



**ALASKA STATE LEGISLATURE
HOUSE RULES COMMITTEE
REPRESENTATIVE GABRIELLE LEDOUX,
CHAIR**

State Capitol Room 216, Juneau, AK 99801-1182 (907) 465-4998
1500 W. Benson Blvd. Anchorage, AK 99501 Phone: (907) 269-0216

To: Representative Kito, Legislative Council Chair

From: Representative Gabrielle LeDoux,
House Rules Chair

Date: March 15, 2017

Re: Late Travel submission

On November 16, 2016 I traveled from Anchorage to Juneau to meet with Pam Varni of the Legislative Affairs Agency to discuss the responsibilities of the Rules Chair and to tour the Capitol building. This trip was necessary, amongst other reasons, so I could view office space in the remodeled building before assigning offices prior to session. Last week I submitted the travel reimbursement request for that trip, the relocation trip and the Anchorage Caucus trip. We had prepared the reimbursement request for the November trip in December but because of changes in my staff as well as the Christmas holidays it had fallen between the cracks and my staff was unaware of the 60 day rule. I would ask that Leg Council consider allowing the reimbursement for my November travel. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gabrielle LeDoux".

Rep. Gabrielle LeDoux

TRAVEL FINANCIAL RECORD

ARU:

8065

TA #:

L16-10466

PVN/EMP#:

GAL12347 / 300155

Task/ Sub Task

Activity/ Function:

HSEU / 3510

To:

Juneau → on to personal travel.

[illegible]

Amount:

Object:

Doc. Code:

Document #:

Date:

Purpose:

129.00

2027

meals

642.70

2023

airfare / taxi

[illegible]

Amount

Object:

Doc. Code:

Document #:

Date:

Purpose:

Past 60 days
received Feb. 27, 2017

Comments

U6-10466

FISCAL

NOV 15 2016

Alaska State Legislature
HOUSE OF REPRESENTATIVES

Legislative Affairs Agency

Representative Mike Chenault
Speaker of the House



State Capitol
Juneau, Alaska 99801

PRE TRAVEL AUTHORIZATION FORM

NAME: Gabrielle LeDoux

The purpose of the State travel is: Meeting with Pam Varni,
LAA and four of officers for Rules Committee
assignments.

The specific meeting/business dates are: 11/16/16

will travel from Anchorage on 11/16/16 at 8:00 on Flight # 62
(location) (Date) (AM/PM)
to Juneau return on TBD at on Flight #
(location) (Date) (AM/PM)

- ☐ I will be booking online at easybiz.alaskaairlines.com - see intranet for instructions*.
☒ I will be submitting travel receipts for reimbursement.
☒ I will need to rent a vehicle. Car rental receipts must be turned into the Accounting Office.

Requested by: Amy Michel for Rep. Gabrielle LeDoux
Legislator's Signature

SUBMIT COMPLETED FORM TO REPRESENTATIVE MIKE CHENAULT

Travel AS approved AS disapproved AS
Car Rental AS approved AS disapproved AS
Chad Ryko Rep. Edgmon 11-15-16
Representative Mike Chenault, Speaker of the House Date

Charge to Account

Confirmation #

*Reservations should be made at easybiz.alaskaair.com. Held reservation will be emailed immediately to
LAA.Travel@akleg.gov for purchase. You will receive ticket purchase verification via email.
(EasyBiz Instructions are available on the Accounting Intranet Site under House Travel)

Authorization questions: Tom Wright
Representative Chenault's Office
Session 465-3779; Interim 269-2030

Reimbursement questions: Joanna Bizzarro
Accounting
465-6625

1/12/2016

Purpose of Travel: meeting with LAA

Please let us know if you would like the detailed expenditure lines broken out for you by checking this box ☐

Travel Advance Requested: YES ☒ NO ☐

Please attach boarding passes & rental car receipts & return to LAA Accounting.

Return Form to: Joanna Bizzarro, LAA, State Capitol, Rm 3, Juneau, Alaska 99801-1182 (907) 465-6625 or Fax (907) 465-7772

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 11/16/16 I (will travel) (traveled) from: Anchorage to: Juneau
Date City City
at 6:30 AMPM (indicate time on official business)

				(Check if meal was provided)			ACCOUNTING	
DATE	CITY/STATE	Breakfast	Lunch	Dinner	Lodge \$	Meals \$		
I overnights on <u>11/16/16</u> in <u>Juneau</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<u>88.00</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 <u>11/17/16</u> in <u>2:17 pm travel ended</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<u>41.00</u>		
I overnights on _____ in _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
I returned to <u>Anchorage</u> on <u>11/28/16</u> at _____ AM/PM	Home Station Date							
TOTAL						<u>129.00</u>		

(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: 11-17 through 11-28
(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

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 \$ 602.70 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.) 40.00

taxi to & from airport \$20 each way

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: _____

Name of Traveler (please print) Gabrielle LeDoux Date 2/24/17

Signature of Traveler Gabrielle LeDoux

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

Less Advance

Final Pmt \$

602.70

40.00

711.70

Depart Taxi

need receipt
11/28

Amy Michel

From: Rep. Gabrielle LeDoux
Sent: Tuesday, November 29, 2016 11:31 PM
To: Amy Michel
Subject: Fwd: Receipt from Scotts car service

I need to submit form to get reimbursement for Juneau trip. This is fie trip to airport. I'll get you receipt for trip from. A portion of my ticket home is also reimbursable,, will get you another receipt from scott,

Sent from my iPhone

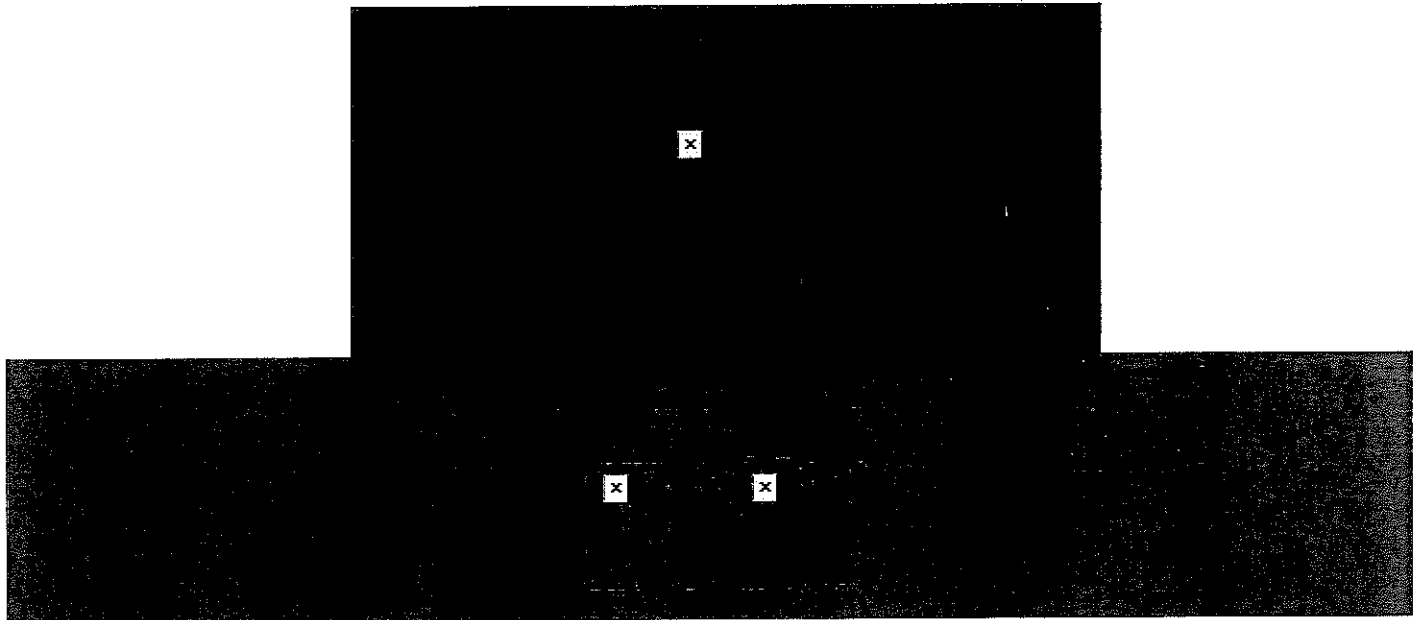
Begin forwarded message:

From: Scotts car service via Square <receipts@messaging.squareup.com>
Date: November 16, 2016 at 7:04:25 AM AKST
To: <rep.gabrielle.ledoux@akleg.gov>
Subject: Receipt from Scotts car service
Reply-To: Scotts car service via Square
<r_ojtknbsizdu4nzxglatqwc.rYUZ.b9AaLBYhdlloqxi4.301b46fc5ed32161f58be0e839175043d17ee431@reply.squareup.com>

Things just got easier.

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

[Learn more](#)



\$20.00

Custom Amount

\$20.00

Total

\$20.00



Scotts car service

907-223-9229

Visa 9439 (Swipe)

GABRIELLE R LEDOUX

Nov 16

2016 at

7:03

AM

#002Z

Auth

code:

09394B

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Return Taxi

NO. **887401**

NAME: <i>Gabrielle Ledoux</i>		DATE: <i>11-28-11</i>
ADDRESS:		
CITY, STATE, ZIP		
SOLD BY:	CASH	C.O.D.
CHARGE	ON ACCT.	MDSE RTD.
		PAID OUT

QUAN.	DESCRIPTION	AMOUNT
1	<i>Airport P/ID</i>	<i>20.00</i>
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

CUSTOMER'S ORDER NO.	RECEIVED BY: <i>[Signature]</i>
----------------------	---------------------------------

KEEP THIS COPY FOR YOUR RECORDS
5L240 © REDIFORM®



Gabrielle LeDoux <alaska.gabrielle@gmail.com>

Confirmation Letter - KJZTMD 11/16/16 - from Alaska Airlines

Alaska Airlines <Alaska.IT@alaskaair.com>

Mon, Nov 14, 2016 at 3:15 PM

Reply-To: Alaska Airlines <Alaska.ConfirmationLetter@alaskaair.com>

To: ALASKA.GABRIELLE@gmail.com

If you have trouble viewing this message, click here to request a plain text-only version of this email.



Confirmation code:

KJZTMD

You're all set. Thank you for booking with Alaska and we look forward to seeing you on board.
Need to change your flight? Visit us, online or through reservations.

Flight	Departs	Arrives	Class	Traveler(s)	Seat(s)
<i>Alaska</i> Alaska 62 Boeing 737-800	Anchorage (ANC) Wed, Nov 16 8:00 am	Juneau (JNU) Wed, Nov 16 9:38 am	Y (Coach)	Gabrielle Ledoux	29D

Hotels and cars

Additional information

Prohibited hazardous materials

The Federal Government has specific restrictions about hazardous materials in carry-on and checked baggage. Failure to declare hazardous materials may result in civil and criminal penalties. For more information, visit: the FAA website.

Low price guarantee
Provided by Orbitz®

Need a hotel?

Use our hotel deal finder to book a hotel in Juneau.

Summary of airfare charges

Gabrielle Ledoux

Mileage Plan MVP Gold Member # ***5331

New Ticket 0272127334175
(previous ticket 0272127331635)

New Ticket Value	\$300.60
Additional Amount Due	\$0.00
Per person total	\$0.00

Total charges for air travel**USD \$0.00**

View all taxes, fees and charges

Need a ride?

Use our car deal finder to rent a car in Juneau.

Get the Visa Signature® card

Apply now for the Alaska Airlines
Visa Signature® card and earn
25,000 bonus miles upon
approval.

APPLY

Confirmation code

KJZTMD

Complimentary upgrade

MVP® Gold guest upgrade About MVP® Gold guest upgradeLink reservations

How to contact me during travel

~~Alaska~~

Alaska Airlines 62

Depart Anchorage (ANC)

8:00 **am**, Wed, Nov 16

Arrive Juneau (JNU)

9:38 **am**, Wed, Nov 16

Print

Email

Add to calendar

Passenger information

Traveler details

Passenger Seats ** Services requested Passenger documentation

Name: Gabrielle Ledoux MP#: Alaska 8825331 - Gold E-ticket: 0272127331635 30D

Change seats Request services (e.g. wheelchair)

Enter required documentation

** Seat assignments are subject to change.

Flight summary

Flight confirmation code: KJZTMD

Flights

Flight DepartsArrives

Flight 1 of 1Alaska Alaska 70

Coach (Y) | Nonstop | Details

Anchorage (ANC)

7:47 pm Tue, Nov 15 Juneau (JNU)

9:25 pm Tue, Nov 15

Alaska 70 Distance: 568 mi | Duration: 1hours 38minutes

Total price for 1 passenger

\$300.60

including taxes, fees and charges

Low-price guarantee

Price summary

Flight total for 1 passenger: \$300.60

The Alaska Airlines VISA ending with *****9439 has been charged a total of USD \$300.60.

Total per passenger

\$300.60

Fare

\$267.91

Taxes and fees

\$32.69

See details above

Each ticket and any booking or change fees will be a separate charge on your credit card statement.

For additional assistance with your reservation, call reservations at 1-888-345-3640.

Travel reminders

Rules and restrictions



Return Ticket
mock reservation

Flight summary [Change](#) | [Remove](#)

Flight

Alaska Alaska 73
Main (Y) | Nonstop | [Details](#)
Distance: 568 mi | Duration: 1h 48m

Departs

Juneau (JNU)
7:37 am Fri, Dec 30

Arrives

Anchorage (ANC)
9:25 am Fri, Dec 30

Total price for 1 passenger

\$302.10

Taxes, fees and charges

Low-price guarantee

Shop again using a [discount code](#).

► [Fare rules](#)

► [Baggage rules](#)

Total due now \$302.10 USD

[Currency converter](#)

NEXT →

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this is what it would have cost to
go from Juneau to Anchorage

actual ticket

Gabrielle LeDoux <alaska.gabrielle@gmail.com>

Confirmation Letter - LWSMSV 11/17/16 - from Alaska Airlines

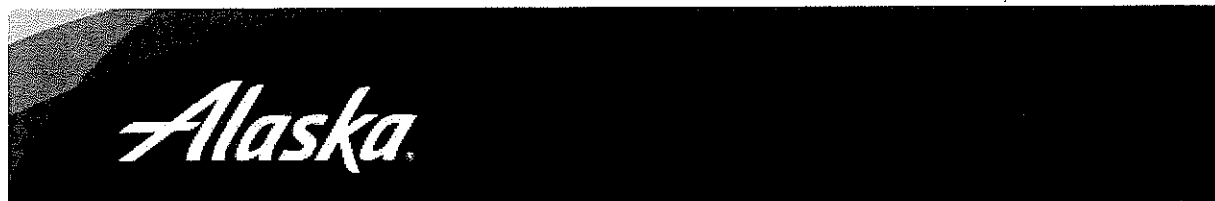
Alaska Airlines <Alaska.IT@alaskaair.com>

Mon, Nov 14, 2016 at 9:15 PM

Reply-To: Alaska Airlines <Alaska.ConfirmationLetter@alaskaair.com>

To: ALASKA.GABRIELLE@gmail.com

If you have trouble viewing this message, click here to request a plain text-only version of this email.



Confirmation code:

LWSMSV

You're all set. Thank you for booking with Alaska and we look forward to seeing you on board.
Need to change your flight? Visit us, online or through reservations.

Flight	Departs	Arrives	Class	Traveler(s)	Seat(s)
<i>Alaska</i> Alaska 78 Boeing 737-800	Juneau (JNU) Thu, Nov 17 2:17 pm	Seattle (SEA) Thu, Nov 17 5:34 pm	S (Coach)	Gabrielle Ledoux	21A
<i>Alaska</i> Alaska 510 Boeing 737-700	Seattle (SEA) Thu, Nov 17 6:50 pm	Orange County/Santa Ana (SNA) Thu, Nov 17 9:20 pm	U* (First)	Gabrielle Ledoux	1A

Complimentary or mileage upgrade.

Hotels and cars**Additional information**

Low price guarantee
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Prohibited hazardous materials

The Federal Government has specific restrictions about hazardous materials in carry-on and checked baggage. Failure to declare hazardous materials may result in civil and criminal penalties. For more information, visit: the FAA website.

Need a hotel?

Use our hotel deal finder to book a hotel in Orange County/Santa Ana.

Summary of airfare charges

Gabrielle Ledoux

Mileage Plan MVP Gold Member # ***5331

Ticket 0272127353233

Base Fare and Surcharges

\$535.77

Need a ride?

Use our car deal finder to rent a car in Orange County/Santa Ana.

Get the Visa Signature® card

Taxes and Other Fees	\$55.29
Per person total	\$591.06

Total charges for air travel **USD \$591.06**
View all taxes, fees and charges

Total charges and credits

Nonrefundable fare of \$302.06 was charged to the Visa card with number *****9439 held by Gabrielle Ledoux on 11/14/2016.

Nonrefundable fare of \$289.00 from My wallet account was applied toward the total.

Discount code ECSR100CDNTR343238 was applied to this purchase.

Click on bolded print for restrictions.

Trip protection by Allianz Global Assistance

Purchase trip protection benefits and travel assistance services for your trip from [Allianz Global Assistance](#). [Learn more](#)

Flight notifications

Flight notifications are how we will contact you with important travel information. Get alerts about departures, arrivals, gate changes, cancellations and more.

SIGN UP

Web Check-in

When traveling on Alaska Airlines, save time by checking in online 1 to 24 hours prior to departure. You can also check in at one of our airport kiosks or at the ticket counter.

CHECK IN

For more information about minimum check-in times, required identification, international travel, and traveling with minors, please visit our website.

Manage your flight reservation

View full details about your flight reservation and fare. You can choose seats, make special service requests, and make changes online.

Alaska Airlines reservations 1-800-ALASKAAIR (1-800-252-7522)

MANAGE

Baggage

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Many Alaska Airlines flights offer the option to purchase a meal. We've also equipped almost all of our fleet with InFlight WiFi so you can surf the web or stay productive inflight. For more info, please see our on board guide.

For your security



Gabrielle LeDoux <alaska.gabrielle@gmail.com>

Confirmation Letter - SIMTDM 11/28/16 - from Alaska Airlines

1 message

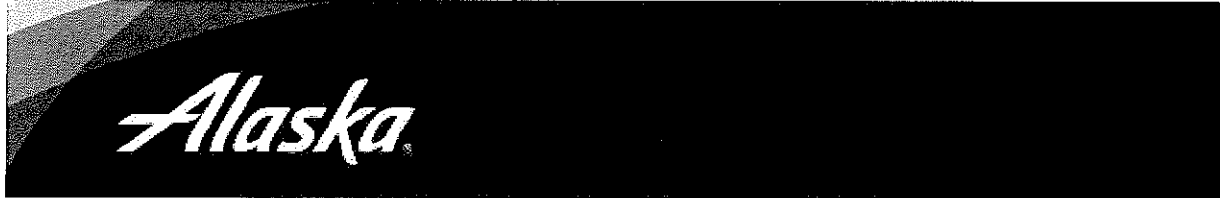
Alaska Airlines <Alaska.IT@alaskaair.com>

Mon, Nov 14, 2016 at 10:38 PM

Reply-To: Alaska Airlines <Alaska.ConfirmationLetter@alaskaair.com>

To: ALASKA.GABRIELLE@gmail.com

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Confirmation code:

SIMTDM

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Need to change your flight? Visit us, online or through reservations.

Flight	Departs	Arrives	Class	Traveler(s)	Seat(s)
<i>Alaska</i>	Portland, OR (PDX)	Seattle (SEA)	M	Gabrielle Ledoux	12D
Alaska 2018	Mon, Nov 28	Mon, Nov 28	(Coach)		
Bombardier Q400	11:30 am	12:18 pm			

Operated By Horizon Air as Alaska Airlines. Check in with Alaska Airlines.

<i>Alaska</i>	Seattle (SEA)	Anchorage (ANC)	Q	Gabrielle Ledoux	19F
Alaska 97	Mon, Nov 28	Mon, Nov 28	(Coach)		
Boeing 737-900	1:05 pm	3:47 pm			

Additional information

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The Federal Government has specific restrictions about hazardous materials in carry-on and checked baggage. Failure to declare hazardous materials may result in civil and criminal penalties. For more information, visit: the FAA website.

Summary of airfare charges

Gabrielle Ledoux

Mileage Plan MVP Gold Member # ***5331

Ticket 0272127355643

Base Fare and Surcharges

\$366.62

Taxes and Other Fees

\$42.88

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book a hotel in Anchorage.

Need a ride?

Use our car deal finder to
rent a car in Anchorage.

Get the Visa Signature® card

Per person total

\$409.50

Total charges for air travel**USD \$409.50**

View all taxes, fees and charges

Total charges and credits

Nonrefundable fare of \$181.50 was charged to the Visa card with number *****9439 held by Gabrielle Ledoux on 11/14/2016.

Nonrefundable fare of \$228.00 from My wallet account was applied toward the total.

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For more information about minimum check-in times, required identification, international travel, and traveling with minors, please visit our website.

Manage your flight reservation

View full details about your flight reservation and fare. You can choose seats, make special service requests, and make changes online.

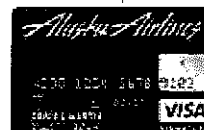
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MANAGE

Baggage

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[View reservation](#)**InFlight service**

Many Alaska Airlines flights offer the option to purchase a meal. We've also equipped almost all of our fleet with InFlight WiFi so you can surf the web or stay productive inflight. For more info, please see our on board guide.

For your security