

**Jefferson Parish Recreation
Team Travel - Debit Card Transfer Request**

Date: 3/27/2014

Team: Westbank 10 Girls Biddy Basketball

Head Coach: Tiffany Joseph Business Manager: Tiffany Joseph
504-231-0944

Tournament Name: 2014 Girls Biddy Basketball International Tournament

Tournament Location: Cut Off, LA

Tournament Dates: 3/28/14 to 4/02/14

Departure Location/Date/Time: 3/28/14 Marrero, LA

Airfare	Team Players:	x	x	-
	Coaches		x	
	Bus. Mgr.			
	TOTAL		N/A	-

Transportation	Vans		N/A	
	Fuel		N/A	

Meals - Per Diem	Number of People	Number of Days	Daily Per Diem	Total
Team Players:	12	2.00	x 43.00	<u>1,032.00</u>
Coaches:	2	2.00	x 43.00	<u>172.00</u>
Card Custodian & Bus Driver(if applicable):	1	2.00	x 43.00	<u>86.00</u>
TOTAL MEALS	15			<u>1,290.00</u>

Per Diem includes tax and tip

Lodging Hotel Name: Best Western Isabelle Court
 Hotel Address: 17026 Louisiana 3235, Galiano 70354
 Hotel Phone Number: 985-325-3800

of Players 0 / 4 = -

of Coaches / 2 = -

Bus. Manager & Bus Driver(if applicable):	1	Number of Days	Cost per Night	Total
TOTAL ROOMS	1	2	167.18	334.36

Misc Starting cash (Laundry & Emergency) Limited to \$400 N/A

TOTAL TRANSFER TO DEBIT CARD ----- 1,624.36

Bus. Manager (Parish Employee) Tiffany Joseph

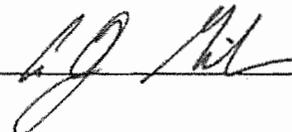
Card # 0611

Charge to Account # 21830-2532-7562.4

Transportation Individuals only - a W-9 is required (ex. School bus drivers). A check or ACH is REQUIRED.

Use a Purchase Order for businesses (ex. New Orleans Tours).

Name: N/A Amount: _____ Vendor # _____

Director's Signature 

Date: 3/27/2014

PARKS AND RECREATION CREDIT/DEBIT CARD REPORT - TEAM TRAVEL

Employee Name: **TIFFANY JOSEPH**

TEAM: **CARD NO 0611**

(Girls Biddy Basketball)

From: 3/27/2014 To: 3/29/2014

Date

Date

Food

Lodging

Date	Company Name	Receipt Total	Food	Lodging
3-29-14	McDonalds	74.40	74.40	
3-30-14	McDonalds	86.85	86.85	
3-30-14	Best Western	220.62		220.62
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TOTAL		581.87	141.25	220.62
Cash to be returned		\$0.00		

JEFFERSON PARISH RECREATION DEPARTMENT

ACCOUNTING SHEET

TEAM TRAVEL

EVENT: 2014 10 Girls Biddy International Tournament

DATE: 4/1/14

SITE: Cat Off, Louisiana

CARD # 0611

MONIES EXPENDED: \$381.87

MONIES RETURNED: 0

All receipts must be attached for proper accounting.

Signature: Amy Carr

**Jefferson Parish Recreation
Team Travel - Debit Card Transfer Request**

Date: 3/27/2014

Team: **Eastbank 10 Girls Biddy Basketball**

Head Coach: **Ryan Reuter** Business Manager: **Ryan Reuter**
504-261-8714 Phone

Tournament Name: 2014 Girls Biddy Basketball International Tournament
 Tournament Location: Cut Off, LA
 Tournament Dates: 3/28/14 to 4/02/14
 Departure Location/Date/Time: 3/28/14 Metairie, LA

Airfare Team Players: x x -
 Coaches x -
 Bus. Mgr. -
TOTAL N/A -

Transportation Vans N/A -
 Fuel N/A -

Meals - Per Diem

	Number of People	Number of Days		Daily Per Diem	Total
Team Players:	12	2.00	x	43.00	1,032.00
Coaches:	3	2.00	x	43.00	258.00
Card Custodian & Bus Driver(if applicable):	-	2.00	x	43.00	-
TOTAL MEALS	15				1,290.00

Per Diem includes tax and tip

Lodging Hotel Name Holiday Inn Express
 Hotel Address 265 Highway 3162, Cut Off, LA
 Hotel Phone Number (985) 325-4484

of Players 0 / 4 = -
 # of Coaches / 2 = -

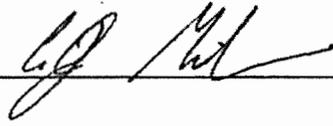
	Number of Days	Cost per Night	Total
Bus. Manager & Bus Driver(if applicable):	1		
TOTAL ROOMS	1	171.67	343.34

Misc Starting cash (Laundry & Emergency) Limited to \$400 N/A

TOTAL TRANSFER TO DEBIT CARD ----- 1,633.34

Bus. Manager (Parish Employee) Ryan Reuter
Card # 8004
Charge to Account # 21830-2532-7562.4

Transportation Individuals only - a W-9 is required (ex. School bus drivers). A check or ACH is REQUIRED.
 Use a Purchase Order for businesses (ex. New Orleans Tours).
 Name: N/A Amount: Vendor #

Director's Signature  Date: 3/27/2014

PARKS AND RECREATION CREDIT/DEBIT CARD REPORT - TEAM TRAVEL

Employee Name: **RYAN REUTER**

Card No: **8004**

(Girls Biddy Basketball)

From: 3/27/2014 To: 3/29/2014

TEAM: _____

Date	Company Name	Receipt Total	Food	Lodging
1 3/29/14	Quinnos (coach)	\$9.15	\$9.15	
2 3/29/14	Quinnos (coach + team)	\$66.00	\$66.00	
3 3/29/14	Parrios Seafood	\$321.65	\$321.65	
4 3/30/14	Burger King (cookies)	\$27.46	\$27.46	
5 3/30/14	Burger King (team)	\$21.34	\$21.34	
6 3/30/14	Holiday Inn	\$306		\$306
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TOTAL		\$751.60	\$445.60	\$306

Cash to be returned \$0.00

**Jefferson Parish Recreation
Team Travel - Debit Card Transfer Request**

Date: 3/27/2014

Team: Westbank 12 Girls Biddy Basketball

Head Coach: Larry Scrubbs, Sr. Business Manager: Larry Scrubbs, Sr.
504-912-4982 504-912-4982

Tournament Name: 2014 Girls Biddy Basketball International Tournament
 Tournament Location: Cut Off, LA
 Tournament Dates: 3/28/14 to 4/02/14
 Departure Location/Date/Time: 3/28/14 Marrero, LA

Airfare

Team Players:	x	x	-
Coaches		x	
Bus. Mgr.			
TOTAL		N/A	-

Transportation

Vans		N/A	
Fuel		N/A	

Meals - Per Diem

	Number of People	Number of Days	Daily Per Diem	Total
Team Players:	12	2.00	x 43.00	1,032.00
Coaches:	2	2.00	x 43.00	172.00
Card Custodian & Bus Driver(if applicable):	1	2.00	x 43.00	86.00
TOTAL MEALS	15			1,290.00

Per Diem includes tax and tip

Lodging

Hotel Name: Courtyard Marriot Houma
 Hotel Address: 142 Liberty Dr, Houma, LA
 Hotel Phone Number: (985) 223-8996

of Players: 0 / 4 = -
 # of Coaches: / 2 = -

Bus. Manager & Bus Driver(if applicable):	1	Number of Days	Cost per Night	Total
TOTAL ROOMS	1	2	101.46	202.92

Misc Starting cash (Laundry & Emergency) Limited to \$400 N/A

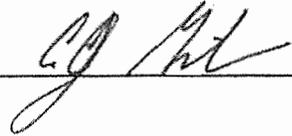
TOTAL TRANSFER TO DEBIT CARD ----- 1,492.92

Bus. Manager (Parish Employee) Larry Scrubbs
Card # 5251
Charge to Account # 21830-2532-7562.4

Transportation Individuals only - a W-9 is required (ex. School bus drivers). A check or ACH is REQUIRED.

Use a Purchase Order for businesses (ex. New Orleans Tours).

Name:	Amount:	Vendor #
<u>N/A</u>		

Director's Signature  Date: 3/27/2014

PARKS AND RECREATION CREDIT/DEBIT CARD REPORT - TEAM TRAVEL

Employee Name: LARRY SCRUBBS

CARD NO. 5251

(Girls Biddy Basketball)

From: 3/27/2014 Date

To: 3/29/2014 Date

	Date	Company Name	Receipt Total	Cash Withdrawal		Food	Laundry Itemize Loads @ \$	Misc.	Transportation	Lodging
				Cash WD	Cash Used					
1	3/28/2014	McDonald's	45.78			45.78				
2	3/29/2014	Golden Corral	54.41			54.41				
3	3/30/2014	Golden Corral	89.39			89.39				
4	3/28/2014	Court Yard Marriott	202.92							202.92
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TOTAL			\$392.50			189.58				202.92
Cash to be returned				\$ 3.00						

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**Jefferson Parish Recreation
Team Travel - Debit Card Transfer Request**

Date: 03/10/2014

Team: Westbank 12 Biddy Boys

Head Coach: Billy Ureta Business Manager: Brent Griffin
 Phone 504-473-3883 Phone 504-419-4415

Tournament Name: 12-yr old Biddy International Basketball Tournament
 Tournament Location: Kansas City, Missouri
 Tournament Dates: 3/14/2014 to 3/19/2014 (Returning Thurs 3/20)
 Departure Location/Date/Time: Terrytown Plgd, Thurs, 3/13 @ 7:00 PM

Airfare

Team Players:	x	x	-
Coaches		x	
Bus. Mgr.			
TOTAL			-

Transportation

Vans			
Fuel			
TOTAL			-

Meals - Per Diem

	Number of People	Number of Days	Daily Per Diem	Total
Team Players:	16	7.00	x 58.00	6,496.00
Coaches:	3	7.00	x 58.00	1,218.00
Card Custodian & Bus Driver(if applicable):	1	7.00	x 58.00	406.00
TOTAL MEALS	20			8,120.00

Per Diem incudes tax only

Lodging

Hotel Name La Quinta Inn & Suites
 Hotel Address 6901 NW 83rd St, Kansas City, MO 64152
 Hotel Phone Number (816) 587-6262

# of Players	12	/	4	=	<u>3</u>
# of Coaches	3	/	2	=	<u>2</u>

Bus. Manager & Bus Driver(if applicable):	2	Number of Days	Cost per Night	Total
TOTAL ROOMS	7	7	87.52	4,288.48

Misc Starting cash (Laundry & Emergency) Limited to \$400 400.00

TOTAL TRANSFER TO DEBIT CARD ----- 12,808.48

Bus. Manager (Parish Employee) BRENT GRIFFIN

Card # 0611

Charge to Account # 21830-2532-7562.4

Transportation Individuals only - a W-9 is required (ex. School bus drivers). A check or ACH is REQUIRED.
 Use a Purchase Order for businesses (ex. New Orleans Tours).

Name:	Amount:	Vendor #
<u>New Orleans Tours (Contract # RP00000278)</u>		<u>106355</u>

Director's Signature _____ Date: _____

Date: 4/1/14

Ms. Ingrid Johnson
Accounting Division
Courthouse Building
Gretna, La. 70053

RE: JPRD Athletics Travel Team Reimbursement of Advanced Funds

Parish Credit Card: # 0611 (last 4 digits only)

Account: 21830- 2532- 7562.4

ATM Cash Withdrawal Advance: \$ 400.00
(Including Withdrawal Slip form ATM)

EXPENSES: \$ 95.50
(Including signed original receipts)

AMOUNT RETURNED: \$ 304.50

Deposited by: *Amy Cas*

Verified by: *Leanne Mitchell*

Administrator: *[Signature]*