

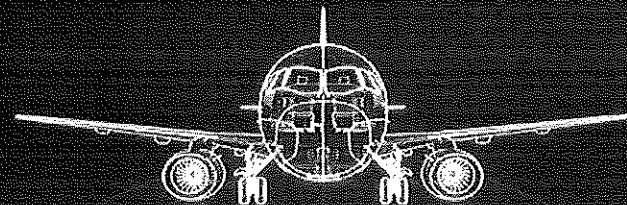
## CITY OF SPRINGFIELD, OHIO

## TRAVEL REQUEST AND EXPENSE REPORT

#

Employee name: Tom Franzen	Department/Division: CMO	Account number: 2102-122-52102																	
Description of travel request: International Air Show		<input type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input checked="" type="checkbox"/> Foreign																	
London, England <a href="https://www.farnboroughairshow.com/">https://www.farnboroughairshow.com/</a>																			
Departure date/time: July 19, 2024	Return date/time: July 26, 2024																		
Indicate all Travel Expenses: (Include vendor names)		Amount Requested	Payment Via	Final Totals															
Registration	Covered by JobsOhio- Trade show Delegation		CC																
Lodging	Millennium Bailey's Hotel London Kensington	3,063.68	CC	3,063.68 ✓ 52102															
Transportation	American Airlines \$1,075.30 Mileage to Airport 53.3 x 2 = 106.6 x .67 = \$71.42	1,075.30 71.42	CK CC & CK EB	1,075.30 ✓ 52102 71.42 ✓ 52101															
Meals	Breakfast # \$ 178 per day (B, L & D) Lunch #6 \$ 45 See Attached Spreadsheet Dinner #7 \$ 71 Incidentals- 8 days @ \$35= 280		CK	1,047.00 ✓ 52102															
Incidental Expenses: (list)	Taxi / Uber est - \$ 200	200.00	CC	200.00 ✓ 52102															
Approved by Department Director:	Date: 6/6/2024	Total Final Expenses Less Cash Advances Net due Employee / (City)	0.00 ✓ 3,063.68 2,193.72	5457.40 5,257.40 3263.68															
As the Fiscal Officer of the City of Springfield, Ohio, I certify that there was at the time of making the obligation and at the time of the execution of the Certificate a sufficient sum appropriated for the purpose of such obligation and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances and is otherwise valid.																			
Approved by Finance Director:	Date: 6/27/24	<table border="1"> <tr> <td>To be completed by Finance: Vendor Name / Number</td> <td>Check amount</td> <td>Payment Date</td> </tr> <tr> <td>Tom Franzen</td> <td>1,075.30 ✓</td> <td>OK</td> </tr> <tr> <td>Tom Franzen</td> <td>1,118.42</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			To be completed by Finance: Vendor Name / Number	Check amount	Payment Date	Tom Franzen	1,075.30 ✓	OK	Tom Franzen	1,118.42							
To be completed by Finance: Vendor Name / Number	Check amount	Payment Date																	
Tom Franzen	1,075.30 ✓	OK																	
Tom Franzen	1,118.42																		
Approved by City Manager (if necessary):	Date: 6/6/2024																		

Instructions to this form can be found on the City's Intranet - Finance



# THE APEX OF AVIATION

## Registration - Part 1

## HELP

Fields marked **\*** are required and must be completed.

Problems registering or need assistance?

### Your Attendance



Farnborough International Airshow is held on Monday 22 - Friday 26 July 2024.

Please select the **total number of days** you plan to visit. You do not need to tell us which days you are attending.

If you have been invited by an Exhibitor, and have received a **voucher code(s)**, the discount will automatically be applied and will be shown as redeemed on the **Payment Page**.

On confirmation, you will receive **one print at home pass (PDF)** including the days that have been paid for by you AND those that are linked to a redeemed voucher.

Contact: FIA Team  
[registration@farnborough.com](mailto:registration@farnborough.com)

### Important

If you wish to return to a previous step in the registration process, please use the Back button provided at the bottom of each page.

If you need to amend any details on your registration, you will have the opportunity to do so on the Summary Page.

Trade Visitor - Valid for any one day  
 £52.50 + VAT

Trade Visitor - Valid for any two days  
 £105.00 + VAT

Trade Visitor - Valid for any three days  
 £157.50 + VAT

Trade Visitor - Valid for any four days  
 £210.00 + VAT

Trade Visitor - Valid for all five days (New offer for FIA2024)  
 £190.00 + VAT

### Confirmation of Age

Entry to the show Monday - Thursday is restricted to persons aged 16 and over.

Persons under the age of 16 are only permitted to attend as part of the Pioneers of Tomorrow programme on Friday. Registration for Pioneers of Tomorrow will go live in April.

I confirm that I will be 16 years or older.

### Contact Information

Please ensure that you complete your name, job title and company name carefully as these details will appear on your badge.

Prefix / Title

## General Information

### What are the Show Opening Hours?

Monday 22 July 2024: 10:00 - 16:00

Tuesday 23 - Friday 26 July 2024: 09:00 - 17:30

### What type of food & drink can I buy on site?

There will be a number of catering facilities located across the show site offering a variety of choices suitable for dietary requirements. There is a café in each of the exhibition halls and an outdoor food court, "The Square", offering artisan take-away options. Seating is available in all food areas.

### Can I bring my own food & drink?

Visitors are permitted to bring their own picnics. Please ensure that you do not bring any sharp items i.e. knives and corkscrews. These will be confiscated at the gate.

### Can I take photos or film during the show?

The use of photographic equipment is allowed for private domestic purposes only. All other recording and any transmission is strictly prohibited. As a condition of entry to the Airshow you assign to the Organiser (by way of a present assignment or future copyright) the copyright in any photographs or recordings you make at the Airshow.

### What toilet facilities are there on site?

There are plenty of toilet facilities on site. There is also an accessible toilet and drinking water in each toilet block.

### Is there drinking water available on site?

Free drinking water stations can be found throughout the site. These are clearly marked on the map and on the wayfinding signage.

### What do I do if I need medical assistance?

In the event of injury or illness, locate the Medical Centre near Gate E (detailed on Show Map) or contact any of the Organisers or Security Staff who will arrange assistance. If emergency assistance is required, please dial 01252 636999 or 999.

### Is smoking/vaping allowed on site?

Designated areas will be provided for smoking and vaping.

Dear Thomas,

Greetings from Bailey's hotel!

Thank you for choosing The Bailey's Hotel for your upcoming stay, please find the below booking details for your reference.

Please find below the payment link for the booking as well, this link will expire within 3 days and appreciate if you could make the payment before the link expires.

<https://GBRMillenniumBaileyKST.pure-payment.com/#/paymentlink/804b38cd8554b95c2f4c299033096089>

Room Type	Deluxe Double for double occupancy at £ 389.00
Number of Guests	02
Arrival Date	20.07.2024
Departure Date	26.07.2024
Room Rates (per night)	Classic Double for single Occupancy £339 with Including Vat and Breakfast. Deluxe Double for single Occupancy £369 with Including Vat and Breakfast. Junior Suite for single Occupancy £469 with Including Vat and Breakfast.

Booking conditions-

- The individual guests are able to amend their stay dates up to 20 days prior to arrival. No refunds will be given for any early departures, that is why we are offering the 20 days prior to arrival to make **amendments (not cancellations)**. To clarify, the individual bookings are **non-refundable and no cancellations are allowed once payment is taken**. The dates can only be amended.
- Full payment must be made by each individual guest within 7 working days of the links being sent. The link expires thereafter.
- A name may be amended to another name.
- Should any amendments to the dates be made on either side of the 14-24<sup>th</sup> July, the rates are subject to change. The rates that we have quoted for are for 14-24<sup>th</sup> July.

Should you wish to have further assistance please do not hesitate to contact us.

Description payment link:

Accommodation July 19 - 21 Ohio group - Farnborough Air Show



## Millennium Bailey's Hotel London Kensington

Order has been APPROVED

NAME	INVOICE / REFERENCE NO	DESCRIPTION	CURRENCY	AMOUNT
Thomas A. Franzen	THOM200724II	Payment for hotel accommodation/ OHIO Group	GBP	2334.00
			TRANSACTION AMOUNT	USD 3063.68 

Your payment has been Approved and the merchant will be notified.

Transaction Date	2024-05-22 02:25:26 -04:00 (Wed)
Card Number	*****8657
Card Type	VISA
Transaction Amount	3063.68
Transaction Currency	USD
Approval Code	065939
RRN	0000009052100000187000100001
Transaction Status	Approved

THANK YOU FOR YOUR BUSINESS



MasterCard.  
SecureCode

AMERICAN EXPRESS  
SafeKey®

JCB  
J/Secure

Euronet.





English



Millennium Belgrave Hotel London Kensington

Order has been APPROVED

NAME	INVOICE / REFERENCE NO	DESCRIPTION	CURRENCY	AMOUNT
Thomas A. Franzen	THOM200724ii	Payment for hotel accommodation/ OHIO Group	GBP	2334.00
		TRANSACTION AMOUNT	USD	3063.68

**Your payment has been Approved and the merchant will be notified.**

Transaction Date	2024-05-22 02:25:26 -04:00 (Wed)
Card Number	*****8657
Card Type	VISA
Transaction Amount	3063.68
Transaction Currency	USD
Approval Code	065939
RRN	000000905210000018700010001
Transaction Status	Approved

THANK YOU FOR YOUR BUSINESS

---



MasterCard.  
SecureCode



Euronet.



## Fwd: Your trip confirmation (CMH - LHR)

1 message

**Tom Franzen** <tfranzen@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Wed, May 22, 2024 at 8:19 PM

Hi RJ,

I had to use my personal credit card to make the reservation. I may have maxed out my city credit card.. it wouldn't work! ☺

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

From: **American Airlines** <no-reply@info.email.aa.com>  
Date: Wed, May 22, 2024 at 7:58 PM  
Subject: Your trip confirmation (CMH - LHR)  
To: <TFRANZEN@springfieldohio.gov>

American 

Issued: May 22, 2024

### Your trip confirmation and receipt

We charged \$1,075.30 to your card ending in 1360 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: **OZABGZ**

**Friday, July 19, 2024**

 **CMH**  
Columbus  
**5:56 PM**  
  
 **CLT**  
Charlotte  
**7:35 PM**

**AA 5199**  
Operated by PSA  
Airlines  
as American Eagle

Seat: **14C**  
Class: **Economy (O)**  
Meals:

**Manage your trip**

Confirmation code: **OZABGZ**

 **CLT**  
Charlotte  
**8:15 PM**

**AA 732** 

 **LHR**  
London Heathrow  
**9:05 AM**

Seat: **32H**  
Class: **Economy (O)**  
Meals: **Dinner, Breakfast**

 Flight arrives Saturday, July 20, 2024

**Friday, July 26, 2024**

 **LHR**  
London Heathrow  
**9:45 AM**

**AA 729** 

 **PHL**  
Philadelphia  
**12:45 PM**

Seat: **33C**  
Class: **Economy (O)**  
Meals: **Lunch, Snack**

 **PHL**  
Philadelphia  
**3:45 PM**

**AA 5073**

Operated by PSA  
Airlines  
as American Eagle

 **CMH**  
Columbus  
**5:27 PM**

Seat: **17D**  
Class: **Economy (O)**  
Meals:

[Manage your trip](#)

Earn 15,000 bonus miles\*  
Plus no annual fee. Terms Apply.  
[Learn more](#)



## Your purchase

**Thomas Franzen**

Join the AAdvantage® Program

New ticket (0012143673911)

\$1,075.30 

[\$336.00 + Taxes & carrier-imposed fees \$739.30]

<b>Total cost</b>	<b>\$1,075.30</b>
-------------------	-------------------

## Your payment

Visa (ending 1360)	\$1,075.30
--------------------	------------

Total paid	\$1,075.30 ✓✓
------------	---------------

## Bag information

### Checked Bag (Airport)

CMH - LHR

1<sup>st</sup> bag No charge

2<sup>nd</sup> bag \$100.00

CMH - LHR

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

For information regarding American Airlines checked baggage policies, please visit: Bag and optional fees

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

### Carry-on bags (American Airlines)

**1<sup>st</sup> carry-on** Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

**2<sup>nd</sup> carry-on** Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



Book a hotel  
»



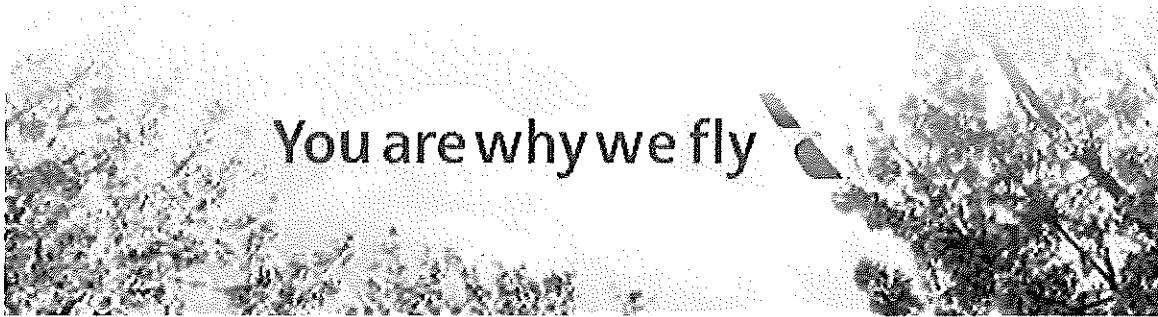
Book a car »



Buy trip  
insurance »



AAVacations »



[Contact us](#)  
[Privacy policy](#)

Download the American app



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Additional Services are subject to credit card approval at time of ticketing. Additional Services may appear on multiple accompanied documents as a matter of reference.

If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. Once canceled, your refund will be processed automatically. Refunds.

Some American Airlines check-in counters do not accept cash as a form of payment. For more information, visit our Airport Information page.

The policy for traveling with Emotional Support and Service animals has changed. Visit Traveling with Service Animals for more information.



Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

**Chemical sprays on international flights** Flights to and from certain countries require insecticide treatment (a process known as disinsection) inside the cabin for insect and disease control. The U.S. Department of Transportation provides full information about the spray and the countries required to use it. Aircraft disinsection requirements.

Check-in times will vary by departure location. In order to determine the time you need to check-in at the airport, please visit [www.aa.com/airportexpectations](http://www.aa.com/airportexpectations).

If you are traveling internationally, please ensure that you have the proper documentation. All necessary travel documents for the countries being visited must be presented at airport check-in. Check with the consulate of these countries to determine the documents required. Additional information can be found at International Travel.

We place limitations on checked baggage and boxes on some flights to Mexico, the Caribbean, Central and South America. To confirm what you can take on your journey please see Baggage Limitations.

#### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and

made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's conditions of carriage.

For more on Canada passenger protection regulations visit [aa.com/CanadaPassengers](http://aa.com/CanadaPassengers).

Please do not reply to this email address as it is not monitored. This email was sent to [tfranzen@springfieldohio.gov](mailto:tfranzen@springfieldohio.gov).

NOTICE: This email and any information, files or attachments are for the exclusive and confidential use of the intended recipient. This message contains confidential and proprietary information of American Airlines (such as customer and business data) that may not be read, searched, distributed or otherwise used by anyone other than the intended recipient. If you are not an intended recipient, do not read, distribute, or take action in reliance upon this message. Do you think you received this email by mistake? If so, please forward this email to us with an explanation.

For all other questions about bookings or upcoming trips, visit our contact page. [Contact American >](#)  
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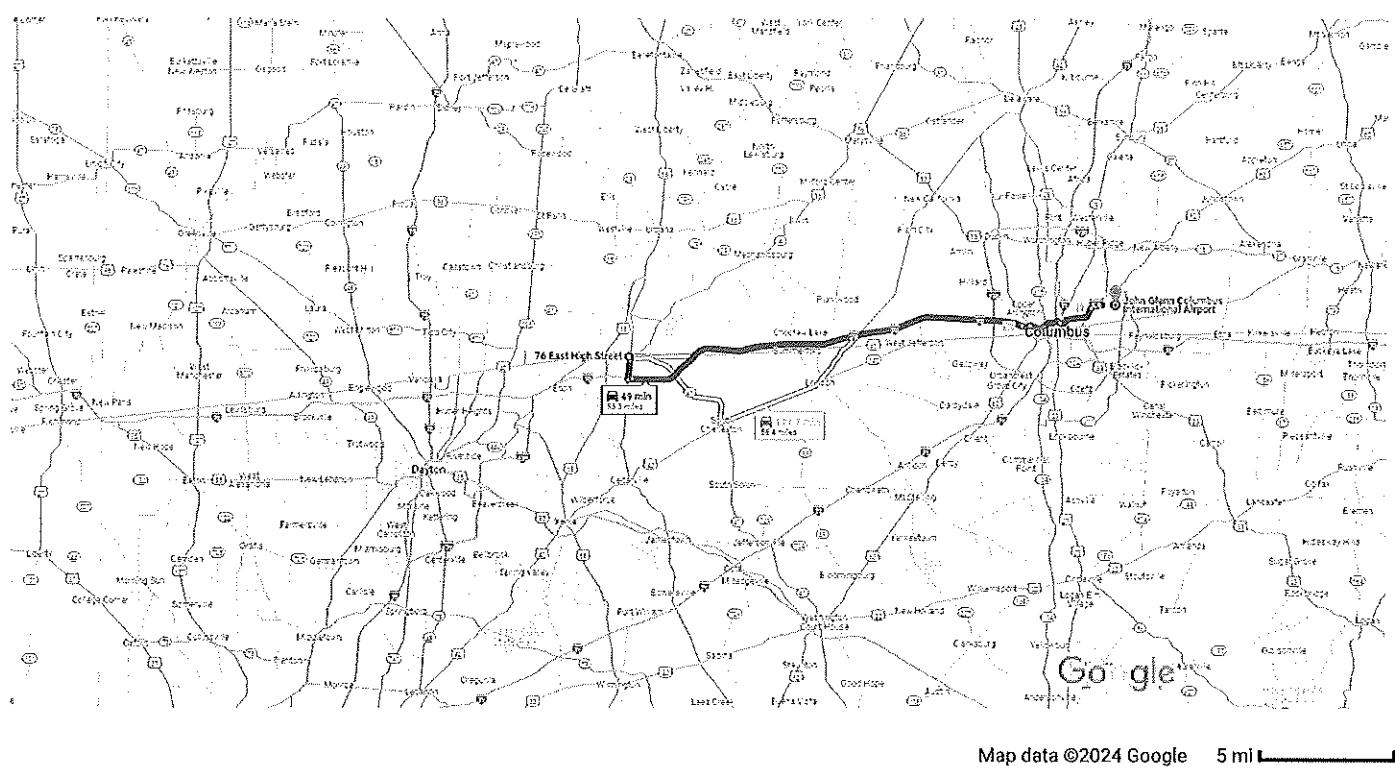
--  
**Tom Franzen**  
Assistant City Manager & Director of Economic Development  
City of Springfield, Ohio  
937.324.7300



Google Maps

76 E High St, Springfield, OH 45502 to John Glenn Columbus International Airport

Drive 53.3 miles, 49 min ✓



76 E High St  
Springfield, OH 45502

Get on I-70 E in Springfield Township from OH-72 S/S Limestone St

7 min (2.9 mi)

- ↑ 1. Head east on E High St toward S Limestone St 0.2 mi
- ↗ 2. Turn right onto S Spring St 0.3 mi
- ↑ 3. Continue onto OH-72 S/S Limestone St 2.0 mi
  - ❶ Pass by Popeyes Louisiana Kitchen (on the left in 1.5 mi)
- ↗ 4. Turn left to merge onto I-70 E toward Columbus 0.4 mi

Continue on I-70 E to Columbus. Take exit 9 from I-670 E

44 min (50.1 mi)

- ↗ 5. Merge onto I-70 E 40.9 mi

- ↶ 6. Use the left 3 lanes to take exit 96 for I-670 E toward Airport 0.8 mi
- ↑ 7. Continue onto I-670 E 3.4 mi
- ↶ 8. Keep left to stay on I-670 E 4.0 mi
- ↷ 9. Take exit 9 toward Airport/Stelzer Rd 0.9 mi
- ↑ 10. Continue onto International Gateway 20 sec (0.3 mi)

John Glenn Columbus International Airport



Emily Ogden &lt;eogden@springfieldohio.gov&gt;

## City of Springfield, Oh

5 messages

**Emily Ogden** <eogden@springfieldohio.gov>  
 To: reservations.baileys@millenniumhotels.co.uk

Thu, Jun 6, 2024 at 4:12 PM

Good Afternoon,

My name is Emily Ogden and I work for the City of Springfield, Ohio. We have some employees that will be staying at your hotel in July. Per the confirmation attached below, it looks like breakfast is included in the room rate. Can you confirm if breakfast is included?

Please let me know if you have any questions!

Thank you,  
 Emily

Emily Ogden  
 Staff Accountant  
 City of Springfield  
 76 East High Street  
 Springfield, OH 45502  
 Phone: (937) 324-7735

**Pages from 07.19-07.26.24 Franzen.pdf**  
 122K

**Reservations Baileys** <reservations.baileys@millenniumhotels.com>  
 To: Emily Ogden <eogden@springfieldohio.gov>  
 Cc: Reservations Baileys <reservations.baileys@millenniumhotels.com>

Fri, Jun 7, 2024 at 10:37 AM

Dear Emily,

Warm greetings from The Bailey's Hotel,

Can you please provide me the name of the guests so I will be able to double check in our system.

Would you require any further assistance, please do not hesitate to contact us.

Kind regards,

Pawel Dabrowski, Reservations Agent

**THE BAILEY'S HOTEL LONDON**

140 Gloucester Road, Kensington, London, SW7 4QH, United Kingdom

**Tel (Main Hotel): +44 020 7331 6121**

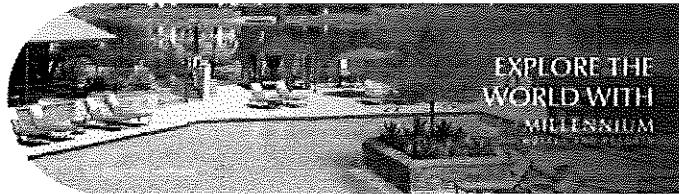
**W <http://www.TheBaileysHotel.co.uk>**

W <http://www.millenniumhotels.com>



THE BAILEY'S HOTEL LONDON  
140 Gloucester Road, Kensington  
London SW7 4QH

PRINT RESPONSIBLY  
Only print when you really need to



<https://www.millenniumhotels.com/en/offers/global/dream-it-book-it/>

**From:** Emily Ogden <[eogden@springfieldohio.gov](mailto:eogden@springfieldohio.gov)>  
**Sent:** 06 June 2024 21:13  
**To:** Reservations Baileys <[Reservations.Baileys@millenniumhotels.co.uk](mailto:Reservations.Baileys@millenniumhotels.co.uk)>  
**Subject:** City of Springfield, Oh

[CAUTION: This is an external email. Please exercise with care.]

[Quoted text hidden]

CDL Hotels (U.K.) Limited trading as Millennium Bailey's Hotel London Kensington, Scarsdale Place, Kensington, London, W8 5SY, England Registered in England and Wales, Registered Number 2729520

Please note that due to data processing requirements, we are unable to accept credit card details via e-mail.

This message, together with any attachment, may contain confidential and privileged information. If you are not the intended recipient, please notify the sender by reply e-mail as soon as possible and delete the message. Do not copy or disclose its contents or take any action in reliance upon it. You are responsible for ensuring that this e-mail and any attachments are virus free. Millennium & Copthorne Hotels Limited and its affiliates do not accept any liability for any viruses. We reserve the right to read any e-mail or attachment entering or leaving our systems.

---

Emily Ogden <[eogden@springfieldohio.gov](mailto:eogden@springfieldohio.gov)>  
To: Reservations Baileys <[Reservations.Baileys@millenniumhotels.co.uk](mailto:Reservations.Baileys@millenniumhotels.co.uk)>

Fri, Jun 7, 2024 at 11:02 AM

Hello,

6/11/24, 11:41 AM

City of Springfield, OH Mail - City of Springfield, Oh

The reservation should be under Thomas Franzen. Please let me know if you need any more information!

Thank you,  
Emily  
[Quoted text hidden]

---

**Reservations Baileys** <reservations.baileys@millenniumhotels.com>  
To: Emily Ogden <eogden@springfieldohio.gov>  
Cc: Reservations Baileys <reservations.baileys@millenniumhotels.com>

Fri, Jun 7, 2024 at 11:05 AM

Hello,

I am pleased to reconfirm that the below booking does include breakfast and the room is prepaid.

The hotel confirmation number is: **42569U267**

Kind regards,

Pawel

[Quoted text hidden]  
[Quoted text hidden]

---

**Emily Ogden** <eogden@springfieldohio.gov>  
To: Reservations Baileys <reservations.baileys@millenniumhotels.com>

Fri, Jun 7, 2024 at 11:06 AM

Perfect! Thank you so much for your assistance!

Thank you,  
Emily  
[Quoted text hidden]

Tom Franzen	
<b>Friday 07/19/24</b>	
Breakfast	N/A
Lunch	N/A
Dinner	Included ✓
Incidentals	35.00
<b>Total</b>	<b>35.00</b>
<b>Saturday 07/20/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Sunday 07/21/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Monday 07/22/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Tuesday 07/23/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Wednesday 07/24/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Thursday 07/25/24</b>	
Breakfast	Included ✓
Lunch	45.00
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>151.00</b>
<b>Friday 07/26/24</b>	
Breakfast	Included ✓
Lunch	Included ✓
Dinner	71.00
Incidentals	35.00
<b>Total</b>	<b>106.00</b>
<b>Total</b>	<b>1,047.00</b>

OK



U.S. DEPARTMENT OF STATE  
BUREAU OF ADMINISTRATION

Foreign Per Diem Rates In U.S. Dollars  
DSSR 925

Country: UNITED KINGDOM  
Publication Date: 06/01/2024

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	Belfast	01/01	12/31	194	103	297	N/A	01/01/2024
UNITED KINGDOM	Birmingham	01/01	12/31	162	71	233	N/A	01/01/2024
UNITED KINGDOM	Bristol	01/01	12/31	193	92	285	N/A	01/01/2024
UNITED KINGDOM	Cambridge	01/01	12/31	258	134	392	View	01/01/2024
UNITED KINGDOM	Cardiff, Wales	01/01	12/31	168	83	251	N/A	01/01/2024
UNITED KINGDOM	Caversham	01/01	12/31	220	122	342	N/A	01/01/2024
UNITED KINGDOM	Cheltenham	01/01	12/31	149	101	250	N/A	01/01/2024
UNITED KINGDOM	Crawley	01/01	12/31	363	178	541	View	01/01/2024
UNITED KINGDOM	Edinburgh	07/01	08/31	629	159	788	N/A	01/01/2024
UNITED KINGDOM	Edinburgh	09/01	06/30	259	122	381	N/A	01/01/2024
UNITED KINGDOM	Fairford	01/01	12/31	168	87	255	N/A	01/01/2024
UNITED KINGDOM	Gatwick	01/01	12/31	170	121	291	N/A	01/01/2024
UNITED KINGDOM	Glasgow	01/01	12/31	162	87	249	N/A	01/01/2024
UNITED KINGDOM	Harrogate	01/01	12/31	113	98	211	N/A	01/01/2024
UNITED KINGDOM	High Wycombe	01/01	12/31	151	91	242	N/A	01/01/2024
UNITED KINGDOM	Horley	01/01	12/31	170	121	291	N/A	01/01/2024

UNITED KINGDOM	Liverpool	01/01	12/31	216	126	342	N/A	01/01/2024
UNITED KINGDOM	London	01/01	12/31	363	178	541	View	01/01/2024
UNITED KINGDOM	Loudwater	01/01	12/31	141	99	240	N/A	01/01/2024
UNITED KINGDOM	Manchester	01/01	12/31	235	125	360	View	01/01/2024
UNITED KINGDOM	Menwith Hill	01/01	12/31	113	98	211	N/A	01/01/2024
UNITED KINGDOM	Other	01/01	12/31	207	123	330	N/A	08/01/2017
UNITED KINGDOM	Oxford	01/01	12/31	258	150	408	N/A	01/01/2024
UNITED KINGDOM	Reading	01/01	12/31	220	122	342	N/A	01/01/2024

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**Office of Allowances****Appendix B****Chapter 301-Federal Travel Regulation****Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance**

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2
\$13	2	3	5	3
\$14	2	4	5	3
\$15	2	4	6	3
\$16	2	4	7	3
\$17	3	4	7	3
\$18	3	5	7	3
\$19	3	5	8	3
\$20	3	5	8	4
\$21	3	5	9	4
\$22	3	6	9	4
\$23	3	6	9	5
\$24	4	6	9	5

\$25	4	6	10	5
\$26	4	7	11	5
\$27	4	7	11	5
\$28	4	7	11	6
\$29	4	7	12	6
\$30	5	7	12	6
\$31	5	8	12	6
\$32	5	8	13	6
\$33	5	8	13	7
\$34	5	9	13	7
\$35	5	9	14	7
\$36	5	9	15	7
\$37	6	9	15	7
\$38	6	10	15	7
\$39	6	10	16	7
\$40	6	10	16	8
\$41	6	10	17	8
\$42	6	11	17	8
\$43	6	11	17	9
\$44	7	11	17	9
\$45	7	11	18	9
\$46	7	12	18	9
\$47	7	12	19	9
\$48	7	12	19	10
\$49	7	12	20	10
\$50	8	12	20	10
\$51	8	13	20	10
\$52	8	13	21	10
\$53	8	13	21	11
\$54	8	14	21	11
\$55	8	14	22	11
\$56	8	14	23	11
\$57	9	14	23	11
\$58	9	15	23	11
\$59	9	15	24	11
\$60	9	15	24	12
\$61	9	15	25	12
\$62	9	16	25	12
\$63	9	16	25	13
\$64	10	16	25	13

\$65	10	16	26	13
\$66	10	17	26	13
\$67	10	17	27	13
\$68	10	17	27	14
\$69	10	17	28	14
\$70	11	17	28	14
\$71	11	18	28	14
\$72	11	18	29	14
\$73	11	18	29	15
\$74	11	19	29	15
\$75	11	19	30	15
\$76	11	19	31	15
\$77	12	19	31	15
\$78	12	20	31	15
\$79	12	20	32	15
\$80	12	20	32	16
\$81	12	20	33	16
\$82	12	21	33	16
\$83	12	21	33	17
\$84	13	21	33	17
\$85	13	21	34	17
\$86	13	22	34	17
\$87	13	22	35	17
\$88	13	22	35	18
\$89	13	22	36	18
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\$91	14	23	36	18
\$92	14	23	37	18
\$93	14	23	37	19
\$94	14	24	37	19
\$95	14	24	38	19
\$96	14	24	39	19
\$97	15	24	39	19
\$98	15	25	39	19
\$99	15	25	40	19
\$100	15	25	40	20
\$101	15	25	41	20
\$102	15	26	41	20
\$103	15	26	41	21
\$104	16	26	41	21

\$105	16	26	42	21
\$106	16	27	42	21
\$107	16	27	43	21
\$108	16	27	43	22
\$109	16	27	44	22
\$110	17	27	44	22
\$111	17	28	44	22
\$112	17	28	45	22
\$113	17	28	45	23
\$114	17	29	45	23
\$115	17	29	46	23
\$116	17	29	47	23
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24
\$122	18	31	49	24
\$123	18	31	49	25
\$124	19	31	49	25
\$125	19	31	50	25
\$126	19	32	50	25
\$127	19	32	51	25
\$128	19	32	51	26
\$129	19	32	52	26
\$130	20	32	52	26
\$131	20	33	52	26
\$132	20	33	53	26
\$133	20	33	53	27
\$134	20	34	53	27
\$135	20	34	54	27
\$136	20	34	55	27
\$137	21	34	55	27
\$138	21	35	55	27
\$139	21	35	56	27
\$140	21	35	56	28
\$141	21	35	57	28
\$142	21	36	57	28
\$143	21	36	57	29
\$144	22	36	57	29

\$145	22	36	58	29
\$146	22	37	58	29
\$147	22	37	59	29
\$148	22	37	59	30
\$149	22	37	60	30
\$150	23	37	60	30
\$151	23	38	60	30
\$152	23	38	61	30
\$153	23	38	61	31
\$154	23	39	61	31
\$155	23	39	62	31
\$156	23	39	63	31
\$157	24	39	63	31
\$158	24	40	63	31
\$159	24	40	64	31
\$160	24	40	64	32
\$161	24	40	65	32
\$162	24	41	65	32
\$163	24	41	65	33
\$164	25	41	65	33
\$165	25	41	66	33
\$166	25	42	66	33
\$167	25	42	67	33
\$168	25	42	67	34
\$169	25	42	68	34
\$170	26	42	68	34
\$171	26	43	68	34
\$172	26	43	69	34
\$173	26	43	69	35
\$174	26	44	69	35
\$175	26	44	70	35
\$176	26	44	71	35
\$177	27	44	71	35
\$178	27	45	71	35
\$179	27	45	72	35
\$180	27	45	72	36
\$181	27	45	73	36
\$182	27	46	73	36
\$183	27	46	73	37
\$184	28	46	73	37





Emily Ogden &lt;eogden@springfieldohio.gov&gt;

**Franzen Travel 07/19-07/26/24**

18 messages

**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Thu, Jun 6, 2024 at 2:17 PM

Good Afternoon,

I am reviewing Tom's London trip and it looks like the hotel includes breakfast. Can you confirm that this is the case?

Please let me know if you have any questions!

Thank you,  
Emily

--  
Emily Ogden  
Staff Accountant  
City of Springfield  
76 East High Street  
Springfield, OH 45502  
Phone: (937) 324-7735

**Pages from 07.19-07.26.24 Franzen.pdf**  
122K**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Thu, Jun 6, 2024 at 3:25 PM

Looking at their website, there is a restaurant on the premises. It does not say anything in the amenities about including breakfast.

**Regina Jeffers**  
Project Assistant  
Springfield City Manager's Office  
76 E High St  
Springfield, Ohio 45502  
937.324.7300  
[www.springfieldohio.gov](http://www.springfieldohio.gov)



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**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Thu, Jun 6, 2024 at 3:29 PM

Okay, on the receipt it looks like the room rates include breakfast. I can have Ava, our intern, see if she can reach out to the hotel on Monday for a clear answer. Once I find out, I will let you know! I appreciate your help!

Thank you,  
Emily  
[Quoted text hidden]

Regina Jeffers <rjeffers@springfieldohio.gov>  
 To: Emily Ogden <eogden@springfieldohio.gov>

Ok, thanks!

**Regina Jeffers**

Project Assistant  
 Springfield City Manager's Office  
 76 E High St  
 Springfield, Ohio 45502  
 937.324.7300  
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Regina Jeffers <rjeffers@springfieldohio.gov>  
 To: Emily Ogden <eogden@springfieldohio.gov>

Thu, Jun 6, 2024 at 3:32 PM

I the chat thing on the website. This the response I got:

Millie

Good afternoon! I'm glad you reached out. I'm not sure about breakfast being included with the room booking. I recommend contacting our reception team at [+44 2073 736000](tel:+442073736000) or [reservations.baileys@millenniumhotels.co.uk](mailto:reservations.baileys@millenniumhotels.co.uk) for more information on breakfast options. Let me know if you need any further assistance!

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Emily Ogden <eogden@springfieldohio.gov>  
 To: Regina Jeffers <rjeffers@springfieldohio.gov>

Thu, Jun 6, 2024 at 3:37 PM

Perfect! I will reach out and see what they say!

[Quoted text hidden]

**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Fri, Jun 7, 2024 at 10:40 AM

Good Morning,

Just to confirm before I reply to the hotel, this reservation should be under Tom's name right?

Thank you,  
Emily  
[Quoted text hidden]

---

**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Fri, Jun 7, 2024 at 10:59 AM

Yes!

**Regina Jeffers**

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**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Tue, Jun 11, 2024 at 11:53 AM

Good Morning,

I was able to confirm that breakfast is included at the hotel. Do you know the registration cost for the air show?

Please let me know if you have any questions!

Thank you,  
Emily  
[Quoted text hidden]

---

**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Tue, Jun 11, 2024 at 12:00 PM

That I do not know. I'll get with Tom to see if he knows.

**Regina Jeffers**

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**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Tue, Jun 18, 2024 at 1:25 PM

Good Afternoon,

Sorry, to bug you about this again, but I am trying to get the travel request approved so that I can pay Tom's reimbursement for the flight. Has Tom been able to provide you with any more information?

Please let me know if you have any questions!

Thank you,  
Emily

[Quoted text hidden]

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**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Tue, Jun 18, 2024 at 1:36 PM

No, let me check with him! Sorry! Too much going on around here! Is all you need the cost of registration or entry for the event?

***Regina Jeffers***

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**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Tue, Jun 18, 2024 at 1:40 PM

I completely understand! I think that's the last thing I need.

[Quoted text hidden]

---

**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>, Nicole Weber <nweber@springfieldohio.gov>

Mon, Jun 24, 2024 at 8:29 AM

Good Morning,

Have you been able to get the registration cost from Tom? Also, do you have a travel request for Bryan for this trip?

Please let me know if you have any questions!

Thank you,

6/27/24, 9:46 AM

City of Springfield, OH Mail - Franzen Travel 07/19-07/26/24

Emily

[Quoted text hidden]

**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Mon, Jun 24, 2024 at 12:27 PM

I asked Tom last week. I'll follow up again.

I'm not sure Bryan is going. I haven't heard about that one.

**Regina Jeffers**

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**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Tue, Jun 25, 2024 at 2:33 PM

He said he believes it's taken care of as part of the JobsOhio - Tradeshow Delegation but He is trying to verify.

**Regina Jeffers**

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**Emily Ogden** <eogden@springfieldohio.gov>  
To: Regina Jeffers <rjeffers@springfieldohio.gov>

Thu, Jun 27, 2024 at 8:53 AM

Good Morning,

Can you review the change I've made and let me know if everything looks good to you?

Please let me know if you have any questions!

Thank you,  
Emily

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3005K

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**Regina Jeffers** <rjeffers@springfieldohio.gov>  
To: Emily Ogden <eogden@springfieldohio.gov>

Thu, Jun 27, 2024 at 9:30 AM

Hey Emily,

We probably should add taxi/uber transportation from the airport to the hotel. I have NO clue how much that might cost. Maybe put \$200 for credit card expense as an estimate?

*✓ ok*

**Regina Jeffers**

Project Assistant  
Springfield City Manager's Office  
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Springfield, Ohio 45502  
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[www.springfieldohio.gov](http://www.springfieldohio.gov)



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