

DATE: April 30, 2025
TO: 911 Emergency Response Advisory Committee
FROM: Joanna Aitken, Management Assistant
aitkenj@reno.gov

SUBJECT:

CITY OF RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37. A review, discussion, and possible action to approve, deny, or otherwise modify a request for reimbursement for the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37.

SUMMARY:

RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37.

NRS APPLICABLE:

NRS 244A.7645 Provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW:

Stakeholders are the area Primary Public Safety Answer Points (PSAP)- City of Reno Public Safety Dispatch, City of Sparks Emergency Communications, and Washoe County Sheriff's Office Communications.

PREVIOUS ACTION & BACKGROUND:

On March 20, 2025 the 9-1-1 Emergency Response Advisory Committee approved reimbursement for the Washoe County Sherriff's Office Communications for the costs associated with sending two (2) staff member to attend the 2025 Navigator Conference for a total not to exceed \$7,500.00 for travel, registration, lodging and per diem.

FISCAL IMPACT:

The Enhanced 9-1-1 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system.

The 2025 Navigator Conference was held in Orlando, Florida. The cost breakdown is as follows: registration was \$685.00 per attendee; airfare was \$551.29 per attendee; lodging was \$1,485.05 per attendee; per diem, meals, and incidental expenses were \$481.00 per attendee; travel to and from the airport, and hotel was \$124.35; for a total expense of \$9,731.37.

RECOMMENDATION:

It is recommended that the Washoe County Emergency Response Advisory Committee approve the request to reimburse the costs associated with the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37.

A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37.

POSSIBLE MOTION:

Move to approve the recommendation to reimburse the costs associated with the costs associated with sending Supervisor Linda Maines, and Dispatchers Mandy Perez and Alicia Aparicio to Orlando, Florida for the 2025 Navigator Conference, not to exceed \$9,731.37.

City of Reno

Travel

Expense Report

Employee Name & Address	Linda Maines 7140 Draco Ct Sparks, NV 89436	Vendor #	14186	Date	4/28/2025
Employee Shift Hours (i.e. 8-5)	9pm-7am WED-SAT	Department/Division Public Safety Dispatch			
Purpose 2025 Navigator Conference					

Departure	Date: 4/13/2025 Time: 7:00 AM	Return	Date: 4/21/2025 Time: 10:55 PM
Destination(s)	Orlando, Florida	Mode of Transportation	Commercial Airline/ Uber/Lyft

Date	Transportation				Per Diem				Lodging	Total
	Mileage			Airfare, Taxi, Shuttle, Rental Car, etc.	Meals			Incidental		
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
4/13/2025			-	275.65	20.00	22.00	33.00	5.00	297.01	\$ 652.66
4/14/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/15/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/16/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/17/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/18/2025			-	276.65	20.00	22.00	33.00	5.00		356.65
			-							-
			-							-
			-							-
			-							-

Out of Pocket Expenses - Include description and attach the original receipt. (do not list expense above)

Registration 685.00

Total Claim Amount 3,202.34

Subtract Expenses Listed Above Paid with City Credit Card or City Check 2,721.34

Subtract Travel Advance - (00100-1220-0000)

Net Amount Due Employee \$ 481.00

Net Amount Due City (Please attach a check) \$ -

Commodity Code	Account Number to Charge Travel Expenses	Project Code
861 - Training	00100-0880-0880-7484-0000	

Receipts required (except for per diem)

Employee Signature & Date

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno, and that no other payment has been received by me other than listed.

Department Head Signature & Date

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

Mychell 4/29/25



C I T Y O F
RENO
Memorandum

DATE: 03/04/2025
TO: Jackie Bryant, City Manager
FROM: Joanna Aitken, Management Assistant
DEPT: Public Safety Dispatch
SUBJECT: 2025 IAED Navigator Conference

Background:

It is City policy to request approval through the City Manager for lodging that exceeds the current GSA rate.

Overview:

Reno Public Safety Dispatch is sending Supervisor Linda Maines, Dispatcher Alicia Aparicio, and Dispatcher Mandy Perez to the 2025 IAED Navigator Conference in Orlando, Florida April 13-18, 2025.

The hotel room rate is \$292.00 per night, before taxes and fees, which exceeds the current GSA rate of \$140.00 per night.

Lodging is needed for 5 nights.

Recommendation:

Recommend approval for this travel and training.

Respectfully,

Joanna Aitken

Management Assistant Public Safety Dispatch

Confirmed - will
be reimbursed by EAII

JW Hodge
ACM

Fw: Registration Confirmed - NAVIGATOR 2025

From Linda Maines <mainesl@reno.gov>

Date Tue 1/14/2025 7:29 AM

To Joanna Aitken <AitkenJ@reno.gov>

Good morning! Here is my confirmation for Navigator. Thanks so much!



From: Nikele Schwendiman <navigator@emergencydispatch.org>

Sent: Monday, January 13, 2025 1:44 PM

To: Linda Maines <mainesl@reno.gov>

Subject: Registration Confirmed - NAVIGATOR 2025

NAVIGATOR2025
MAKE YOUR MARK
INFLUENCE | INNOVATE | INSPIRE



APRIL 14-17, 2025 | ORLANDO, FL

Dear Linda,

Your conference registration has been confirmed!

Please save this email for future reference. You can log in to your account at any time to verify registration, make changes, cancel the registration, and request refunds. You will use your email address as the username and your confirmation number as the password.

Need a receipt? [Print the invoices](#)

[Hotel Booking](#)

Event: NAVIGATOR 2025

Attending: Linda Maines

Number in Party: 1

Time: 6:00 PM

Date: April 14, 2025

Registration Information:

Registration Items

Linda Maines 3-Day Passport

Sessions

Linda Maines Exhibit Hall Welcome Reception	14-Apr-2025 6:00 PM
Linda Maines Opening Keynote Session with Awards	15-Apr-2025 9:00 AM
Linda Maines Exclusive Exhibit Hall Time	15-Apr-2025 11:00 AM
Linda Maines Box Lunch in Exhibit Hall	15-Apr-2025 11:45 AM
Linda Maines Closing Keynote Session with Awards	17-Apr-2025 10:45 AM

Additional Information

What is your job function?

Linda Maines

Comm. Center Supervisor/Manager
Primary Service Area

Mixed

Size of Comm. Center (measured by call stations)

9 to 12

Years of Comm. Center Experience

11 to 20

Are you from an ACE accredited agency?

No

How did you hear about this conference?

Not Applicable

Have you attended NAVIGATOR in the past?

No

Are you planning to stay in the NAVIGATOR room block (subject to availability)?

Yes

Do you plan to attend the entire event? Or just a portion of it?

I plan to attend the 3-days of NAVIGATOR

Do you have special needs, restrictions, or requirements of which we should be aware?

No

Please let us know of any dietary restrictions:

Not Applicable

[Click here](#)

We look forward to seeing you there.



8701 WORLD CENTER DRIVE | ORLANDO, FLORIDA, USA, 32821

[VISIT WEBSITE FOR MORE](#)

TOLL FREE: +1 407-239-4200

Best regards,
The IAED NAVIGATOR Team
navigator@emergencydispatch.org

If you wish to stop receiving emails from NAVIGATOR, please click on the link labeled [Opt-Out](#).

Your payment for the NAVIGATOR 2025 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Price	Quantity	Payment Amount
3-Day Passport	\$685.00	1	\$685.00
Payment Total			\$685.00

Registration Confirmation Number: 6LNKXRF7WJP

[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.



You're going to Orlando on 04/13 (3XY5XS)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>
Date Tue 3/11/2025 11:35 AM
To Joanna Aitken <AitkenJ@reno.gov>

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice
REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Hi Linda,
We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 13 - APRIL 21

RNO ✈ MCO

Reno/Tahoe to Orlando

Confirmation # **3XY5XS**

Corporate ID: 99728963

Confirmation date: 03/11/2025

PASSENGER Linda Maines
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262320940633
EST. POINTS EARNED 934

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 04/13/2025

Est. Travel Time: 9h 10m

[Wanna Get Away®](#)

FLIGHT # 4697

DEPARTS
RNO 07:00AM
Reno/Tahoe

ARRIVES
SAN 08:30AM
San Diego

Stop: Change planes

FLIGHT # 1067

DEPARTS
SAN 11:15AM
San Diego

ARRIVES
MCO 07:10PM
Orlando

Flight 2: Monday, 04/21/2025

Est. Travel Time: 9h 35m

[Wanna Get Away®](#)

FLIGHT # 0686

DEPARTS
MCO 04:20PM
Orlando

ARRIVES
DEN 06:40PM
Denver

Stop: Change planes

FLIGHT # 4471

DEPARTS
DEN 09:35PM
Denver

ARRIVES
RNO 10:55PM
Reno/Tahoe

Payment information

Air - 3XY5XS

Base Fare	\$	466.32
U.S. Transportation Tax	\$	34.97
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	20.80
U.S. Passenger Facility Chg	\$	18.00
Total	\$	551.29

March 11, 2025

Payment Amount
Mastercard ending in 0722**\$551.29**

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262320940633

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



Don't miss out on automatic check-in

When available, EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)

Earn up to 2,400 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.

[Book car >](#)

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)[Book hotel >](#)[Book car >](#)[View all offers >](#)[Help Center](#)[Update preferences](#)[Download mobile app](#)

5262320940633: NONREF/NONTRANSFERABLE -BG W11 RNO WN M/SAN W11 MCO231, 15WN A, DE11 WN RNO233, 16USD466, 3ZEHD, 2P RNO5, 20SAN5, 20MCO5, 20DEN5, 20 XF RNO4, 55AH4, 5MCO4, 5DEN4, 5

OLAUP2H:501|OLAUP2H:501
OLAUP2H:501|OLAUP2H:501

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus® fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away or Wanna Get Away Plus® reward travel reservations (booked with points). If you do not cancel your

LINDA

MAINES

CITY OF RENO DISPATCH

RENO, NEVADA
USA



NAVIGATOR 2025

MAKE YOUR MARK

INFLUENCE

INNOVATE

INSPIRE

IAED

International Academies
of Emergency Dispatch





MARRIOTTS ORLANDO WORLD CENTER

GUEST FOLIO

20865	MAINES/LINDA	229.00	04/18/25	05:47	25391	31029
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
QNQN	RENO PUBLIC SAFETY D		04/13/25	20:11		
TYPE	PO BOX 1900		ARRIVE	TIME		
352	RENO NV 89505	PASSPORT:				
ROOM		VSXXXXXXXXXXXX1192			MBV#:	
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
===== EXP. REPORT SUMMARY =====				
04/13	ROOM&TAX	257.63		
	RSTFEE G	35.00		
	SALESTAX	2.28		
	RF OCCTX	2.10		
04/14	RSTFEE G	35.00		
	SALESTAX	2.28		
	RF OCCTX	2.10		
	ROOM&TAX	257.63		
04/15	ROOM&TAX	257.63		
	RSTFEE G	35.00		
	SALESTAX	2.28		
	RF OCCTX	2.10		
04/16	ROOM&TAX	257.63		
	RSTFEE G	35.00		
	SALESTAX	2.28		
	RF OCCTX	2.10		
04/17	ROOM&TAX	257.63		
	RSTFEE G	35.00		
	SALESTAX	2.28		
	RF OCCTX	2.10		

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

As a Marriott Bonvoy member, you could have earned points towards your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See <https://members.marriott.com> for more information



MARRIOTTS ORLANDO WORLD CENTER
WORLD CENTER DRIVE
ORLANDO FL 32821

Treat yourself to the comfort of Marriott Hotels in your home. Visit [ShopMarriott.com](https://www.shopmarriott.com).

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

City of Reno Travel Request Form

Employee Name Linda Maines	Vendor # 14186	Date 2/19/2025
& Address 7140 Draco Ct Sparks, NV 89436		
Employee Shift Hours (i.e. 8- 9pm-7am WED-SAT 5)	Department/ Division Public Safety Dispatch	
Purpose 2025 Navigator Conference		

Travel Information

Departure Date: 4/13/2025 Time: 6:20 AM	Return Date: 4/18/2025 Time: 3:25 PM
Destination(s) Orlando, Florida	Mode of Transportation commercial airline/Uber

Training Information

Course Title 2025 Navigator	
Location of Course Marriott Orlando World Center	Course Dates To-From 4/14-4/17

Is this course required to maintain a certification required by current position?	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
→ If "yes" to any of the above, please explain on a separate sheet.		

One of the following items is required: (attach) **Brochure** **Registration Form** **Memo**

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	5	292.63	\$ 1,463.15
Meals Breakfast	5	20.00 100.00	
Lunch	4	22.00 88.00	
Dinner	5	33.00 165.00	
Incidentals	6	5.00 30.00	383.00
Transportation Costs			
Airfare, Shuttle, Taxi			620.59
Rental Car**			-
Registration Fees			685.00
Other			-
Total Estimated Costs			3,151.74

Total Amount of Advance Requested (00100-1220-0000) cc: 011.02	\$ 383.00
--	------------------

How much, if any, of this will be funded/reimbursed by a grant or another entity	3,151.74
--	----------

Name of grant or Entity Washoe County Emergency Response Advisory Committee

**Justification required as to why rental car is needed

Account to which training/travel should be charged 00100-0880-0880-7484-0000

Employee Signature & Date-

Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary

Authorized Signature & Date-

Department Head Approval

Approval Signature & Date

Linda Maines 2/19/25

[Signature] 2/24/25

[Signature]

An expense claim must be completed and submitted to Finance within 10 working days of your return.



FY 2025 per diem rates for orlando, Florida

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$169	\$169	\$169	\$140	\$140	\$140	\$140	\$140	\$140



FY 2025 per diem rates for orlando, Florida

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Orlando	Orange	\$80	\$20	\$22	\$33	\$5	\$60.00

Southwest
Business

APR 13 - 18
✈️ **RNO → MCO**

City of Reno

Trip & Price Details



Price

Payment

Confirmation

✈️ **Flight** [Modify](#)

✈️ Sun 4/13	RNO 6:20 AM	→	MCO 4:40 PM	7 hr 20 min	1 stop ✈️ ✈️	Wanna Get Away	Price per Passenger	\$530.78
							Taxes and fees per Passenger	\$89.81
							Total per Passenger	\$620.59
✈️ Fri 4/18	^{# 1217 # J221} MCO 10:15 AM	→	RNO 3:25 PM	8 hr 10 min	1 stop ✈️ ✈️	Wanna Get Away	Passenger(s)	x1
						Only 3 left!	Flight total	\$620.59

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select[®] reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards[®] account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit[™] for future use.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

✈️ Flight Extras

Upgrade to Business Select[®]

Prices shown per passenger, per one-way.

- ✓ Get a guaranteed A1-A15 boarding position
- ✓ 12 Rapid Rewards points per dollar per qualifying flight¹¹
- ✓ Free Inflight Internet¹²

¹¹Please read the [fare rules](#) associated with this purchase

☐ Upgrade departing trip for \$63

[Apply upgrade](#)

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.



NAVIGATOR 2025

April 14, 2025 - April 17, 2025

Your reservation is complete!

Thank you for booking!



Orlando World Center Marriott
8701 World Center Drive
Orlando , FL 32821 , United States of America

HOTEL REWARDS PROGRAM



[Click here to join Marriott Bonvoy](#)

> Standard Room

Acknowledgment number: 81IGA5ZB

CHECK-IN	CHECKOUT
Sun. Apr 13, 2025	Fri. Apr 18, 2025

Guests

Linda Maines

Edit

Cancel

Add to calendar

NAVIGATOR 2025

MAKE YOUR MARK

INFLUENCE | INNOVATE | INSPIRE



APRIL 14-17, 2025 | ORLANDO, FL

Dear Linda,

Your conference registration has been confirmed!

Please save this email for future reference. You can log in to your account at any time to verify registration, make changes, cancel the registration, and request refunds. You will use your email address as the username and your confirmation number as the password.

Need a receipt? [Print the invoices](#)

Hotel Booking

Event: NAVIGATOR 2025

Attending: Linda Maines

Number in Party: 1

Time: 6:00 PM

Date: April 14, 2025

Confirmation Number: 6LNKXRF7WJP

Current Registration:

Registration Information:

Registration Items

Linda Maines 3-Day Passport

Sessions

Linda Maines Exhibit Hall Welcome Reception	14-Apr-2025 6:00 PM
Linda Maines Opening Keynote Session with Awards	15-Apr-2025 9:00 AM
Linda Maines Exclusive Exhibit Hall Time	15-Apr-2025 11:00 AM
Linda Maines Box Lunch in Exhibit Hall	15-Apr-2025 11:45 AM
Linda Maines Closing Keynote Session with Awards	17-Apr-2025 10:45 AM

Additional Information

What is your job function?

Linda Maines

Comm. Center Supervisor/Manager

Primary Service Area

Mixed

8701 WORLD CENTER DRIVE | ORLANDO, FLORIDA, USA, 32821

[VISIT WEBSITE FOR MORE](#)
TOLL FREE: +1 407-239-4200

Best regards,
The IAED NAVIGATOR Team
navigator@emergencydispatch.org

If you wish to stop receiving emails from NAVIGATOR, please click on the link labeled [Do Not](#)



Your payment for the NAVIGATOR 2025 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Price	Quantity	Payment Amount
3-Day Passport	\$685.00	1	\$685.00
Payment Total			\$685.00

Registration Confirmation Number: 6LNKXRF7WJP

[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

powered by
cvent





City of Reno

Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
3XY5XS

APR 13 - 21
RNO  **MCO**

FLIGHT TOTAL
\$551.29

4/13 - Orlando

APR 13 - 21
Reno/Tahoe, NV to Orlando, FL

Confirmation # **3XY5XS**

Internal Reference # none

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE
	+ 934 ^{PTS}	RNO  MCO	—	<u>Wanna Get Away</u>
Linda Maines		MCO  RNO	—	<u>Wanna Get Away</u>

Departing 4/13/25 Sunday



DEPARTS

7:00 AM

RNO

Reno/Tahoe, NV - RNO

FLIGHT
4697  

SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

Wanna Get Away **\$233.16**
(Passenger x1)

ARRIVES

8:30 AM

SAN

San Diego, CA - SAN

stop 1: San Diego, CA - SAN

DEPARTS

11:15 AM

SAN

San Diego, CA - SAN

FLIGHT

1067

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change

TRAVEL TIME

1hr 30min

ARRIVES

7:10 PM

MCO

Orlando, FL - MCO

TRAVEL TIME

4hr 55min

Wanna Get Away

(Passenger x1)

SUBTOTAL

\$233.16

Returning

4/21/25 Monday

DEPARTS

4:20 PM

MCO

Orlando, FL - MCO

FLIGHT

686

SCHEDULED AIRCRAFT

Boeing 737-800

Subject to change

TRAVEL TIME

4hr 20min

ARRIVES

6:40 PM

DEN

Denver, CO - DEN

stop 1: Denver, CO - DEN

DEPARTS

9:35 PM

DEN

Denver, CO - DEN

FLIGHT

4471

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change

TRAVEL TIME

2hr 20min

ARRIVES

10:55 PM

RNO

Reno/Tahoe, NV - RNO

SUBTOTAL

\$233.16

Taxes & fees

\$84.97

Flight total

\$551.29

Icon legend

WiFi available
 |
 Live TV available
 |
 Change planes

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rrterms](https://www.southwest.com/rrterms)
- REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



MasterCard 0722
XXXXXXXXXXXX0722
Expiration: 8/26

CARD HOLDER
Joanna Aitken

BILLING ADDRESS
PO Box 1900
Reno, NV US 89505

\$551.29

Total charged

SUBTOTAL	\$466.32
TAXES & FEES	\$84.97
TOTAL DOLLARS	\$551.29

[Show price breakdown](#)

City of Reno

Travel

Expense Report

Employee Name Mandy Perez	Vendor # 14421	Date 4/28/2025
& Address 107 Lilac Lane Reno, NV 89512	Department/Division Public Safety Dispatch	
Employee Shift Hours (i.e. 8-5) 7pm-5am SAT-TUE		
Purpose 2025 Navigator Conference		

Departure	Date: 4/13/2025 Time: 7:00 AM	Return	Date: 4/18/2025 Time: 11:40 AM
Destination(s)	Orlando, Florida	Mode of Transportation	Commercial Airline/ Uber/Lyft

Date	Transportation				Per Diem				Lodging	Total
	Mileage			Airfare, Taxi, Shuttle, Rental Car, etc.	Meals			Incidental		
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
4/13/2025			-	275.65	20.00	22.00	33.00	5.00	297.01	\$ 652.66
4/14/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/15/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/16/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/17/2025			-		20.00	22.00	33.00	5.00	297.01	377.01
4/18/2025			-	276.65	20.00	22.00	33.00	5.00		356.65
			-							-
			-							-
			-							-
			-							-

Out of Pocket Expenses - Include description and attach the original receipt. (do not list expense above)	93.44
Uber	685.00
Registration	3,295.78
Total Claim Amount	2,721.34
Subtract Expenses Listed Above Paid with City Credit Card or City Check	
Subtract Travel Advance - (00100-1220-0000)	
Net Amount Due Employee	\$ 574.44
Net Amount Due City (Please attach a check)	\$ -

Commodity Code 861 - Training	Account Number to Charge Travel Expenses 00100-0880-0880-7484-0000	Project Code
----------------------------------	---	--------------

Receipts required (except for per diem)

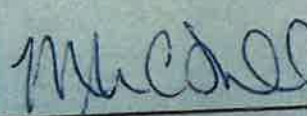
Employee Signature & Date

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno, and that no other payment has been received by me other than listed.

 4/30/25

Department Head Signature & Date

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

 4/29/25

REVISED 11-18

Form 306B

Hi Mandy!

Thank you for doing this even though you are out. I really appreciate it.

You can send the signed copy back to me. I hope you are doing okay!



C I T Y O F
RENO
Memorandum

DATE: 03/04/2025
TO: Jackie Bryant, City Manager
FROM: Joanna Aitken, Management Assistant
DEPT: Public Safety Dispatch
SUBJECT: 2025 IAED Navigator Conference

Background:

It is City policy to request approval through the City Manager for lodging that exceeds the current GSA rate.

Overview:

Reno Public Safety Dispatch is sending Supervisor Linda Maines, Dispatcher Alicia Aparicio, and Dispatcher Mandy Perez to the 2025 IAED Navigator Conference in Orlando, Florida April 13-18, 2025.

The hotel room rate is \$292.00 per night, before taxes and fees, which exceeds the current GSA rate of \$140.00 per night.

Lodging is needed for 5 nights.

Recommendation:

Recommend approval for this travel and training.

Respectfully,

Joanna Aitken

Management Assistant Public Safety Dispatch

Confirmed - will
be reimbursed by E911

JW Hodge
ACM

Fw: Registration Confirmed - NAVIGATOR 2025

From Mandy Perez <PerezMand@reno.gov>
Date Sat 1/18/2025 10:26 PM
To Joanna Aitken <AitkenJ@reno.gov>

From: Nikele Schwendiman <navigator@emergencydispatch.org>
Sent: Monday, January 13, 2025 1:51 PM
To: Mandy Perez <PerezMand@reno.gov>
Subject: Registration Confirmed - NAVIGATOR 2025



Dear Mandy,

Your conference registration has been confirmed!

Please save this email for future reference. You can log in to your account at any time to verify registration, make changes, cancel the registration, and request refunds. You will use your email address as the username and your confirmation number as the password.

Need a receipt? [Print the invoices](#)

Hotel Booking

Event: NAVIGATOR 2025

Attending: Mandy Perez

Number in Party: 2

Time: 6:00 PM

Date: April 14, 2025

Confirmation Number: MXNY8F5SHGF

Current Registration:

Registration Information:

Registration Items

Mandy Perez 3-Day Passport	
----------------------------	--

Sessions

Mandy Perez Exhibit Hall Welcome Reception	14-Apr-2025 6:00 PM
Mandy Perez Opening Keynote Session with Awards	15-Apr-2025 9:00 AM
Mandy Perez Exclusive Exhibit Hall Time	15-Apr-2025 11:00 AM
Mandy Perez Box Lunch in Exhibit Hall	15-Apr-2025 11:45 AM
Mandy Perez Closing Keynote Session with Awards	17-Apr-2025 10:45 AM

Additional Information

What is your job function?

Mandy Perez

Certified in more than one discipline

Primary Service Area

Mixed

Size of Comm. Center (measured by call stations)

9 to 12

Years of Comm. Center Experience

1 to 5

Are you from an ACE accredited agency?

No

How did you hear about this conference?

No
Are you planning to stay in the NAVIGATOR room block (subject to availability)?

Yes
Do you plan to attend the entire event? Or just a portion of it?

I plan to attend the 3-days of NAVIGATOR
Do you have special needs, restrictions, or requirements of which we should be aware?

No
Please let us know of any dietary restrictions:

Not Applicable

[Click here](#)
We look forward to seeing you there.



8701 WORLD CENTER DRIVE | ORLANDO, FLORIDA, USA, 32821
[VISIT WEBSITE FOR MORE](#)
TOLL FREE: +1 407-239-4200

Best regards,
The IAED NAVIGATOR Team
navigator@emergencydispatch.org

If you wish to stop receiving emails from NAVIGATOR, please click on the link labeled [Opt-Out](#).



Your payment for the NAVIGATOR 2025 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Price	Quantity	Payment Amount
3-Day Passport	\$685.00	1	\$685.00
Payment Total			\$685.00

Registration Confirmation Number: MXNY8F5SHGF
[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

MANDY

PEREZ

CITY OF RENO DISPATCH

RENO, NEVADA

USA



ATTENDEE

NAVIGATOR 2025

MAKE YOUR MARK

INFLUENCE | INNOVATE | INSPIRE

IAED | International Academies
of Emergency Dispatch



You're going to Orlando on 04/13 (3XVE2B)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>
Date Tue 3/11/2025 11:13 AM
To Joanna Aitken <AitkenJ@reno.gov>

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

 **Travel notice**

REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

 **Hi Mandy,**
We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 13 - APRIL 18

RNO  MCO

Reno/Tahoe to Orlando

Confirmation # **3XVE2B**

Corporate ID: 99728963

Confirmation date: 03/11/2025

PASSENGER **Mandy Perez**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262320940494
EST. POINTS EARNED 989

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 04/13/2025

Est. Travel Time: 9h 10m

[Wanna Get Away®](#)

FLIGHT
4697

DEPARTS

RNO 07:00AM

Reno/Tahoe

ARRIVES

SAN 08:30AM

San Diego

Stop:  Change planes

FLIGHT
1067

DEPARTS

SAN 11:15AM

San Diego

ARRIVES

MCO 07:10PM

Orlando

Flight 2: Friday, 04/18/2025

Est. Travel Time: 8h 35m

[Wanna Get Away®](#)

FLIGHT
3310

DEPARTS

MCO 06:05AM

Orlando

ARRIVES

LAS 08:15AM

Las Vegas

Stop:  Change planes

FLIGHT
3559

DEPARTS

LAS 10:10AM

Las Vegas

ARRIVES

RNO 11:40AM

Reno/Tahoe

Payment information

Air - 3XVE2B

Base Fare	\$ 493.94
U.S. Transportation Tax	\$ 37.05
U.S. 9/11 Security Fee	\$ 11.20
U.S. Flight Segment Tax	\$ 20.80
U.S. Passenger Facility Chg	\$ 18.00
Total	\$ 580.99

March 11, 2025

Payment Amount
Mastercard ending in 0722**\$580.99**

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262320940494

All your perks, all in one place. (Plus a few reminders.)**Wanna Get Away® fare:** Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)Make sure you know [when to arrive at your airport](#). Times vary by city.

If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff**Use our app to make changes to your trip, get a boarding pass, & more.**

Download app now



Download app now

Don't miss out on automatic check-in

When available, EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)**Earn up to 2,400 Rapid Rewards® points.**

Plus save up to 30% off base rates with Budget®.

[Book car >](#)**Have questions about your upcoming trip?**

Get all the answers before you leave for the airport.

[Prepare now >](#)[Book hotel](#)[Book car](#)[View all offers](#)[Help Center](#)[Update preferences](#)[Download mobile app](#)

5262320940494: NONREF/NONTRANSFERABLE -BG WH/RNO WH Y/SAN WH MC0233,1sWN Z/LAS WH RNO260 7SUSD493.94END ZP RNO5,20SAN5,20MCO5,20LAS5,20 KF RNO4,55ANA,5MCO,4SLAS4 5

OLAUP2H:501|OLAUP2H:501
RLAUP2H:501|RLAUP2H:501

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away or Wanna Get Away Plus fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. Starting July 1, 2023 (12:00 a.m. CT), for "Wanna Get Away" or "Wanna Get Away Plus" reward travel reservations (booked with points): If you do not cancel your

Thanks for tipping, Mandy

Here's your updated Saturday morning ride receipt.

Total \$54.32

Reserve Premium \$8.00
Trip fare \$29.57

Subtotal \$37.57
Beachline West Toll Plaza \$2.11
Tip \$10.00
Booking Fee \$4.64

Payments

 Florida trip ****0251 \$44.32
4/19/25 4:33 AM
 Florida trip ****0251 \$10.00
4/19/25 4:33 AM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Emanuel

UberXL 18.23 miles | 20 min

 4:13 AM | Orlando, FL 32821, US
 4:33 AM | Terminal A, Orlando International Airport (MCO), Orlando, FL 32827, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Mandy

Here's your updated Sunday afternoon ride receipt.

Total	\$56.49
--------------	----------------

Trip fare	\$29.60
Reserve Premium	\$5.00

Subtotal	\$34.60
John Young Mainline Toll Plaza	\$1.63
Booking Fee	\$4.26
Tip	\$7.37
Boggy Creek Mainline Toll Plaza	\$1.63
MCO Airport Surcharge	\$7.00

Payments

	Florida trip ****1300 4/13/25 4:05 PM	\$49.12
	Florida trip ****1300 4/15/25 10:32 PM	\$7.37

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Emilio

UberXL 18.56 miles | 27 min

	3:37 PM Terminal A, Orlando International Airport (MCO), Orlando, FL 32827, US
	4:05 PM 8701 World Center Dr, Orlando, FL 32821, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

From: Gamad, Edd Jaris (SP) EddJaris.Gamad@marriott-sp.com
Subject: Fw: Your Apr 13, 2025 - Apr 18, 2025 stay at the Orlando World
Center Marriott
Date: Apr 23, 2025 at 2:31:10 PM
To: infinitycaraudio@yahoo.com



From: Thanks for staying! <efolio@marriott.com>
Sent: Thursday, April 24, 2025 5:29 AM
To: Gamad, Edd Jaris (SP) <EddJaris.Gamad@marriott-sp.com>
Subject: Your Apr 13, 2025 - Apr 18, 2025 stay at the Orlando World Center Marriott

Thank you for choosing the Orlando World Center Marriott for your recent stay.

As requested, below is a billing summary or adjustment for your stay. If you have questions about your bill, please contact us at (866) 435-7627 or mbs.customer.svc@marriott.com. Make another reservation on Marriott.com:

https://marriott.com/search/cwsearch.mi?ignore=true&WT_Ref=eFolio

Marriott Bonvoy™ members may receive this email automatically after every stay. Modify your email preferences:

<https://marriott.com/rewards/myAccount/editEmailPreferences.mi>

Summary of Your Stay

Hotel: Orlando World Center Marriott
8701 World Center Drive
Orlando, Florida 32821
USA
(407) 239-4200

Guest: PEREZ/MANDY
CITY OF RENO DISPATCH
5195 SPECTRUM BLVD
RENO, NV 89512
USA

Dates of stay: Apr 13, 2025 - Apr 18, 2025

04/14/25	PREMHSIA	PREMHSIA	0.00
04/14/25	WRD4BSNS	BASEHSIA	0.00
04/14/25	MBSHSIAM	LOCAL	0.00
04/14/25	ROOM	20849, 1	229.00
04/14/25	RM TAX	20849, 1	14.89
04/14/25	OCC TAX	20849, 1	13.74
04/15/25	ROOM	20849, 1	229.00
04/15/25	RM TAX	20849, 1	14.89
04/15/25	OCC TAX	20849, 1	13.74
04/15/25	RSTFEE G	CHG	35.00
04/15/25	SALESTAX	CHG	2.28
04/15/25	RF OCCTX	CHG	2.10
04/15/25	PREMHSIA	PREMHSIA	0.00
04/15/25	WRD4BSNS	BASEHSIA	0.00
04/15/25	MBSHSIAM	LOCAL	0.00
04/16/25	ROOM	20849, 1	229.00
04/16/25	RM TAX	20849, 1	14.89
04/16/25	OCC TAX	20849, 1	13.74

Total balance

0.00 USD

Was that the best night's sleep you've ever had? How about a repeat performance at your place! ShopMarriott.com = <http://www.shopmarriott.com/redirect.aspx?p=0802002&t=/&m=MCOWC>

Important Information

* Do Not Reply to this Email This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (407) 239-4200. * Why Have I Received this Email?

You have received this email because you requested during your stay to receive an electronic version of your bill by email.

* Availability

Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown. If you have received this email in error, please notify us: https://marriott.com/suggest/suggest.mi?WT_Ref=eResConfo Learn more about receiving your hotel bills by email: <http://marriott.com/rewards/eFolioAbout.mi>

* Authenticity of Bills

Marriott retains official records of all charges and credits to your account and will honor only those records.

* Privacy

Your privacy is important to Marriott. For full details of our privacy policy, please visit our

City of Reno Travel Request Form

Employee Name Mandy Perez & Address 107 Lilac lane Reno, NV 89512 Employee Shift Hours (i.e. 8- 7pm-5am SAT-TUE 5) Purpose 2025 Navigator Conference	Vendor # 14421 Department/ Division Public Safety Dispatch	Date 2/19/2025
---	---	-----------------------

Travel Information

Departure Date: 4/13/2025 Time: 6:20 AM	Return Date: 4/18/2025 Time: 3:25 PM
Destination(s) Orlando, Florida	Mode of Transportation commercial airline/Uber

Training Information

Course Title 2025 Navigator	
Location of Course Marriott Orlando World Center	Course Dates To-From 4/14-4/17

Is this course required to maintain a certification required by current positio	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
→ If "yes" to any of the above, please explain on a separate sheet.		

One of the following items is requires: (attach)	Brochure	Registration Form	Memo
--	----------	-------------------	------

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	5	292.63	\$ 1,463.15
Meals Breakfast	5	20.00 100.00	
Lunch	4	22.00 88.00	
Dinner	5	33.00 165.00	
Incidentals	6	5.00 30.00	383.00
Transportation Costs			
Airfare, Shuttle, Taxi			620.59
Rental Car**			-
Registration Fees			685.00
Other			-
Total Estimated Costs			3,151.74

Total Amount of Advance Requested (00100-1220-0000) cc: 011.02	\$ 383.00
How much, if any, of this will be funded/reimbursed by a grant or another entity	3,151.74

Name of ant or Entity Washoe County Emergency Response Advisory Committee

****Justification required as to why rental car is needed**

Account to which training/travel should be charged 00100-0880-0880-7484-0000

Employee Signature & Date- Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary 2/24/25	Authorized Signature & Date- Department Head Approval 2/24/25	Approval Signature & Date
--	---	--

An expense claim must be completed and submitted to Finance within 10 working days of your return.



FY 2025 per diem rates for orlando, Florida

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$169	\$169	\$169	\$140	\$140	\$140	\$140	\$140	\$140



FY 2025 per diem rates for orlando, Florida

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Orlando	Orange	\$80	\$20	\$22	\$33	\$5	\$60.00



Your reservation is complete!

Thank you for booking!



Orlando World Center Marriott
8701 World Center Drive
Orlando , FL 32821 , United States of America

HOTEL REWARDS PROGRAM



[Click here to join Marriott Bonvoy](#)

> Standard Room

Acknowledgment number: XGDJ88NX

CHECK-IN

CHECKOUT

Sun, Apr 13, 2025

Fri, Apr 18, 2025

Edit

Cancel

Add to calendar

Guests

Mandy Perez

City of Reno

Trip & Price Details



Price

Payment

Confirmation

✈ Flight [Modify](#)

✈ Sun 4/13	RNO 6:20 AM	→	MCO 4:40 PM	7 hr 20 min		Price per Passenger	\$530.78
						Taxes and fees per Passenger	\$89.81
						Total per Passenger	\$620.59
✈ Fri 4/18	MCO 10:15 AM	→	RNO 3:25 PM	8 hr 10 min	1 stop ✈	Passenger(s)	x1
					Wanna Get Away Only 3 left!	Flight total	\$620.59

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations, the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- For more information regarding Cash + Points, visit [Southwest.com/marms](https://southwest.com/marms)

✈ Flight Extras

Upgrade to Business Select®

Prices shown per passenger, per one-way.

- ✓ Get a guaranteed **A1-A15** boarding position
- ✓ **12** Rapid Rewards points per dollar per qualifying flight¹¹
- ✓ Free Inflight Internet¹²

¹¹Please read the [fare rules](#) associated with this purchase.

☐ Upgrade departing trip for \$63

[Apply upgrade](#)

🚗 Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

Fw: Registration Confirmed - NAVIGATOR 2025

From Mandy Perez <PerezMand@reno.gov>

Date Sat 1/18/2025 10:26 PM

To Joanna Aitken <AitkenJ@reno.gov>

From: Nikele Schwendiman <navigator@emergencydispatch.org>

Sent: Monday, January 13, 2025 1:51 PM

To: Mandy Perez <PerezMand@reno.gov>

Subject: Registration Confirmed - NAVIGATOR 2025



APRIL 14-17, 2025 | ORLANDO, FL

Dear Mandy,

Your conference registration has been confirmed!

Please save this email for future reference. You can log in to your account at any time to verify registration, make changes, cancel the registration, and request refunds. You will use your email address as the username and your confirmation number as the password.

Need a receipt? [Print the invoices](#)

[Hotel Booking](#)

Event: NAVIGATOR 2025

Attending: Mandy Perez

Number in Party: 2

Transaction Information

Item	Price	Quantity	Payment Amount
3-Day Passport	\$685.00	1	\$685.00
Payment Total			\$685.00

Registration Confirmation Number: MXNY8F5SHGF

[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

powered by

cvent

City of Reno

Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #
3XVE2B

APR 13 - 18
RNO ✈ MCO

FLIGHT TOTAL
\$580.99

4/13 - Orlando

APR 13 - 18
Reno/Tahoe, NV to Orlando, FL

Confirmation # **3XVE2B**

Internal Reference # none

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE
	+ 989 ^{PTS}	RNO ✈ MCO	—	<u>Wanna Get Away</u>
Mandy Perez		MCO ✈ RNO	—	<u>Wanna Get Away</u>

Departing 4/13/25 Sunday



DEPARTS

7:00 AM

RNO

Reno/Tahoe, NV - RNO

FLIGHT
4697

SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

Wanna Get Away **\$233.16**
(Passenger x1)

ARRIVES

8:30 AM

SAN

San Diego, CA - SAN

stop 1: San Diego, CA - SAN

DEPARTS

11:15 AM

SAN

San Diego, CA - SAN

ARRIVES

7:10 PM

MCO

Orlando, FL - MCO

TRAVEL TIME

1hr 30min

FLIGHT

1067

WiFi + Live TV

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change

TRAVEL TIME

4hr 55min

SUBTOTAL

\$233.16

Returning 4/18/25 Friday

Wanna Get Away (Passenger x1) \$260.78

DEPARTS

6:05 AM

MCO

Orlando, FL - MCO

ARRIVES

8:15 AM

LAS

Las Vegas, NV - LAS

stop 1: Las Vegas, NV - LAS

DEPARTS

10:10 AM

LAS

Las Vegas, NV - LAS

ARRIVES

11:40 AM

RNO

Reno/Tahoe, NV - RNO

FLIGHT

3310

WiFi + Live TV

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

TRAVEL TIME

5hr 10min

FLIGHT

3559

WiFi + Live TV

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

TRAVEL TIME

1hr 30min

SUBTOTAL

\$260.78

Taxes & fees \$87.05

Flight total \$580.99

Icon legend

WiFi available | Live TV available | Change planes

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rtrterms](#).
- REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](#) for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



MasterCard 0722
XXXXXXXXXXXX0722
Expiration: 8/26

CARD HOLDER
Joanna Aitken

BILLING ADDRESS
PO Box 1900
Reno, NV US 89505

\$580.99

Total charged

SUBTOTAL	\$493.94
TAXES & FEES	\$87.05
TOTAL DOLLARS	\$580.99

[Show price breakdown](#)

City of Reno

Travel

Expense Report

Employee Name Alicia Aparicio	Vendor # 14420	Date 4/28/2025
& Address 1795 Trabert Cir Sparks 89431	Department/Division Public Safety Dispatch	
Employee Shift Hours (i.e. 8-5) 7am-5pm THUR-SUN		
Purpose 2025 Navigator Conference		

Departure Date: 4/13/2025 Time: 7:00 AM	Return Date: 4/18/2025 Time: 4:20 PM
Destination(s) Orlando, Florida	Mode of Transportation Commercial Airline/ Uber/Lyft

Date	Transportation			Airfare, Taxi, Shuttle, Rental Car, etc.	Per Diem			Lodging	Total	
	Mileage		Meals		Incidental					
	Trip Mileage	Mileage Rate				Brkfast	Lunch			Dinner
4/13/2025		-		275.65	20.00	22.00	33.00	5.00	297.01	\$ 652.66
4/14/2025		-			20.00	22.00	33.00	5.00	297.01	377.01
4/15/2025		-			20.00	22.00	33.00	5.00	297.01	377.01
4/16/2025		-			20.00	22.00	33.00	5.00	297.01	377.01
4/17/2025		-			20.00	22.00	33.00	5.00	297.01	377.01
4/18/2025		-		276.65	20.00	22.00	33.00	5.00		356.65
Out of Pocket Expenses - Include description and attach the original receipt. (do not list expense above)										
Uber										30.91
Registration										685.00
Total Claim Amount										3,233.25
Subtract Expenses Listed Above Paid with City Credit Card or City Check										2,721.34
Subtract Travel Advance - (00100-1220-0000)										
Net Amount Due Employee										\$ 511.91
Net Amount Due City (Please attach a check)										\$ -
Commodity Code 861 - Training	Account Number to Charge Travel Expenses 00100-0880-0880-7484-0000							Project Code		

Receipts required (except for per diem)

Employee Signature & Date

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno, and that no other payment has been received by me other than listed.

Department Head Signature & Date

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

 4/29/25



C I T Y O F
RENO
Memorandum

DATE: 03/04/2025

TO: Jackie Bryant, City Manager

FROM: Joanna Aitken, Management Assistant

DEPT: Public Safety Dispatch

SUBJECT: 2025 IAED Navigator Conference

Background:

It is City policy to request approval through the City Manager for lodging that exceeds the current GSA rate.

Overview:

Reno Public Safety Dispatch is sending Supervisor Linda Maines, Dispatcher Alicia Aparicio, and Dispatcher Mandy Perez to the 2025 IAED Navigator Conference in Orlando, Florida April 13-18, 2025.

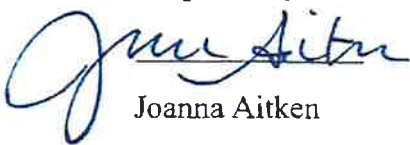
The hotel room rate is \$292.00 per night, before taxes and fees, which exceeds the current GSA rate of \$140.00 per night.

Lodging is needed for 5 nights.

Recommendation:

Recommend approval for this travel and training.

Respectfully,



Joanna Aitken

Management Assistant Public Safety Dispatch

Confirmed - will
be reimbursed by EAII



JW Hodge
ACM

City of Reno Travel Request Form

Employee Name Alicia Aparicio & Address 1795 Trabert Cir Sparks, NV 89431	Vendor # 14420	Date 2/19/2025
Employee Shift Hours (i.e. 8- 7am-5pm THUR-SUN 5)	Department/ Division Public Safety Dispatch	
Purpose 2025 Navigator Conference		

Travel Information

Departure Date: 4/13/2025 Time: 6:20 AM	Return Date: 4/18/2025 Time: 3:25 PM
Destination(s) Orlando, Florida	Mode of Transportation commercial airline/Uber

Training Information

Course Title 2025 Navigator	
Location of Course Marriott Orlando World Center	Course Dates To-From 4/14-4/17
Is this course required to maintain a certification required by current position? Yes No Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation? Yes No → If "yes" to any of the above, please explain on a separate sheet.	
One of the following items is requires: (attach) Brochure Registration Form Memo	

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	5	292.63	\$ 1,463.15
Meals Breakfast	5	20.00	100.00
Lunch	4	22.00	88.00
Dinner	5	33.00	165.00
Incidentals	6	5.00	30.00
			383.00
Transportation Costs			
Airfare, Shuttle, Taxi			620.59
Rental Car**			-
Registration Fees			685.00
Other			-
Total Estimated Costs			3,151.74
Total Amount of Advance Requested (00100-1220-0000) cc: 011.02			\$ 383.00
How much, if any, of this will be funded/reimbursed by a grant or another entity			3,151.74

Name of ant or Entity Washoe County Emergency Response Advisory Committee

**Justification required as to why rental car is needed

Account to which training/travel should be charged 00100-0880-0880-7484-0000

Employee Signature & Date- Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary. 02/20/25	Authorized Signature & Date- Department Head Approval 2/24/25	Approval Signature & Date
--	---	--

An expense claim must be completed and submitted to Finance within 10 working days of your return.

FY 2025 per diem rates for orlando, Florida

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$169	\$169	\$169	\$140	\$140	\$140	\$140	\$140	\$140



FY 2025 per diem rates for orlando, Florida

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Orlando	Orange	\$80	\$20	\$22	\$33	\$5	\$60.00



Your reservation is complete!

Thank you for booking!



Orlando World Center Marriott

8701 World Center Drive
Orlando , FL 32821 , United States of America

HOTEL REWARDS PROGRAM



Click here to join Marriott Bonvoy

> Standard Room

Acknowledgment number: U907AT08

CHECK-IN CHECKOUT
Sun, Apr 13, 2025 Fri, Apr 18, 2025

Edit

Cancel

Add to calendar

Guests

Alicia Aparicio

NAVIGATOR 2025 : Details

From Nikele Schwendiman <navigator@emergencydispatch.org>

Date Tue 2/18/2025 3:27 PM

To Joanna Aitken <AitkenJ@reno.gov>

Aparicio, Alicia - Details

NAVIGATOR 2025

Contact Information

Name: Alicia Aparicio

Email Address: aparicioa@reno.gov

Company: City of Reno

Title: Dispatcher

Invitee Status

Status: Accepted

Participant: No

Registration

Registered: 1/13/2025 02:51 PM MT by Self-Responded

Confirmation Number: 2VN2VHDM7TK

Registration Type: Attendee [Attendee]

Admission Item: 3-Day Passport [01t61000003Z5IX]

Registration Path: Attendee

Amount Ordered: \$685.00 USD

Amount Paid: \$685.00 USD

Balance Due: \$0.00 USD

Invitee Information

Added to invitation list: 1/13/2025 02:51 PM MT

Reference ID: Orlando2025-reg

Credits

Credits

Activity	Eligible Credits	Awarded Credits	Expiration
Closing Keynote Session with Awards	2.00	0.00	
Opening Keynote Session with Awards	2.00	0.00	

Fw: Registration Confirmed - NAVIGATOR 2025

From Mandy Perez <PerezMand@reno.gov>
Date Sat 1/18/2025 10:26 PM
To Joanna Aitken <AitkenJ@reno.gov>

From: Nikele Schwendiman <navigator@emergencydispatch.org>
Sent: Monday, January 13, 2025 1:51 PM
To: Mandy Perez <PerezMand@reno.gov>
Subject: Registration Confirmed - NAVIGATOR 2025



Dear Mandy,

Your conference registration has been confirmed!

Please save this email for future reference. You can log in to your account at any time to verify registration, make changes, cancel the registration, and request refunds. You will use your email address as the username and your confirmation number as the password.

Need a receipt? [Print the invoices](#)

Hotel Booking

Event: NAVIGATOR 2025

Attending: Mandy Perez

Number in Party: 2

Time: 6:00 PM

Date: April 14, 2025

Confirmation Number: MXNY8F5SHGF

Current Registration:

Registration Information:

Registration Items

Mandy Perez 3-Day Passport

Sessions

Mandy Perez Exhibit Hall Welcome Reception	14-Apr-2025 6:00 PM
Mandy Perez Opening Keynote Session with Awards	15-Apr-2025 9:00 AM
Mandy Perez Exclusive Exhibit Hall Time	15-Apr-2025 11:00 AM
Mandy Perez Box Lunch in Exhibit Hall	15-Apr-2025 11:45 AM
Mandy Perez Closing Keynote Session with Awards	17-Apr-2025 10:45 AM

Additional Information

What is your job function?

Mandy Perez

Certified in more than one discipline

Primary Service Area

Mixed

Size of Comm. Center (measured by call stations)

9 to 12

Years of Comm. Center Experience

1 to 5

Are you from an ACE accredited agency?

No

How did you hear about this conference?

No
Are you planning to stay in the NAVIGATOR room block (subject to availability)?

Yes
Do you plan to attend the entire event? Or just a portion of it?

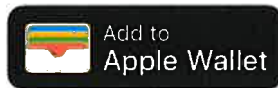
I plan to attend the 3-days of NAVIGATOR
Do you have special needs, restrictions, or requirements of which we should be aware?

No
Please let us know of any dietary restrictions:

Not Applicable

[Click here](#)

We look forward to seeing you there.



8701 WORLD CENTER DRIVE | ORLANDO, FLORIDA, USA, 32821
[VISIT WEBSITE FOR MORE](#)
TOLL FREE: +1 407-239-4200

Best regards,
The IAED NAVIGATOR Team
navigator@emergencydispatch.org

If you wish to stop receiving emails from NAVIGATOR, please click on the link labeled [Opt-Out](#).



Your payment for the NAVIGATOR 2025 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Price	Quantity	Payment Amount
3-Day Passport	\$685.00	1	\$685.00
Payment Total			\$685.00

Registration Confirmation Number: MXNY8F5SHGF

[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

You're going to Orlando on 04/13 (3XV9ST)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>
Date Tue 3/11/2025 11:30 AM
To Joanna Aitken <AitkenJ@reno.gov>

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice
REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Hi Alicia,
We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 13 - APRIL 18

RNO MCO

Reno/Tahoe to Orlando

Confirmation # **3XV9ST**

Corporate ID: 99728963

Confirmation date: 03/11/2025

PASSENGER **Alicia Aparicio**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262320940467
EST. POINTS EARNED 989

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 04/13/2025 Est. Travel Time: 9h 10m Wanna Get Away®			
FLIGHT # 4697	DEPARTS	ARRIVES	
	RNO 07:00AM Reno/Tahoe		SAN 08:30AM San Diego
Stop: Change planes			
FLIGHT # 1067	DEPARTS	ARRIVES	
	SAN 11:15AM San Diego		MCO 07:10PM Orlando
Flight 2: Friday, 04/18/2025 Est. Travel Time: 8h 35m Wanna Get Away®			
FLIGHT # 3310	DEPARTS	ARRIVES	
	MCO 06:05AM Orlando		LAS 08:15AM Las Vegas
Stop: Change planes			
FLIGHT # 3559	DEPARTS	ARRIVES	
	LAS 10:10AM Las Vegas		RNO 11:40AM Reno/Tahoe

Payment information

Air - 3XV9ST

Base Fare	\$	493.94
U.S. Transportation Tax	\$	37.05
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	20.80
U.S. Passenger Facility Chg	\$	18.00
Total	\$	580.99

March 11, 2025

Payment Amount
Mastercard ending in 0722**\$580.99**

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262320940467

All your perks, all in one place. (Plus a few reminders.)**Wanna Get Away® fare:** Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)Make sure you know [when to arrive at your airport](#). Times vary by city.

If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff**Use our app to make changes to your trip, get a boarding pass, & more.**

Download app now



Download app now

**Don't miss out on automatic check-in**

When available, EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)**Earn up to 2,400 Rapid Rewards® points.**

Plus save up to 30% off base rates with Budget®.

[Book car >](#)**Have questions about your upcoming trip?**

Get all the answers before you leave for the airport.

[Prepare now >](#)[Book hotel >](#)[Book car >](#)[View all offers >](#)[Help Center](#)[Update preferences](#)[Download mobile app](#)

5262320940467: NONREF/NONTRANSFERABLE -BG /WN RNO /WN X /SAN WN MCO233,15WN X/LAS /WN RNO260 75USD493.94END ZP RNO5,20SAN5,20MCO5,20LAS5,20 /KF RNO4,5SAN4,5MCO4,5LAS4,5

OLAUP2H:501|OLAUP2H:501
RLAUP2H:501|RLAUP2H:501

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus® fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus® reward travel reservations (booked with points), if you do not cancel your

Alicia Aparicio's 04/13 Orlando trip (3XV9ST): Your change is confirmed.

From Southwest Airlines <southwestairlines@ifly.southwest.com>
Date Wed 4/9/2025 9:43 PM
To Joanna Aitken <AitkenJ@reno.gov>

Here's your updated itinerary and trip receipt.
[View in web browser](#) | [View our mobile site](#)



Manage Flight | Flight Status | My Account

**Travel notice**

REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



Hi Alicia,

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon

APRIL 13 - APRIL 18

RNO  MCO

Reno/Tahoe to Orlando

Confirmation # **3XV9ST**

Corporate ID: 99728963

Confirmation date: 04/09/2025

PASSENGER Alicia Aparicio
RAPID REWARDS # 22072216950
TICKET # 5262332305849
EST. POINTS EARNED 1,038

Rapid Rewards points are only estimations.

Your itinerary

Flight 1: Sunday, 04/13/2025

Est. Travel Time: 9h 10m

[Wanna Get Away®](#)

FLIGHT # 4697

DEPARTS
RNO 07:00AM
Reno/Tahoe

ARRIVES
SAN 08:30AM
San Diego

Stop:  Change planes

FLIGHT # 1067

DEPARTS
SAN 11:15AM
San Diego

ARRIVES
MCO 07:10PM
Orlando

Flight 2: Friday, 04/18/2025

Est. Travel Time: 7h 20m

[Wanna Get Away®](#)

FLIGHT # 0856

DEPARTS
MCO 12:00PM
Orlando

ARRIVES
AUS 01:50PM
Austin

Stop:  Change planes

FLIGHT # 2711

DEPARTS
AUS 02:35PM
Austin

ARRIVES
RNO 04:20PM
Reno/Tahoe

Payment information

Air - 3XV9ST

Base Fare	\$	518.45
U.S. Transportation Tax	\$	38.88
U.S. Passenger Facility Chg	\$	18.00
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	20.80
Total	\$	607.33

April 9, 2025

Payment Amount
Visa ending in 9849**\$26.34**

March 11, 2025

Credit from ticket #5262320940467 to
#5262332305849**Fare rules:** If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262332305849

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)



Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



Don't miss out on automatic check-in

When available, EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)

Earn up to 2,400 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.

[Book car >](#)

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)[Book hotel >](#)[Book car >](#)[View all offers >](#)[Help Center](#)[Update preferences](#)[Download mobile app](#)

5262332305849: NONREF/NONTRANSFERABLE -BG WH RND WN XFSAN WH MCO233 15WN X/AUS WN
RND285 29USD518 45END XF/AUS1 SJ PD XF MCO4 5RNO4 55ANA 5AUS2 67 ZP MCO5 20RNO5 20SANA 20AUS5 20

OLAUP2H S01 IOLAUP2H S01
WLA7W2H S03 IOLA7W2H S03

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away™ or Wanna Get Away Plus™ fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select™ or Anytime™ funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards™ account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. **Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away™ or Wanna Get Away Plus™ reward travel reservations (booked with points):** If you do not cancel your

Thanks for tipping, Alicia

Here's your updated Friday morning ride receipt.

Total	\$36.91
Trip fare	\$23.95
Subtotal	\$23.95
Booking Fee	\$4.85
Tip	\$6.00
Beachline West Toll Plaza	\$2.11

Payments

 Visa ****9849	\$30.91
4/18/25 9:51 AM	
 Visa ****9849	\$6.00
4/18/25 9:51 AM	

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ANTONI

UberX 18.18 miles | 25 min

	9:26 AM 8701 World Center Dr, Orlando, FL 32821, US
	9:51 AM Terminal A, Orlando International Airport (MCO), Orlando, FL 32827, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



MARRIOTT

MARRIOTT ORLANDO WORLD CENTER

GUEST FOLIO

20722	APARICIO/ALICIA	.00	04/18/25	09:03	25074	31029
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
PVKG	RENO PUBLIC SAFETY D		04/13/25	20:10		
TYPE	PO BOX 1900		ARRIVE	TIME		
254	RENO NV 89505	PASSPORT:				
ROOM		VSXXXXXXXXXXXX9849			MBV#:	XXXXX2309
CLERK	ADDRESS	PAYMENT				
DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE	

04/13	RSTFEE G	CHG	35.00			
04/13	SALESTAX	CHG	2.28			
04/13	RF OCCTX	CHG	2.10			
04/14	RSTFEE G	CHG	35.00			
04/14	SALESTAX	CHG	2.28			
04/14	RF OCCTX	CHG	2.10			
04/15	RSTFEE G	CHG	35.00			
04/15	SALESTAX	CHG	2.28			
04/15	RF OCCTX	CHG	2.10			
04/16	RSTFEE G	CHG	35.00			
04/16	SALESTAX	CHG	2.28			
04/16	RF OCCTX	CHG	2.10			
04/17	RSTFEE G	CHG	35.00			
04/17	SALESTAX	CHG	2.28			
04/17	RF OCCTX	CHG	2.10			
04/18	CCARD-VS			196.90		

PAYMENT RECEIVED BY VISA XXXXXXXXXXXX9849
 ***** AUTHORIZATION *****

APPROVED

Total: \$375.05 Card Type: VISA Card Entry: CHIP Acct #: *****9849 Approval Code: 013496

***** EMV AUTHORIZATION *****

App Label: VISA CREDIT Mode: Issuer

AID: A0000000031010 TVR: 8000008000 IAD: 0601120360A000 TSI: 6800 ARC: 00 AC: AD74D260C5F4886F CVM: 5E0000
 .00

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.



MARRIOTT

MARRIOTT ORLANDO WORLD CENTER
 WORLD CENTER DRIVE
 ORLANDO FL 32821

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X