

Angie Huonker

From: Bloomington Normal News <blnnews@yahoo.com>
Sent: Wednesday, August 09, 2017 11:27 AM
To: Angie Huonker
Subject: FOIA Request

Angie,

I prefer email, if you aren't the right person to send these to - please let me know who.

Diane Benjamin



I am requesting the following information under the Freedom of Information Act:

All supporting documents for this entry on Page 4 of the "Town Expenditures as of August 2nd".
KOOS, CHRIS REIMBURSE KOOS SISTER CIT \$2,913.86

This request is a non-commercial request. I am requesting electronic copies. In the event papers copies must be provided I am requesting the fees be waived as outlined in the FOI Act as this is a request for public information that is to be shared publicly.

If a waiver of fees is not given then I do request an estimate of the cost be provided prior to filling the FOIA request.

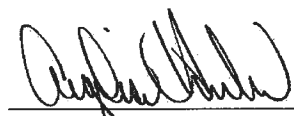
Diane Benjamin
BlnNews.com



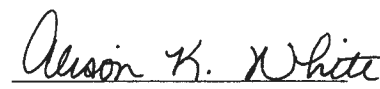
NOTICE OF DENIAL

Your request for copies of public records received on 8/9/17 has been partially denied on 8/15/17, as per 5 ILCS 140/7(1)(b) – Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order, as defined at 5 ILCS 140/2 (c-5) - "Private information" means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person is exempt from disclosure.

By:



Angelia Huonker, Town Clerk



Alison K. White, Deputy Clerk

APPEAL RIGHT

Pursuant to law, you are entitled to appeal the decision denying your request for certain information. You may appeal by requesting a review by the Attorney General's Public Access Counselor within 60 calendar days from the date of this denial. Here is the contact information of the Public Access Counselor:

Office of the Attorney General
Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

You also have the right to judicial review. Suit may be filed in the Circuit Court for McLean County:

Law and Justice Center
Circuit Clerk
104 W. Front St.
Bloomington, IL 61701
309-888-5301
www.co.mclean.il.us/circuitclerk

"Committed to Service Excellence"

11 Uptown Circle · Normal, Illinois 61761
Telephone (309) 454-9508 · Fax (309) 454-9609 · TDD (309) 454-9630
www.normal.org

✓ FUZUBA

Town of Normal Travel Documentation and Reimbursement Form

Employee Name: Chris Koos		Department and Position Title: Mayor	
Reason for Travel/Description of Event: Sister Cities Trip to Asahikawa, Japan			
Travel Status Start Travel Status End Total days on Travel Status	Date	Day	
	7/30/2017	Sunday	
	8/6/2017	Monday	
		Date	Day
Start date/time of Conference, Seminar, Meeting, etc...		8/1/17	Tuesday
End date/time of Conference, Seminar, Meeting, etc...		8/6/17	Sunday
Registration Cost (To be paid in advance to ensure best pricing)	Estimated Cost	Actual Cost	How was actual amount paid? Town Employee
Lodging (To be booked/paid in advance to obtain the lowest possible rate)	Estimated Cost	Actual Cost	How was actual amount paid? Town Employee
Transportation			
Town Vehicle - (no estimate or actual cost needed if gas is obtained from the Public Works Facility)			
<i>Business purposes only (to and from airport and/or business related events)</i>			
Personal Vehicle			
<i>Only allowed if no Town vehicle is available - reimbursement at IRS mileage rate</i>			
<i>Documentation showing mileage must be supplied to obtain reimbursement</i>			
<i>Reimbursement for business miles only (to and from airport and/or business related events)</i>			
Airline (flight cost and baggage fees)			2,913.36
<i>To be booked/paid in advance to the extent possible to obtain the lowest possible rate</i>			
<i>Receipt must be available to obtain reimbursement</i>			
<i>Business purposes only (to and from business related events)</i>			
Train			
<i>To be booked/paid in advance to the extent possible to obtain the lowest possible rate</i>			
<i>Receipt must be available to obtain reimbursement</i>			
<i>Business purposes only (to and from business related events)</i>			
Ground transportation (Cab, Shuttle, etc...)			
<i>Business purposes only (to and from airport and/or business related events)</i>			
<i>Receipt must be available to obtain reimbursement</i>			
Meals and Incidentals Expenses (M&IE) - select one (Receipts or Per Diem)			
<i>If "Receipts" is selected, employee may not claim per diem</i>			
<i>If "Per Diem" is selected, employee may not submit M&I receipts for reimbursement</i>			
<i>If meals are included as part of the conference registration, receipts for those applicable meals will not be reimbursed</i>			
<i>If meals are included as part of the conference registration, the value of those applicable meals must be deducted from the authorized per diem amount</i>			
Receipts			
<i>Reimbursement will only be made from a valid receipt showing items purchased</i>			
<i>Maximum reimbursement per day is \$110</i>			
		Metro Area Rate (population >500,000)	
Per Diem		Standard Rate	
Total Per Diem		\$51.00	\$74.00
Breakfast		\$11.00	\$17.00
Lunch		\$12.00	\$18.00
Dinner		\$23.00	\$34.00
Incidentals		\$5.00	\$5.00
First/last day of travel 75% of per diem rate		\$38.25	\$55.50
All other days at 100% per diem rate			
Total per diem for travel (can be paid in advance of travel)			
		Estimated Cost	Actual Cost
Total Cost			
			2,913.36
Employee Signature and Date			
<i>After travel, employee is to submit this completed form and all receipts and other travel documentation to their immediate supervisor for review</i>			
Department Head Signature and Date (Pre-Travel Approval)			
<i>Travel is relevant to employee's position, reasonably booked and is part of approved budgeted - per diem calculations are proper if applicable</i>			
Department Head Signature and Date (Post-Travel)			
<i>Documentation, receipts are valid/timestamped and in compliance with travel policy</i>			



CORPTRAV MGMT GROUP
NOREPLY@CORPTRAV.COM

F63689

Electronic Invoice

Prepared For:
KOOS/CHRISTOPHER

SALES PERSON	TK
INVOICE NUMBER	1584943
INVOICE ISSUE DATE	27 Jun 2017
RECORD LOCATOR	UOWRNO
CUSTOMER NUMBER	0110007007

Client Address
CORPORATE TRAVEL MANAGEMENT GROUP
450 E 22ND ST S100
LOMBARD IL 60148

Notes

THIS TKT IS NONREFUNDABLE. CHANGE OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED FLT DEPARTURE. PENALTIES APPLY FOR CHANGES.
THIS TRIP REQUIRES A VALID PASSPORT. VISIT [HTTP://TRAVEL.STATE.GOV/CONTENT/TRAVEL/EN.HTML](http://travel.state.gov/content/travel/en.html).
THE FARE FOR YOUR TRIP AS OF 27JUN IS 2913.86

DATE: Sun, Jul 30

Flight: AMERICAN AIRLINES 153			
From	CHICAGO OHARE, IL	Departs	1:05pm
To	TOKYO NARITA, JAPAN	Arrives	3:55pm (+1 day)
Departure Terminal	3	Arrival Terminal	2
Duration	12hr(s) 50min(s)	Class	Economy
Type	BOEING 787-8 JET	Meal	Multi Meal
Stop(s)	Non Stop		
Seat(s) Details	KOOS/CHRISTOPHER	Seat(s) - 17D	AA - XXXXX D2

DATE: Mon, Jul 31

Flight: AMERICAN AIRLINES 8446 Operated by: JETSTAR JAPAN CO LTD			
From	TOKYO NARITA, JAPAN	Departs	6:15pm
To	SAPPORO CHITOSE, JAPAN	Arrives	8:10pm
Departure Terminal	3	Arrival Terminal	D
Duration	1hr(s) 55min(s)	Class	Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	KOOS/CHRISTOPHER	Seat(s) - 17C	AA - XXXXX D2

DATE: Sun, Aug 06

Flight: AMERICAN AIRLINES 8440 Operated by: JETSTAR JAPAN CO LTD			
From	SAPPORO CHITOSE, JAPAN	Departs	1:35pm
To	TOKYO NARITA, JAPAN	Arrives	3:20pm
Departure Terminal	D	Arrival Terminal	3
Duration	1hr(s) 45min(s)	Class	Economy

Fl 3689

Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	KOOS/CHRISTOPHER	Seat(s) - 26C	AA - XXXX D2

DATE: Sun, Aug 06

Flight: AMERICAN AIRLINES 154			
From	TOKYO NARITA, JAPAN	Departs	5:55pm
To	CHICAGO OHARE, IL	Arrives	4:00pm
Departure Terminal	2	Arrival Terminal	5
Duration	12hr(s) 5min(s)	Class	Economy
Type	BOEING 787-8 JET	Meal	Multi Meal
Stop(s)	Non Stop		
Seat(s) Details	KOOS/CHRISTOPHER	Seat(s) - 17C	AA - XXXX D2

DATE: Wed, Sep 20

Others	
	RETENTION THANK YOU HAVE A PLEASANT TRIP *** SYLVE

Ticket Information

Ticket Number	AA8633555463	Passenger	KOOS CHRISTOPHER		
		Billed to:	CAXXXXXXXXXXXX	USD	* 2913.86
				SubTotal	USD 2913.86
				Net Credit Card Billing	* USD 2913.86
				Total Amount Due	USD 0.00

ITINERARY NOTES:
 FOR VISA HEALTH AND TRAVEL WARNINGS
 SEE [HTTP://WWW.CORPSTRAV.COM/TRAVELERS/FOR-YOUR-TRIP](http://www.corpstrav.com/travelers/for-your-trip)
 3 HR CHECK-IN RECOMMENDED ON INTERNATIONAL FLT'S
 ECONOMY CLASS
 THIS TKT IS NONREFUNDABLE. CHANGES OR CANCELLATIONS
 MUST BE MADE PRIOR TO SCHEDULED FLT DEPARTURE OR THIS
 TKT MAY HAVE NO FUTURE VALUE.

INVOICE NOTES:
 MU*
 U1-2913.86
 U11-N
 U30-I
 U21-P
 U36-N
 U37-PREFERRED CARRIER BOOKED
 U14-HC
 U3-E
 U68-BFP
 U6-MAJOR OF NORMAL
 U9-0942
 U7-7790.86
 U10-TK

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.