

DEPARTMENT AWARD FINAL CLOSEOUT CHECKLIST

Email: researchfinance@vanderbilt.edu

Use this checklist as a guide to close out sponsored awards & projects. Refer to the '[Closeout Procedures](#)' for more information on project closeout. The Grant Manager/Administrative Officer must complete all four sections. Submit the completed checklist to Research Finance within 30 days of award end date. Any questions may be addressed to the Grant Analyst.

1. Complete Step 1: Award Information
2. Complete Steps 2-3: Mark Complete when you have completed the item; mark N/A if this information does not apply to the project. Do not leave blank responses.
3. Complete Step 4: Enter full name and date completed

Award Information

PI NAME (Last, First)	
FUNDING AGENCY	
AWARD END DATE	
AWARD NUMBER	
PROJECT NUMBER	

Step 1: 60 – 90 days prior to award end date

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Confirm total budget agrees with Sponsor's total authorized amount.
<input type="checkbox"/>	<input type="checkbox"/>	Validate accuracy of cost sharing (mandatory).
<input type="checkbox"/>	<input type="checkbox"/>	Review expenditures for allowability and remove unallowable costs.
<input type="checkbox"/>	<input type="checkbox"/>	Transfer salary in excess of applicable salary cap rate.
<input type="checkbox"/>	<input type="checkbox"/>	Transfer or justify equipment purchase within 90 days of award end date.
<input type="checkbox"/>	<input type="checkbox"/>	Review other restrictions such as foreign travel and supplemental funding.
<input type="checkbox"/>	<input type="checkbox"/>	Verify expenses are within approved budget categories. Re-budget as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm F&A is recorded using the appropriate F&A Base & negotiated rate.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure subaward expenses are posted for the first \$25,000.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Subcontracts/Consultants invoices have been collected & processed.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Expenses and payments related to Program Income.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure PI effort has been documented & certified in eCRT.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure in-kind contributions are met with verifiable documentation.

Step 2: 30 days prior to award end date

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Update payroll distribution to remove expiring projects.
<input type="checkbox"/>	<input type="checkbox"/>	Close or change purchase orders.
<input type="checkbox"/>	<input type="checkbox"/>	Process open commitments and close any remaining balances.
<input type="checkbox"/>	<input type="checkbox"/>	For multiple projects: Verify all expenses have been charged to the projects.

Step 3: Post Close

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Non-Financial Reports requirement has been met (technical, progress & invention).
<input type="checkbox"/>	<input type="checkbox"/>	Financial Reports requirement has been met.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure additional award closeout document requirement is completed.
<input type="checkbox"/>	<input type="checkbox"/>	For Fixed Price, confirm residual balance and provide unrestricted project.

Step 4: Additional Note/Comments

As noted in the Closeout of Externally Sponsored Awards Procedures, Implicit with the submission of the closeout checklist, the department is affirming the department and PI have approved the closeout.

CLOSEOUT PREPARED BY:

DATE:



Project Overview - BvA
Time run: 1/9/23 8:33 AM

Labor encumbrances are not included in any values.
*Cost column includes direct and indirect costs. Does not include committed costs
**Total Cost and Available Balance columns include direct, indirect, and committed costs.

Project BU	Project Type	Project Owning Org	Project Number	Project Name	Project Manager	Project PI	Project Status	Expenditure Category	Budget	Committed Cost	Direct Cost	Indirect Cost	Cost*	Total Cost**	Available Balance Less Commitments	Available Balance**
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen	Daniel Work	Active	Student Health Coverage	9,305.00	0.00	7,175.63	0.00	7,175.63	7,175.63	2,129.37	2,129.37
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Salaries & Wages	151,535.00	0.00	161,301.85	0.00	161,301.85	161,301.85	-9,766.85	-9,766.85
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Fringe Benefits	13,612.00	0.00	16,671.38	0.00	16,671.38	16,671.38	-3,059.38	-3,059.38
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Supplies	6,100.00	0.00	0.00	0.00	0.00	0.00	6,100.00	6,100.00
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Travel	7,336.00	0.00	356.99	0.00	356.99	356.99	6,979.01	6,979.01
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Financial Aid-Tuition	34,618.00	0.00	26,780.71	0.00	26,780.71	26,780.71	7,837.29	7,837.29
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	Other	0.00	0.00	5,321.76	0.00	5,321.76	5,321.76	-5,321.76	-5,321.76
Grants BU	Sponsored Federal Project	15730 - Institute for Software Integrated Systems	601143	Work_15730_NSF_CNS1837652	Fitts, Tristen		Active	F&A Expense	107,096.00	0.00	0.00	111,031.62	111,031.62	111,031.62	-3,935.62	-3,935.62
Grand Total									329,602.00	0.00	217,608.32	111,031.62	328,639.94	328,639.94	962.06	962.06

From: [Work, Dan](#)
To: [Kruse, Kristy](#)
Subject: Re: Department Award Closeout Checklist - NSF STEAD - Award 400405/Project #601143 - PI: Daniel Work
Date: Monday, January 30, 2023 5:27:16 PM

Kristy,

Thanks for following up, I approve.

Cheers,
Dan

--

Daniel B. Work, Professor
Chancellor Faculty Fellow
Civil and Environmental Engineering
Computer Science
Institute for Software Integrated Systems
Vanderbilt University
<https://lab-work.github.io>

From: Kruse, Kristy <kristy.kruse@vanderbilt.edu>
Date: Monday, January 30, 2023 at 9:20 AM
To: Work, Dan <dan.work@vanderbilt.edu>
Subject: FW: Department Award Closeout Checklist - NSF STEAD - Award 400405/Project #601143 - PI: Daniel Work

Dan,

I am still waiting for your email approval regarding the closeout of the NSF STEAD project.

Vanderbilt



Kristy Kruse

Senior Grants Manager, Institute for Software Integrated
Systems

Vanderbilt University

615-343-7460 | kristy.kruse@vanderbilt.edu |

<https://www.isis.vanderbilt.edu/>

Cell Phone: 615-775-3019

1025 16th Avenue South

Nashville, TN 37212

From: Kruse, Kristy <kristy.kruse@vanderbilt.edu>
Sent: Wednesday, January 25, 2023 8:41 AM
To: Work, Dan <dan.work@vanderbilt.edu>
Cc: Kruse, Kristy <kristy.kruse@vanderbilt.edu>
Subject: Department Award Closeout Checklist - NSF STEAD - Award 400405/Project #601143 - PI: Daniel Work

Dan,

Attached is the department award closeout checklist for the NSF STEAD grant along with associated backup documentation. Based on the outstanding expenditures and retro transfer noted on the closeout checklist, there will be an estimated unexpended balance of \$1.36 that would be returned to the sponsor.

Please review and return your approval via email so this can be forwarded to VUSE for approval by COB, Friday, January 27th.

If you have any questions, please let me know.

Vanderbilt



Kristy Kruse

Senior Grants Manager, Institute for Software Integrated Systems

Vanderbilt University

615-343-7460 | kristy.kruse@vanderbilt.edu |

<https://www.isis.vanderbilt.edu/>

Cell Phone: 615-775-3019

1025 16th Avenue South

Nashville, TN 37212

Sweet, Keneshia

From: Sprinkle, Mary Margaret
Sent: Friday, December 23, 2022 6:05 PM
To: Kruse, Kristy; Wolf, Shelly; Sweet, Keneshia
Subject: FW: Action Required: Expense Report Approval EXP002620383193 for William Barbour (1,909.18 USD)
Attachments: IMG_1D59F312FFFC-1.jpeg; Westin_final.pdf; IMG_0988.PNG; IMG_0985.PNG; IMG_0986.PNG; lyft1.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

From: William Barbour <ecsr.fa.sender@workflow.mail.us2.cloud.oracle.com>
Sent: Friday, December 23, 2022 6:04:09 PM (UTC-06:00) Central Time (US & Canada)
To: Sprinkle, Mary Margaret <mary.margaret.sprinkle@vanderbilt.edu>
Subject: Action Required: Expense Report Approval EXP002620383193 for William Barbour (1,909.18 USD)

Access this task in the [Workspace Application](#)

Expense Approval

William Barbour

1,909.18 USD

IEEE CDC conference expenses

EXP002620383193 Submitted on 12/23/22

Approve	Reject
Request Info	

Expense Items

12/8/22 Travel Expenses (Travel outside the US)	1,753.31 USD
12/8/22 Accommodations - Foreign	1,357.47 USD
Summation of all room rate, fees, and taxes Project Work_15730_NSF_CNS1837652, 1	
12/8/22 Individual Breakfast - Foreign	160.00 USD
Breakfast charges at hotel (approximate) Project Work_15730_NSF_CNS1837652, 1	
12/8/22 Individual Dinner - Foreign	120.00 USD
Multiple dinner charges (approximate)	

Project Work_15730_NSF_CNS1837652, 1	
12/8/22 Individual Lunch - Foreign	90.00 USD
Multiple lunch charges (approximate)	
Project Work_15730_NSF_CNS1837652, 1	
12/8/22 Snacks - Foreign	25.84 USD
Water and snacks bought for room (approximate)	
Project Work_15730_NSF_CNS1837652, 1	
12/7/22 Personal	18.75 USD
Personal charges made at the hotel bar.	
12/4/22 Travel Expenses (Travel outside the US)	73.29 USD
Project Work_15730_NSF_CNS1837652, 1	
12/4/22 Ground transportation - Foreign	73.29 USD
Ride from Cancun airport out to hotel zone	
12/6/22 Travel Expenses (Travel outside the US)	50.25 USD
Project Work_15730_NSF_CNS1837652, 1	
12/6/22 Individual Dinner - Foreign	50.25 USD
Dinner	
12/4/22 Travel Expenses (Travel within the US)	26.88 USD
Project Work_15730_NSF_CNS1837652, 1	
12/4/22 Ground transportation - Domestic	26.88 USD
Ride to airport (BNA)	
12/4/22 Food and Beverage Expense	5.45 USD
Fresh Attractions BNA - Food at airport	
Project Work_15730_NSF_CNS1837652, 1	

Approvals

- ☐ Applications Development Framework Application Identity for Financials
- ☐ Mary Margaret Sprinkle 12/23/22 6:03 PM
- ☒ William Barbour 12/23/22 6:03 PM

[Transaction details](#)

[In-app notification](#)



Transaction Details



WESTIN LAGUNAMAR CANCU

\$1,772.06

5,316.18 total rewards points earned



Pay over time

Transaction details

Type	Sale
------	------

Transaction date	Dec 08, 2022
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Posted date	Dec 09, 2022
-------------	--------------

Description	WESTIN LAGUNAMAR CANCU
-------------	------------------------

Also known as	WESTIN LAGUNAMAR CANCU
---------------	------------------------

Merchant type	WESTIN
---------------	--------

Method	In person
--------	-----------

Category	
----------	--

Travel	
--------	--





Transaction Details



FRESH ATTRACTIONS BNA

\$5.45

16.35 total rewards points earned

Transaction details

TypeSale

Transaction dateDec 04, 2022

Posted dateDec 06, 2022

NASHVILLE, TN 37214

DescriptionFRESH ATTRACTIONS BNA

Also known asFRESH ATTRACTIONS BNA

Merchant typeFast food

MethodIn person

CategoryFood & drink

Reference number24510722339101229324819



Transaction Details



FLEX SHUTTLE CANCUN

\$73.29

219.87 total rewards points earned

Transaction details

TypeSale

Transaction dateDec 04, 2022

Posted dateDec 06, 2022

BENITO JUAREZ 000077569

DescriptionFLEX SHUTTLE CANCUN

Also known asFLEX SHUTTLE CANCUN

Merchant typeTaxicabs and limousines

MethodIn person

CategoryTravel

Reference number74555502339943201768076



Transaction Details



MEXTREME

\$50.25

150.75 total rewards points earned

Transaction details

Type	Sale
Transaction date	Dec 06, 2022
Posted date	Dec 07, 2022
BENITO JUAREZ	
Description	MEXTREME
Also known as	MEXTREME
Merchant type	Restaurants
Method	In person
Category	Food & drink
Reference number	74518992340003773817359

From: Lyft Receipts no-reply@lyftmail.com
Subject: Your ride with Zuberi on December 4
Date: December 4, 2022 at 5:53 AM
To: wbarbour1@gmail.com

LR



DECEMBER 4, 2022 AT 4:30 AM

Thanks for riding with Zuberi!

Lyft fare (8.64mi, 16m 7s)	\$22.78
Tip	\$4.10

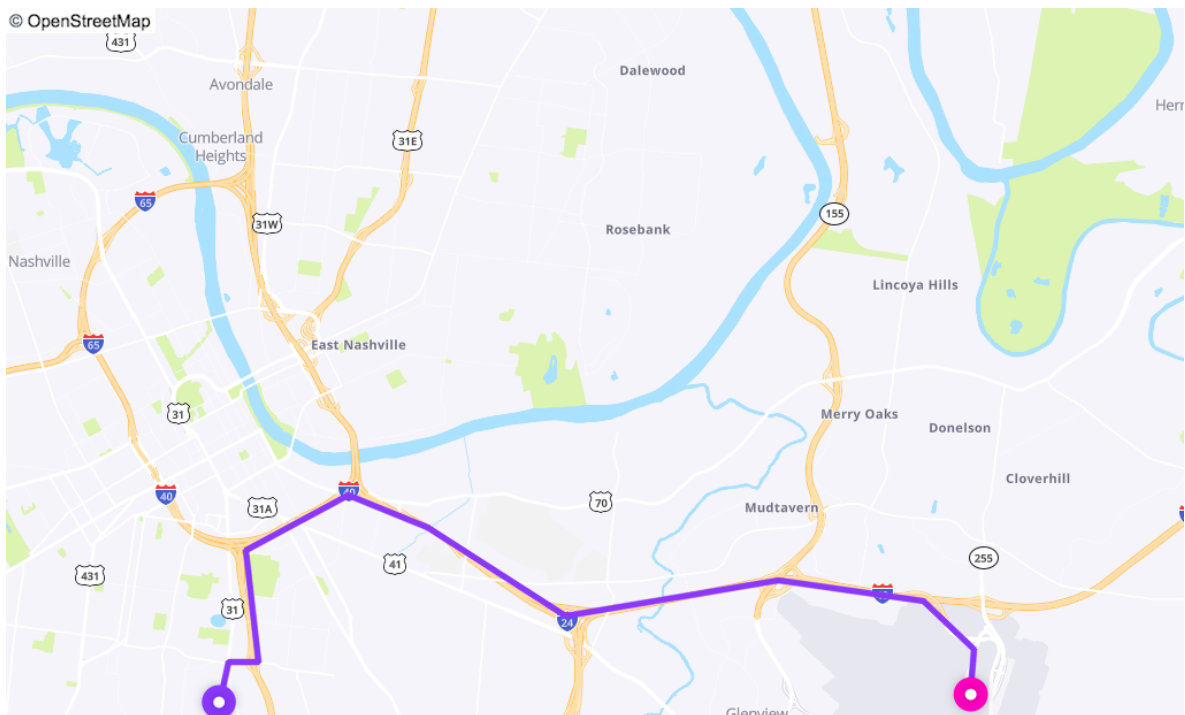


Visa *1532

\$26.88

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on December 4, 2022. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.





● **Pickup** 4:30 AM
2121 Elliott Ave, Nashville, TN

● **Drop-off** 4:46 AM
5965 Terminal Dr, Nashville, TN



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Tip driver

Find lost item

Request review

Help Center

Receipt #1751680257090772334

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

WESTIN®

VACATION CLUB

William Barbour
2121 Elliott Ave
Nashville TN 37204
United States

Room Number: 0237
Arrival Date: 04-12-22
Departure Date: 08-12-22
CRS Number: 97481545
Rewards No: XXXXX2571

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
04-12-22	Viento Pool Bar	75.00	
04-12-22	Duna Sports Bar	500.00	
04-12-22	Viento Bar & Grill	1,555.00	
04-12-22	MarketPlace Rm Charge	530.00	
04-12-22	Transient Room Charge	5,425.20	
04-12-22	Room Tax - ISH 3%	162.76	
04-12-22	Room Tax - IVA 16%.	868.03	
04-12-22	Room Environmental Tax	28.87	
05-12-22	Oceano Restaurante	1,008.00	
05-12-22	Viento Bar & Grill	375.00	
05-12-22	MarketPlace Rm Charge	424.00	
05-12-22	Transient Room Charge	5,425.20	
05-12-22	Room Tax - ISH 3%	162.76	
05-12-22	Room Tax - IVA 16%.	868.03	
05-12-22	Room Environmental Tax	28.87	
06-12-22	Viento Pool Bar	150.00	
06-12-22	Duna Sports Bar	859.00	
06-12-22	Oceano Restaurante	1,015.00	
06-12-22	MarketPlace Rm Charge	256.00	
06-12-22	Transient Room Charge	5,425.20	
06-12-22	Room Tax - ISH 3%	162.76	
06-12-22	Room Tax - IVA 16%.	868.03	
06-12-22	Room Environmental Tax	28.87	
07-12-22	Viento Pool Bar	150.00	
07-12-22	Oceano Restaurante	930.00	
07-12-22	Transient Room Charge	5,425.20	
07-12-22	Room Tax - ISH 3%	162.76	
07-12-22	Room Tax - IVA 16%.	868.03	
07-12-22	Room Environmental Tax	28.87	
08-12-22	Oceano Restaurante	966.00	
08-12-22	Manual - Visa Card	XXXXXXXXXXXXX1532	34,732.44

XX/XX

WESTIN[®]

VACATION CLUB

William Barbour
2121 Elliott Ave
Nashville TN 37204
United States

Room Number: 0237
Arrival Date: 04-12-22
Departure Date: 08-12-22
CRS Number: 97481545
Rewards No: XXXXX2571

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
	Total	34,732.44	34,732.44
	Balance	0.00	

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WESTIN®

VACATION CLUB

William Barbour
2121 Elliott Ave
Nashville TN 37204
United States

Room Number: 0237
Arrival Date: 04-12-22
Departure Date: 08-12-22
CRS Number: 97481545
Rewards No: XXXXX2571

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
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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.

Sweet, Keneshia

From: Sprinkle, Mary Margaret
Sent: Monday, November 7, 2022 9:14 AM
To: Kruse, Kristy; Wolf, Shelly; Sweet, Keneshia
Subject: FW: Action Required: Expense Report Approval EXP002393512695 for William Barbour (568.94 USD)
Attachments: Re Approve travel to IEEE CDC in December.pdf; flight_receipt.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

From: William Barbour <ecsr.fa.sender@workflow.mail.us2.cloud.oracle.com>
Sent: Monday, November 7, 2022 9:11:11 AM (UTC-06:00) Central Time (US & Canada)
To: Sprinkle, Mary Margaret <mary.margaret.sprinkle@vanderbilt.edu>
Subject: Action Required: Expense Report Approval EXP002393512695 for William Barbour (568.94 USD)

Access this task in the [Workspace Application](#)

Expense Approval

William Barbour

568.94 USD

Flight to IEEE CDC 2022

EXP002393512695 Submitted on 11/7/22

Approve	Reject
Request Info	

Expense Items

11/4/22 Travel Expenses (Travel outside the US)	568.94 USD
Project Work_15730_NSF_CNS1837652, 1	
11/4/22 Airfare - Foreign	568.94 USD
Flight to/from IEEE CDC 2022 conference.	

Approvals

- ☐ Applications Development Framework Application Identity for Financials
- ☐ Mary Margaret Sprinkle 11/7/22 9:11 AM
- ☒ William Barbour 11/7/22 9:10 AM

From: noreply@worldtrav.com
Subject: Travel Receipt for BARBOUR/WILLIAM W Travel Date 04Dec
Date: November 4, 2022 at 9:16 PM
To: WILLIAM.W.BARBOUR@vanderbilt.edu WILLIAM.W.BARBOUR@VANDERBILT.EDU



Printer Friendly



Want to learn more about the COVID-19 guidelines for your upcoming trip? Visit our [COVID-19 Info Hub](#) for country entry regulations, mandatory testing and health certification requirements, quarantine details and other important travel information.

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You may be required to provide a negative COVID-19 test for your upcoming trip. Make sure you know what is required and consider using our [partner](#), Azova, to purchase your test.

FOR INTERNATIONAL ITINERARIES PASSPORT AND VISA REQUIREMENTS PLEASE CLICK [HERE](#)

Travel for BARBOUR / WILLIAM W

Contact Information

Within office hours:
Tel: 1-865-288-1975

GET READY! Here is the itinerary for your upcoming trip.

Review this summary and the detailed attachment for accuracy. If you find an error, contact your Travel Adviser right away to a potential fees and penalties.

By way of accessing and/or utilizing any of our services, you acknowledge that your personal data will be used in accordance with BCD's [Global Privacy Policy](#).

Cancun, Mexico

Passenger
BARBOUR WILLIAM W

Agency Record Locator
ZW5J5E
Reference number by traveler
15730



BE PREPARED! Your trip may require a **VISA OR PASSPORT** [Check here](#). If it does, make sure your passport **sufficient** validity beyond your return date and at least **2** blank pages.

Ticket Receipt

Total Amount: 568.94

Date	From/To	Flight/Vendor	Status
Sunday, December 4 2022	BNA-MIA	American Airlines 2831	Confirmed
Sunday, December 4 2022	MIA-CUN	American Airlines 1157	Confirmed
Saturday, December 17 2022	BZE-MIA	American Airlines 700	Confirmed
Saturday, December 17 2022	MIA-BNA	American Airlines 2766	Confirmed
Electronic Ticket Number / Issue Date		Invoice Number	Form of Payment
0017858298165-166 / -		EZ0019683	VI*****1532
Base		Ticket Amount	
Total Tax		568.94 USD	
		400.00 USD	
		168.94 USD	

Travel Summary

Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type	Bagg: Allow
12/04/2022	BNA-MIA	AA 2831	Confirmed	06:00 AM/09:20 AM	Economy/Q	0PC
12/04/2022	MIA-CUN	AA 1157	Confirmed	10:27 AM/12:41 PM	Economy/Q	0PC
12/17/2022	BZE-MIA	AA 700	Confirmed	02:35 PM/05:43 PM	Economy/N	0PC
12/17/2022	MIA-BNA	AA 2766	Confirmed	10:30 PM/11:55 PM	Economy/N	0PC

Flight

Total duration
5 h 40 min

Not wo

American Airlines AA2831
[Online check-in](#)

Airline Record Locator HKM
 Loyalty Number XXXX

Nashville International Airport
 Nashville, Tennessee, United States

2 h 20 min
 807 miles
 1298 kilometers

Miami International Airport
 Miami, Florida, United States

Departure
 Sunday
 December 4 2022
Weather
 6:00 AM

Seat
25F (Window) Confirmed
 Economy / Q
 Confirmed

Arrival
 Sunday
 December 4 2022
Weather
 9:20 AM

✈ CO2 Emissions: DEFRA 371.53 lbs/168.88 kgs, GHGP 236.13 lbs/107.33 kgs
 Non-stop
 Equipment: Boeing 737-800 Passenger
 Baggage Allowance: 0PC

Layover

1 h 7 min

American Airlines AA1157
[Online check-in](#)

Airline Record Locator HKM
 Loyalty Number XXXX

Miami International Airport
 Miami, Florida, United States

2 h 14 min
 531 miles
 854 kilometers

Cancun Airport
 Cancun, Mexico

Departure
 Sunday
 December 4 2022
Weather
 10:27 AM






Seat
22F (Window) Confirmed
 Economy / Q
 Confirmed

Arrival
 Sunday
 December 4 2022
Weather
 12:41 PM
 Terminal 3

✈ CO2 Emissions: DEFRA 150.1 lbs/68.23 kgs, GHGP 174.06 lbs/79.12 kgs
 Non-stop
 Equipment: Airbus Industrie A321neo
 Baggage Allowance: 0PC



We're monitoring eligible trips for price drops. If we find a lower fare before travel we'll let you know.

Flight	Total duration 4 h 33 min	 Not wo
American Airlines AA700 Online check-in		
Philip S.W.Goldson Int Belize City, Belize	 2 h 8 min 767 miles 1234 kilometers	Miami International Airport Miami, Florida, United States
Departure Saturday December 17 2022 Weather 2:35 PM	Seat 15F (Window) Confirmed Economy / N Confirmed	Arrival Saturday December 17 2022 Weather 5:43 PM
✈ CO2 Emissions: DEFRA 216.81 lbs/98.55 kgs, GHGP 224.42 lbs/102.01 kgs Non-stop Equipment: Boeing 737-800 Passenger Baggage Allowance: 0PC		
Notes: A DEPARTURE TAX MAY EXIST. DEPARTURE TAXES ARE PAYABLE IN LOCAL CURRENCY.		
Layover	4 h 46 min	 Not wo
American Airlines AA2766 Online check-in		
Miami International Airport Miami, Florida, United States	 2 h 25 min 807 miles 1298 kilometers	Nashville International Airpor Nashville, Tennessee, United St
Departure Saturday December 17 2022 Weather 10:30 PM	Seat 27F (Window) Confirmed Economy / N Confirmed	Arrival Saturday December 17 2022 Weather 11:55 PM
✈ CO2 Emissions: DEFRA 371.53 lbs/168.88 kgs, GHGP 236.13 lbs/107.33 kgs Non-stop Equipment: Boeing 737 MAX 8 Baggage Allowance: 0PC		
 We're monitoring eligible trips for price drops. If we find a lower fare before travel we'll let you know.		

Remarks

**

CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS. TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION. VISIT [HTTPS://ESTA.CBP.DHS.GOV](https://esta.cbp.dhs.gov) FOR DETAILS.

**

FOR UP TO DATE TRAVEL INFORMATION ON AIRLINE CHECK-IN/RESTRICTIONS/LIMITATIONS/SECURITY. PLEASE CHECK WWW.AA.COM

WE RECOMMEND A TWO HOUR CHECK IN FOR DOMESTIC FLIGHTS AND A THREE HOUR CHECK IN FOR INTERNATIONAL FLIGHTS. PLEASE NOTE A GOVERNMENT-ISSUED PHOTO ID IS REQUIRED. YOU WILL WANT TO HAVE YOUR BOARDING PASS PRIOR TO REACHING THE MAIN SECURITY CHECK POINT. IF YOU ARE TRAVELING INTERNATIONALLY PLEASE

IF YOU ARE TRAVELING INTERNATIONALLY PLEASE
RECONFIRM 72 HOURS IN ADVANCE.
CHECKED BAGGAGE POLICIES VARY BASED ON CARRIER AND FINAL
DESTINATION. FOR THE LATEST INFORMATION PLEASE CHECK
WITH YOUR TRAVEL CONSULTANT OR THE AIRLINES WEBSITE.

04Nov/10:16PM

Fare details: Ticketed

Vendor	Fare information	Refund restrictions	Change restrictions	Ticket information
Air AA2831 04Dec AA1157 04Dec AA700 17Dec AA2766 17Dec	Total: USD 568.94	REFUND RESTRICTIONS MAY APPLY	CHANGE RESTRICTIONS MAY APPLY	

All quotes are provider quotes excluding possible taxes and charges en route. Currency conversions shown in this itinerary are done using the bank rate applicable at the date shown in the header of this document. Please note that some local taxes charges may be invoiced during your trip and cannot be shown at time of reservation.

Email generated on 05Nov/2:16 AM UTC

Additional trip information

Baggage Policy	TRAVELER NOTICE - Many airlines charge fees for baggage and other services. Amounts vary by airline and are subject to change. Travelers are responsible for verifying all fees charged by individual carriers. Please visit the operating carrier website of your ticketed itinerary for applicable fees.
Traveler Notice	Please check with your carrier(s) for travel documents required (Passport, VISA, and security requirements regarding permitted and prohibited articles and goods related to your travel. Getting Back to travel quick reminders: <ul style="list-style-type: none">• Check your flight status online or on the carrier app before heading to the airport.• If your flight is delayed or cancelled use the carrier app for the fastest reaccommodation or information about your flight.• Arrive at the airport early to avoid security delays• Use digital and contactless check-in to avoid long lines.• Check your travel documents and entry requirements if traveling internationally.
Hazardous Materials	Advice to Passengers Transportation of Hazardous Materials Federal law forbids the carriage of hazardous material aboard the aircraft, in your luggage, or on your person. A violation can result in 5 years imprisonment and penalties of \$250,000 or more (49 U.S.C 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Forbidden Dangerous Items Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medical and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information, contact your airline representative. Note: Spare batteries and fuel cells are not permitted in checked or hold baggage. These items MUST be packed in carry-on baggage. If your carry-on bag is damaged

	checked, the spare batteries and fuel cells must be removed and carried in the c
Airline Notification	In accordance with IATA regulations, BCD Travel will share your mobile phone number and email address included in this reservation with the airline(s) to react if flight disruptions occur, excluding travelers who previously requested we not do. For all others, If you do not want BCD Travel to send this information to the airline for this purpose, please contact a travel consultant to remove it from the reservation and you will not be notified of such disruptions.



To access historical itineraries/travel receipts click [here](#).



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Travel Receipt
Comm...22.PDF

From: Work, Dan dan.work@vanderbilt.edu
Subject: Re: Approve travel to IEEE CDC in December
Date: October 7, 2022 at 2:19 PM
To: Barbour, William W william.w.barbour@vanderbilt.edu

DW

NSF stead if there is any funding left on it would be appropriate.

--

Daniel B. Work, Professor
Chancellor Faculty Fellow
Civil and Environmental Engineering
Computer Science
Institute for Software Integrated Systems
Vanderbilt University
<https://lab-work.github.io>

From: Barbour, William W <william.w.barbour@vanderbilt.edu>
Date: Friday, October 7, 2022 at 10:59 AM
To: Work, Dan <dan.work@vanderbilt.edu>
Subject: Approve travel to IEEE CDC in December

Dan,

Per the VU travel policy, can you please approve my travel to IEEE CDC conference and state the funding source for the expenses?

The purpose of the travel is presenting at the workshop on "Autonomous, Connected, and Electrified Mobility Systems: Modeling, Control, and Deployment".

Thanks,

Will

William Barbour, Ph.D.
Research Scientist
Institute for Software Integrated Systems
Vanderbilt University
william.w.barbour@vanderbilt.edu