

# ALASKA STATE LEGISLATURE

## *Session:*

State Capitol  
Juneau, AK 99801-1182  
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## *Interim:*

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Eagle River, AK 99577  
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## REPRESENTATIVE DAN SADDLER

October 21, 2013

Representative Mike Hawker, Chair  
Alaska Legislative Council  
716 W. Fourth Ave.  
Anchorage, AK 99501-2133

RE: REVISED Late Travel Reimbursement request

Dear Representative Hawker,

This is to request your approval for reimbursement of expenses relating to my travel from the State Capitol in Juneau to Eagle River from March 22-3, 2013, for the purpose of attending a legislative town hall meeting in my home district.

The original receipts were apparently misfiled during the transition from session to interim - and into new interim offices -- and were only recently discovered during a thorough inventory of our files and records in my new office. My staff has filed the reimbursement request, dated July 3, 2013, as soon as possible after its discovery, and as Leg Council chair, your approval of the late request is required for it to be processed by Legislative Affairs.

*Initially I submitted reimbursement request for airfare, hotel and rental car but would like to revise that request for only the airfare for \$525.30. I regret the delay, and hope you will be able to approve this rare request.*

If I can answer any other questions regarding my travel or the reimbursement, please don't hesitate to call. Thank you kindly for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Dan Saddler".

Representative Dan Saddler  
House District 12

Cc: Pamela Varni, Executive Director  
Legislative Affairs Agency

FISCAL

JUL 03 2013

Legislative Affairs Agency  
Travel Claim - 02/27/13Purpose  
of Travel: Attend Legislative Town Hall Meeting

Legislative Affairs Agency

Travel Advance Requested: YES ☐ NO ☒**Please attach boarding passes & return to LAA Accounting.**Return Form to: Shannen O'Brien, LAA, State Capitol, Rm 3, Juneau, Alaska 99801-1182 (907) 465-6625 or Fax (907) 465-1772

## ITINERARY

List each date in travel status and indicate where overnights. Indicate which meals were included with your registration or conference fee. Meal allowances should not be claimed if you consumed a meal included in the fee.

1. On	<u>3/22/2013</u>	I <del>(will travel)</del> (traveled) from:	<u>Juneau</u>	to:	<u>Anchorage</u>		
	Date		City		City		
	at: <u>6:15</u>	AM/PM	(indicate time on official business)				
			(Check if meal was provided)				
	DATE		CITY/STATE	Breakfast	Lunch	Dinner	ACCOUNTING
I overnights on	<u>3/22</u>	in	<u>Anchorage</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lodge \$ <u>110.88</u> Meals \$
I overnights on	<u>3/23</u>	in	<u>Anchorage</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>110.88</u>
I overnights on		in		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I overnights on		in		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I overnights on		in		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I overnights on		in		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I overnights on		in		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I returned to	<u>Juneau/Session</u>	on	<u>3/24/2013</u>	at	<u>10:00</u>	AM/PM	
	Home Station		Date		Time		
TOTAL							<u>221.76</u>

(Meals are prorated daily, and are determined by the time of day business travel begins and ends.)

1. If a portion of this trip includes personal business, list dates of personal business:  
(or complete form showing shortest time trip could have taken)
2. Attach lodging receipts or check box to receive lodging per diem in lieu of receipt.
3. Check box if you wish to claim meal per diem **only** (no lodging expense incurred).
4. Check box if you wish to claim airfare and/or surface travel expenses **only** (no lodging or meal per diem).

N/A per 9/11/13 memo

## FINAL TRAVEL COSTS

1. Was this trip completed as stated above? YES ☒ NO ☐ If NO, note changes below. If YES, continue.2. Airfare or Conference Fee reimbursement. Please attach boarding passes, purchase confirmation email, written quote, or conference fee receipt. **DO NOT** claim if ticket or fee was paid for by LAA or by personal mileage plan.Airfare \$ 525.30 Conference Fee \$

3. Taxi, Parking, Car Rental, Rental Car Gas receipts, should be itemized and receipts attached. (Items less than \$15 don't require a receipt but must be itemized.)

Car rental on State account, receipt attached:  
hotel \$221.76. we weren't charged for a rental car4. Mileage: \_\_\_\_\_ miles at Federal Rate. From: \_\_\_\_\_ To: \_\_\_\_\_  
Accounting Only > @ \_\_\_\_\_5. Business phone calls (attach itemized hotel bill showing phone charges). **Calls to be reimbursed must be initialed.**

Mail or Pouch Check to:

Rep. Dan Saddler 7/2/2013  
Name of Traveler (please print) DateRep Dan Saddler  
Signature of Traveler

Claimant certifies by signing the Travel Claim that the facts contained on this form and supporting documents are correct and constitute a valid claim against the State of Alaska.

Signature of Authorizer

Total

525.30

Less Advance

0

Final Pmt \$

525.30

525.30

per 9/11/13 memo



# Representative Beth Kerttula

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## House Minority Leader

Date: September 30, 2013

To: Representative Mike Hawker  
Chair, Legislative Council

From: Representative Beth Kerttula

A handwritten signature in blue ink that reads "Beth Kerttula".

Re: Late Travel Claim

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I hereby request that my travel claims for March 2013 and May 2013 trips to Petersburg appear on the Legislative Council agenda at the next meeting. These claims are for \$1,059.24 and \$599.30 respectively and will be coming out of the House Minority Account, which I manage as House Minority Leader.

I apologize for the lateness of these claims. At the time that I traveled, I was unsure whether I would be paying for the trips personally or through the House Minority Account, which has a limited budget. The community of Petersburg is new to my district and I felt the need to travel there as much as possible. Ultimately, I decided it was an appropriate use of the Minority Account according to our internal guidelines.

I would note that in my fifteen years as a legislator, this is the first time I have filed a claim late.

Thank you for your consideration of my request.

Purpose  
of Travel: Constituent meeting, etc.

FISCAL  
SEP 26 2013

Legislative Affairs Agency  
Travel Claim - 11/19/2009

Travel Advance Requested: YES ☐ NO ☒

Legislative Affairs Agency

Please attach boarding passes & return to LAA  
Accounting.

Return Form to: Shannen Fisk, LAA, State Capitol, Rm 3, Juneau, Alaska 99801-1182 (907) 465-6625 or Fax (907) 465-1772

### ITINERARY

List each date in travel status and indicate where overnights. Indicate which meals were included with your registration or conference fee. Meal allowances should not be claimed if you consumed a meal included in the fee.

1. On	<u>3/7/2013</u>	I (will travel) (traveled) from:	<u>Juneau, AK</u>	to:	<u>Petersburg, AK</u>
	<small>Date</small>		<small>City</small>		<small>City</small>
	at: <u>1:00 PM</u>	(indicate time on official business)			
		<small>(Check if meal was provided)</small>			
	<b>DATE</b>	<b>CITY/STATE</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
I overnights on	<u>7-Mar</u>	in <u>Petersburg</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>8-Mar</u>	in <u>Petersburg</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>9-Mar</u>	in <u>Petersburg</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>      </u>	in <u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>      </u>	in <u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>      </u>	in <u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I overnights on	<u>      </u>	in <u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I returned to	<u>Juneau, AK</u>	on <u>3/10/2013</u>	at	<u>12:00 PM</u>	
	<small>Home Station</small>	<small>Date</small>		<small>Time</small>	

### ACCOUNTING

Lodge \$	Meals \$
<u>115.50</u>	<u>      </u>
<u>115.50</u>	<u>      </u>
<u>115.50</u>	<u>      </u>
<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>
<u>346.50</u>	<u>      </u>
<u>346.50</u>	<u>      </u>
<u>TX</u>	<u>      </u>

TOTAL

(Meals are prorated daily, and are determined by the time of day business travel begins and ends.)

1. If a portion of this trip includes personal business, list dates of personal business:  
(or complete form showing shortest time trip could have taken)
2. Attach lodging receipts or check box to receive lodging per diem in lieu of receipt.
3. Check box if you wish to claim meal per diem **only** (no lodging expense incurred).
4. Check box if you wish to claim airfare and/or surface travel expenses **only** (no lodging or meal per diem).

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### FINAL TRAVEL COSTS

### ACCOUNTING

1. Was this trip completed as stated above? YES ☒ NO ☐ If NO, note changes below. If YES, continue.

2. Airfare or Conference Fee reimbursement. Please attach boarding passes, purchase confirmation email, written quote, or conference fee receipt. **DO NOT** claim if ticket or fee was paid for by LAA or by personal mileage plan.

Airfare \$ 371.00 Conference Fee \$       

371.00

3. Taxi, Parking, Car Rental, Rental Car Gas receipts, should be itemized and receipts attached. (Items less than \$15 don't require a receipt but must be itemized.) parking \$36.00, fuel \$20.38, CAR - 285.32

341.74

4. Mileage:        miles at Federal Rate. From:        To:         
Accounting Only > @

5. Business phone calls (attach itemized hotel bill showing phone charges). **Calls to be reimbursed must be initialed.**

Mail or Pouch Check to:

712.74  
- non taxable

Beth Kerttula 9/25/2013

Name of Traveler (please print) Date

Beth Kerttula  
Signature of Traveler

Total

Less Advance

Claimant certifies by signing the Travel Claim that the facts contained on this form and supporting documents are correct and constitute a valid claim against the State of Alaska.

Signature of Authorizer

Final Pmt \$

1059.24

**Purpose**

**of Travel:** Community event, meetings

**FISCAL**

Travel Advance Requested: YES ☐ NO ☒

SEP 26 2013  
**Please attach boarding passes & return to LAA Accounting.**  
Legislative Affairs Agency

**Return Form to:** Shannen Fisk, LAA, State Capitol, Rm 3, Juneau, Alaska 99801-1182 (907) 465-6625 or Fax (907) 465-1772

**ITINERARY**

List each date in travel status and indicate where overnights. Indicate which meals were included with your registration or conference fee. Meal allowances should not be claimed if you consumed a meal included in the fee.

1. On	Date	I (will travel) (traveled) from:	City	to:	City	at:	(indicate time on official business)	(Check if meal was provided)	ACCOUNTING			
								Breakfast	Lunch	Dinner	Lodge \$	Meals \$
I overnights on	17-May	in	Petersburg, AK					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	163.90	
I overnights on	18-May	in	Petersburg, AK					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	163.90	
I returned on	19-May	in	Petersburg, AK					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
I overnights on		in						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I overnights on		in						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I overnights on		in						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I overnights on		in						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I returned to	Petersburg, AK	on	5/19/2013			at	12:00 PM				327.80	
	Home Station		Date				Time					
<b>TOTAL</b>											327.80	

(Meals are prorated daily, and are determined by the time of day business travel begins and ends.)

- If a portion of this trip includes personal business, list dates of personal business: \_\_\_\_\_  
(or complete form showing shortest time trip could have taken)
- Attach lodging receipts or check box to receive lodging per diem in lieu of receipt. ☐
- Check box if you wish to claim meal per diem **only** (no lodging expense incurred). ☐
- Check box if you wish to claim airfare and/or surface travel expenses **only** (no lodging or meal per diem). ☐

**FINAL TRAVEL COSTS**

**ACCOUNTING**

- Was this trip completed as stated above? YES ☒ NO ☐ If NO, note changes below. If YES, continue.
- Airfare or Conference Fee reimbursement. Please attach boarding passes, purchase confirmation email, written quote, or conference fee receipt. **DO NOT** claim if ticket or fee was paid for by LAA or by personal mileage plan.  
Airfare \$ 251.50 Conference Fee \$ \_\_\_\_\_  
251.50
- Taxi, Parking, Car Rental, Rental Car Gas receipts, should be itemized and receipts attached. (Items less than \$15 don't require a receipt but must be itemized.) gas 20.00 - Aurora's car was used & Rep Kertula paid for gas  
20.00
- Mileage: \_\_\_\_\_ miles at Federal Rate. From: \_\_\_\_\_ To: \_\_\_\_\_  
Accounting Only > @ \_\_\_\_\_
- Business phone calls (attach itemized hotel bill showing phone charges). **Calls to be reimbursed must be initialed.**  
Mail or Pouch Check to: \_\_\_\_\_

Beth Kertula 9/25/2013  
Name of Traveler (please print) Date

Beth Kertula  
Signature of Traveler

Claimant certifies by signing the Travel Claim that the facts contained on this form and supporting documents are correct and constitute a valid claim against the State of Alaska.

Signature of Authorizer

Total 599.80

Less Advance

Final Pmt \$