioners

Destination:
Washington DC

Period of Travel:
FROM: February 23, 2016 *TO:* February 24, 2016

Name of Conference/Seminar: 2016 State of the Coast Guard Address

Public Purpose served: (explain in full)
Commissioner Justice will travel to Washington DC to attend the 2016 State of the Coast Guard Address particularly the security portion of the event in order to bring up to date information back to the Port for security reasons.

| ESTIMATED EXPENSES | <u>CPA PAY DIRECT</u> | <u>REIMBURSABLE</u> | <u>TOTAL</u> |
|---|-----------------------|---------------------|-----------------|
| AIRFARE | | 209.20 | 209.20 |
| MILEAGE | | 50.00 | 50.00 |
| <input type="checkbox"/> Staff Car Used | | | |
| PER DIEM | | 112.00 | 112.00 |
| LODGING (Approx.) | | | |
| REGISTRATION /BOOTH FEES | | | |
| BOOTH FURNISHINGS | | | |
| MISC BOOTH COSTS | | | |
| RENTAL CAR | | 100.00 | 100.00 |
| OTHER (tolls, taxi, parking, etc.) | | 75.00 | 75.00 |
| ESTIMATED TOTAL COST | | \$546.20 | \$546.20 |

TRAVEL ADVANCE _____
Must submit Check Request for Travel Advancement / Use Ck Req ADVANCEMENT tab.

TYPE OF TRAVEL: LEGISLATIVE TRADE SHOW TRAINING
CONFERENCE OTHER

NOTE:

I HEREBY CERTIFY THAT THE ABOVE TRAVEL IS TO BE INCURRED BY ME IN CONNECTION WITH OFFICIAL BUSINESS OF THIS OFFICE. (attach a copy of the program or agenda. If not available, attach memo or other documentation itemizing fees, meals and lodging in the registration, if any).

Wayne Justice/jmb 2-18-16 _____ _____
TRAVELER DATE DIRECTOR DATE

***** CHIEF EXECUTIVE OFFICER or DEPUTY EXECUTIVE DIRECTOR USE ONLY *****

Rodger Rea Dep/CFO 2/19/16 _____ _____
DEPUTY EXECUTIVE DIRECTOR DATE CHIEF EXECUTIVE OFFICER DATE



Notes

Trip to:

Orlando International Airport (MCO) 1 Airport Blvd

Orlando, FL 32827

(407) 825-2001

39.20 miles / 37 minutes



2600 Clearlake Rd, Cocoa, FL 32922-5701

Download
Free App



1. Start out going north on Clearlake Rd / FL-501 toward State Road 524 / FL-524. [Map](#)

0.3 Mi

0.3 Mi Total



2. Clearlake Rd / FL-501 becomes State Road 524 / FL-524. [Map](#)

0.5 Mi

0.7 Mi Total



3. Turn right onto E Industry Rd. [Map](#)
MOBIL ON THE RUN is on the corner

0.2 Mi

1.0 Mi Total



4. Merge onto FL-528 W / Martin Anderson Beachline Expy toward Orlando (Portions toll). [Map](#)

34.5 Mi

35.4 Mi Total



5. Take the FL-436 N / Semoran Blvd exit, EXIT 11, toward Int'l Airport. [Map](#)

0.3 Mi

35.7 Mi Total



6. Keep left to take the ramp toward Int'l Airport. [Map](#)

0.6 Mi

36.4 Mi Total



7. Merge onto Jeff Fuqua Blvd. [Map](#)

1.7 Mi

38.0 Mi Total



8. Turn slight left onto Airport Blvd. [Map](#)

0.4 Mi

38.4 Mi Total



9. Turn slight left onto Jeff Fuqua Blvd. [Map](#)

0.4 Mi

38.8 Mi Total



10. Turn slight right onto Terminal Access Rd. [Map](#)

0.2 Mi

39.0 Mi Total



11. Stay straight to go onto Terminal B Access Rd. [Map](#)

0.2 Mi

39.2 Mi Total



Orlando International Airport (MCO)
1 Airport Blvd, Orlando, FL 32827
(407) 825-2001

Total Travel Estimate: **39.20 miles - about 37 minutes**

priceline.com

Priceline Trip Number: 108-394-252-91

Orlando → Washington Washington → Orlando

Tue Feb 23 - Wed Feb 24, 2016

Passengers: **Wayne Edward Justice** Ticket Number: 2797787549031

Tue Feb 23 Orlando → Washington

MCO → DCA  7:45 AM – 9:49 AM

JetBlue Airways Flight 1024
2h 4m, 760 miles

Depart: Orlando Intl Airport (MCO), Orlando, FL

Arrive: Ronald Reagan Washington National Airport (DCA), Washington, DC

Economy Class - Embraer 190

Wed Feb 24 Washington → Orlando

DCA → MCO  6:07 PM – 8:30 PM

JetBlue Airways Flight 1023
2h 23m, 760 miles

Depart: Ronald Reagan Washington National Airport (DCA), Washington, DC

Arrive: Orlando Intl Airport (MCO), Orlando, FL

Economy Class - Airbus A320

This flight departs Wed, Feb 24 and arrives on Wed, Feb 24.

Important Information

Airline schedules can change. Please visit your airline's website to reconfirm your flight information and check-in location prior to each departure.

Once confirmed, airline change penalties and restrictions apply. Most tickets are non-refundable. See your airline's full fare rules here.

Airline tickets are non-transferrable. Name changes or adjustments are not allowed once purchased.

Airfares and flight availability are not guaranteed until purchased.

You will be issued electronic tickets. Remember to bring a valid government-issued photo ID with you to check-in.

Notice of Incorporated Terms

Summary of charges

Total price: \$209.20

Purchase date: Jan 26, 2016
Payment method: Visa (0062)
Billing name: Wayne E Justice

Ticket cost: \$181.00
Taxes & fees: \$28.20
Tickets: 1

Total price: \$209.20
Bonus: No Priceline Booking Fee

Prices are in US dollars

See baggage information for additional fees that may apply.

Airline Contact Information

JetBlue Airways

1-800-538-2583
www.jetblue.com

Confirmation Number:
CTMHFZ

Need Help?

Give us a call

From United States:
1-800-340-0575

From anywhere else:
+1 212 444-0022

You will need this information:

Priceline trip number:
108-394-252-91

Phone number used:
(757) 474-5777

Passenger & Ticket Information

Wayne Edward Justice

| Flight | Seat | Ticket Number |
|---|------------------------|---------------|
| Orlando → Washington JetBlue Airways Flight 1024 | Choose (Unassigned) | 2797787549031 |
| Washington → Orlando JetBlue Airways Flight 1023 | Choose (Unassigned) | 2797787549031 |

RECEIPT

Rental Agreement Number: 351789476
Vehicle Number: 45123492



**** Reprint of Receipt ****

Xpress Airport Valet Parking
5600 Butler National Dr.
Orlando, FL 32812
407-730-9202

YOUR INFORMATION

JUSTICE, WAYNE
VIS DISC: PRICELINE OPAQUE
PAYMENT METHOD: VISA XX0062

YOUR RENTAL

Picked up: DCA
Date/Time: FEB 23, 2016@10:15AM
Returned: DCA
Date/Time: FEB 24, 2016@04:51PM
Rental Group: Compact
Rental Charged: Compact
Vehicle: KIA SOUL
Odometer Out: 3646
Odometer In: 3700
Fuel Reading:

YOUR VEHICLE CHARGES

YOUR TIME AND MILEAGE:

YOUR TAXABLE FEES

**11.11% FEE 1.55
FUEL SERVICE 13.99
CUST FAC CHARGE 2.50/DY 5.00
/EH LIC RECOUP 0.34/DY .68
ENERGY RECOVERY 0.60/DY 1.20

YOUR SUBTOTAL

TAXABLE SUBTOT 15.55
TAX 10.000% 8.52

YOUR NON TAXABLE ITEMS

TOTAL CHARGES 17.10
NET CHARGES 17.10
YOUR TOTAL DUE: 0.00

PAID ON VISA XX0062
**CONCESSION RECOVERY FEE

THANK YOU FOR RENTING WITH AVIS +

For inquiries or e-receipt visit
WWW.AVIS.COM

CRYSTAL CITY 2300 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202
THANKS FOR YOUR BUSINESS

EXXON EXPRESS PAY

CRYSTAL CITY
FG51126166001
2300 JEFFERSON DAVIS
ARLINGTON, VA
22202
02/24/2016 722113214
04:42:22 PM

XXXXXXXXXXXX0062

Visa
JUSTICE/WAYNE
INVOICE 075183
AUTH 04130C

PUMP# 10
Regular 2.866G
PRICE/GAL \$1.859
FUEL TOTAL \$ 5.33
CREDIT \$ 5.33

Customer-activated Purchase/Capture
Site #: 000000004702027
Shift Number 1
Sequence Number 00312
APPROVED 04130C

THANKS FOR YOUR BUSINESS

HAVE A NICE DAY

Ticket #

153531

Reservation # WEBSITE 89906
Open Date 02/23/16 06:41
Close Date 02/25/16 00:44

Cashier ID 1017
Date 02/25/16 00:45

Name Justice, Wayne
Vehicle WHITE NISSAN/ARMADA
License CG

PARKING CHARGES

Days 2 @ \$ 4.99 \$ 9.98
Lane Fee 1 \$ 1.50
Reservation Fee 1 \$ 2.99
Subtotal \$ 14.47
Privilege Fee Recove 10.000% \$ 1.45
Sales Tax 6.500% \$ 1.03

Parking Total \$ 16.95

Grand Total \$ 16.95

PAYMENTS

VI_0062 Auth:05256C \$ 16.95

X

Thank you for choosing XPress!

Melanie Bradford

From: Wayne Justice [wejustice@aol.com]
Sent: Thursday, February 18, 2016 3:38 PM
To: Melanie Bradford
Subject: Fwd: RSVP CONFIRMATION: State of the Coast Guard Address || 23 Feb @ 2:00 pm EST
Attachments: Event Package_STOCCG Address_23 Feb 16.zip

Melanie this is the event itinerary for the first day There's an all day Coast Guard update conference on the next day Wednesday. Other expenses are rent a car 2 days thats about \$100 and and just the travel parking to and from the airport, no lodging fees

Sent from my Verizon Wireless 4G LTE Tablet

----- Forwarded message -----

From: "Wright, Ronney C LT" <Ronney.C.Wright@uscg.mil>
Date: Feb 18, 2016 2:55 PM
Subject: RSVP CONFIRMATION: State of the Coast Guard Address || 23 Feb @ 2:00 pm EST
To: HQS-PF-Protocol <HQS-PF-Protocol@uscg.mil>
Cc:

- > Distinguished Guests,
- >
- >
- > This email confirms receipt of your RSVP for the subject event.
- >
- >
- > To ensure a smooth arrival please find the following attached for reference (.zip file):
- >
- > 1. Parking/Directions & Map.
- > 2. Security Guidelines (prohibited items).
- > 3. Official Invitation.
- > 4. Admiral Zukunft Bio.
- >
- >
- > ****Important Notes****
- >
- > - Please anticipate 15-20 minutes for security screening.
- >
- > - The event is expected to be concluded by 3:00.
- >
- > - Way finders will be available to assist as needed.
- >
- > - Official venue address:
- >
- > Congressional Auditorium,
- > U.S. Capitol Visitor Center
- > First St. NE, Washington, DC 20515.
- >
- >
- > Many thanks for your support of the U.S. Coast Guard!
- >
- >
- > Happy to assist with any questions or concerns in the interim.
- >
- >



*The Commandant of the Coast Guard,
Admiral Paul F. Zukunft
cordially invites you to the
2016 State of the Coast Guard Address
on Tuesday, the twenty-third of February
at two o'clock in the afternoon*

*The Congressional Auditorium
U.S. Capitol Visitor Center
First St. NE, Washington, D.C. 20515*

*RSVP by 12 February
cg-protocol@uscg.mil
or 202.372.4406*

*Military: Service Dress
Civilian: Business*



Admiral Paul F. Zukunft

Commandant, U.S. Coast Guard



Admiral Paul Zukunft assumed the duties of the 25th Commandant of the U.S. Coast Guard on May 30, 2014. He leads the largest component of the Department of Homeland Security, composed of 88,000 personnel including active duty, reserve, civilian and volunteer Auxiliaries.

Prior to this, Admiral Zukunft served as Commander, Coast Guard Pacific Area, where he was operational commander for all U.S. Coast Guard missions in an area encompassing more than 74 million square miles and provided mission support to the Department of Defense and Combatant Commanders. Other Flag assignments include Commander of the Eleventh Coast Guard District and Director, Joint Interagency Task Force West, where he served as executive agent to United States Pacific Command for combating Transnational Criminal Organizations in the Asia-Pacific Region.



In 2010, Admiral Zukunft served as the Federal On-Scene Coordinator for the Deepwater Horizon Spill of National Significance where he directed more than 47,000 responders, 6,500 vessels and 120 aircraft during the largest oil spill in U.S. history. His senior staff assignments included Chief of Operations, Coast Guard Pacific Area and Chief of Operations Oversight, Coast Guard Atlantic Area where he directly supervised all major cutter operations in the Atlantic and Pacific theaters. He also served as Chief of Staff, at the Fourteenth Coast Guard District in Honolulu, Hawaii.

Admiral Zukunft has commanded six units and served extensively in the cutter fleet where he commanded the cutters CAPE UPRIGHT, HARRIET LANE, and RUSH.

A native of North Branford, Connecticut, Admiral Zukunft graduated from the U.S. Coast Guard Academy in 1977 with a Bachelor of Science degree in Government; from Webster University in 1988 with a Master of Arts degree in Management; and from the U.S. Naval War College in 1997 with a Master of Arts degree in National Security and Strategic Studies. He is a graduate of the Asia Pacific Center for Strategic Studies Executive Seminar and Harvard's Kennedy School of Government National Preparedness Leadership Initiative course.

His personal awards include both the Department of Homeland Security and Coast Guard Distinguished Service Medals, Defense Superior Service Medal, three Legions of Merit and five Meritorious Service Medals with "O" device among others.