M&C Fwd: Quarterly Travel Reporting Requirements

1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

Fri, Jan 31, 2020 at 6:26 PM

01-31-20	4:58 PM	01-31-20	Fiscal Year 2020 1st Quarter - Off Island Travel Report.*	Guam Visitors Bureau	35GL-20-1499

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-20-1499
Speaker Tina Rose Muña Barnes

JAN 3 1 2020
Time 4:58 ( )AM PM
Received By:

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Josie Villanueva** <josie.villanueva@visitguam.org>
Date: Fri, Jan 31, 2020 at 4:58 PM
Subject: Re: Quarterly Travel Reporting Requirements
To: <speaker@guamlegislature.org>
Cc: Lisa Linek <lisa.linek@visitguam.org>, Bobby Alvarez <bobby.alvarez@visitguam.org>

Hafa Adai Allan,

Transmitting herewith summary report for GVB's Travel Summary for the first quarter of FY20.

Please advise if you need further information.

Very respectfully,
Josephine "Josie" Villanueva,
MBA,CPA,CGMA,CGFM,CSAF,SHRM-CP
Director of Finance & Administration

GUAM VISITORS BUREAU
401 Pale San Vitores Road | Tumon, Guam 96913 | **T:** (671) 648-1485 **M:** (671) 686-4829
josie.villanueva@visitguam.com | visitguam.com

2020 Feb 3 AM 8:26

On Tue, Jan 7, 2020 at 5:45 PM Josie Villanueva <josie.villanueva@visitguam.org> wrote:

Hi Allan,

Thank you very much for returning my call today to discuss the deadline for the Quarterly Travel Report as per policy. As mentioned, I want to be sure of the format/requirement before we proceed.
Thank you for guiding me on how to navigate the resources and references from your website. That was very helpful.

I will reach out to you should I have further questions.

Kind regards,
Josie

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Josephine "Josie" Villanueva,
MBA,CPA,CGMA,CGFM,CSAF,SHRM-CP
Director of Finance & Administration

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Josephine "Josie" Villanueva,
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GVB Travel Summary Report for FY20 1st Quarter (October 2019 - December 2019).pdf
902K

GUAM VISITORS BUREAU
SETBISION BISITAN GUÅHAN

FO-2020-0033

January 31, 2020

The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
I Mina 'trentai Singko Na Liheslaturan Guåhan
Guam Progress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Dear Madam Speaker:

Subject: Fiscal Year 2020 1st Quarter – Off-Island Travel Report per P.L. 35-36

Buenas yan Håfa A'dai! Transmitted herewith is the Guam Visitors Bureau Off-Island Travel Report per P.L. 35-35, from October 1, 2019 to December 31, 2019 for the 1st Quarter of FY 2020.

Should you require further information or inquiries, please do not hesitate to contact Mrs. Josephine Villanueva, Director of Finance & Administration at 646-5278 or 648-1485.

Si Yu'us Ma'åse.

Bobby Alvarez
Acting President & CEO

Attachment(s): Off-Island Travel Report

GUAM VISITORS BUREAU
FY20 First Querter Travel Reports

Traveler Name	TA #	Account #	Total Cost of the Travel	Date of Travel	Source of Funds	Purpose of Travel
FUJIKAWA, Nico	GVB20-001	RE-RES104	3,350.63	10/06 - 10/11/19	5206A209970CT298	Marketing Outlook Forum 2019 (MOF)
LEON GUERRERO, Nadine	GVB20-002	RE-RES104	3,350.63	10/06 - 10/11/19	5206A209970CT298	Marketing Outlook Forum 2019 (MOF)
CAMACHO, Kraig	GVB20-003	AS-ESP001	3,021.54	10/04 - 10/09/19	5206A209970CT298	100th Korean National Sports Festival
MCNINCH, Athena	GVB20-004	AS-ESP001	1,641.54	10/04 - 10/09/19	5206A209970CT298	100th Korean National Sports Festival
SAN NICOLAS, Vince	GVB20-005	AS-ESP001	1,441.54	10/04 - 10/09/19	5206A209970CT298	100th Korean National Sports Festival
AMON, Vivian	GVB20-007	AS-ESP001	1,641.54	10/04 - 10/09/19	5206A209970CT298	100th Korean National Sports Festival
JOHNSON, Ashley	GVB20-008	AS-ESP001	1,641.54	10/04 - 10/09/19	5206A209970CT298	100th Korean National Sports Festival
NEDLIC, Regina	GVB20-009	100-5201/5202-NMD-SMD023	2,849.08	10/14 - 10/20/19	5206A209970CT298	ITB Asia 2019
BRENNAN, Karida	GVB20-010	100-5201/5202-NMD-SMD023	2,849.08	10/14 - 10/20/19	5206A209970CT298	ITB Asia 2019
CAMACHO, Joann	GVB20-011	100-5204/5205-CI-SMD023	4,380.29	10/23 - 10/29/19	5206A209970CT298	AT @ China Forum & GVB China Strategic Meeting
FRANQUEZ, Gabryel	GVB20-012	100-5201/5202-CI-SMD023	3,799.29	10/23 - 10/29/19	5206A209970CT298	AT @ China Forum & GVB China Strategic Meeting
ADA, Pedro	GVB20-015	100-5204/5205-JA-TTC001	3,027.97	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
LAGUANA, Pilar	GVB20-016	100-5204/5205-JA-TTC001	3,053.50	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
LEON GUERRERO, Nadine	GVB20-017	100-5204/5205-JA-TTC001	2,573.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
OCAMPO, Russell	GVB20-018	100-5204/5205-JA-TTC001	3,997.52	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
PEREZ, Mai	GVB20-019	100-5204/5205-JA-TTC001	3,956.72	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
HERNANDEZ, Dina Rose	GVB20-020	100-5204/5205-DM-CP001	2,573.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
HOFMAN, Robert	GVB20-021	100-5204/5205-DM-CP001	3,724.20	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
ABAD, Cyndal	GVB20-022	100-5204/5205-DM-CP001	1,421.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
RABON, Francisco	GVB20-023	100-5204/5205-DM-CP001	1,322.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
QUENGA, Jayvier Deven	GVB20-025	100-5204/5205-DM-CP001	1,322.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
YAMASHITA, Francisco	GVB20-026	100-5204/5205-DM-CP001	1,168.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
VILLASOTO, Kaylee	GVB20-027	100-5204/5205-DM-CP001	1,168.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
REYES, Austin	GVB20-028	100-5204/5205-DM-CP001	1,168.00	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
FUJIKAWA, Nico	GVB20-029	100-5201/5202-RE-RES104	2,611.42	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
FUJIKAWA, Nico	GVB20-029	100-5201/5202-RE-RES104	3,514.72	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
DYDASCO, Celia Teresa	GVB20-030	100-5201/5202-RE-RES104	3,555.52	10/24 - 10/27/19	5206A209970CT298	Japan Association of Travel Agents (JATA) Travel Expo
BORJA, Brian	GVB20-031	100-5201/5202-TA-SMD-019	2,302.67	10/23 - 10/28/19	5206A209970CT298	Taipei Rainbow Festival
HUFANA, Justin Andrew	GVB20-032	100-5204/5205- DM-CPO-004	1,432.67	10/23 - 10/28/19	5206A209970CT298	Taipei Rainbow Festival
MURATA, Satoru	GVB20-033	100-5204/5205-JA-SMD008	2,175.88	11/02 - 11/04/19	5206A209970CT298	Karatsu Kunchi Festival
LEON GUERRERO, Nadine	GVB20-034	100-5204/5205-JA-SMD008	1,927.13	11/02 - 11/04/19	5206A209970CT298	Karatsu Kunchi Festival
OCAMPO, Russell	GVB20-035	100-5204/5205-JA-SMD008	1,927.13	11/02 - 11/04/19	5206A209970CT298	Karatsu Kunchi Festival
LEON GUERRERO, Lourdes G	GVB20-036	100-5204/5205-KO-SMD023	1,805.37	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
HOFMANN, Robert	GVB20-037	100-5204/5205-KO-SMD023	3,871.31	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
LAGUANA, Pilar	GVB20-038	100-5201/5202-KO-SMD023	1,761.97	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
LEON GUERRERO, Nadine	GVB20-039	100-5201/5202-KO-SMD023	2,307.00	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
CABEDO, Colleen	GVB20-040	100-5201/5202-KO-SMD023	2,307.00	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
HERNANDEZ, Dina Rose	GVB20-041	100-5201/5202-DM-CPO002	1,359.67	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
ABAD, Cyndal	GVB20-042	100-5201/5202-DM-CPO002	1,579.21	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
BAIS, Jesse	GVB20-043	100-5201/5202-DM-CPO002	1,579.21	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
SANTOS, Ruby	GVB20-044	100-5201/5202-DM-CPO002	1,579.21	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception

Traveler Name	TA #	Account #	Total Cost of the Travel	Date of Travel	Source of Funds	Purpose of Travel
BUCCAT, Jason	GVB20-045	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
TAITAGUE, Frank	GVB20-046	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
TEDTAOTAO, Luke	GVB20-047	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
MANTANONA, Jamie	GVB20-048	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
ROBERTO, Aysha	GVB20-049	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
ROQUE, Toni Rose	GVB20-050	100-5201/5202-DM-CPO002	926.92	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
GARRIDO, Nakisha	GVB20-051	100-5201/5202-US-SMD023	2,323.69	11/11 - 11/18/19	5206A209970CT298	DEMA Show 2019
BENAVENTE, Nicole	GVB20-052	100-5201/5202-US-SMD023	2,323.69	11/11 - 11/18/19	5206A209970CT298	DEMA Show 2019
ALVAREZ, Robert	GVB20-053	100-5204/5205-JA-SMD008	2,156.13	11/02 - 11/04/19	5206A209970CT298	Karatsu Kunchi Festival
DAME, Eliza	GVB20-054	100-5201/5202-KO-SMD023	1,544.97	11/21 - 11/23/19	5206A209970CT298	2019 Korea Roadshow/ Year End Reception
MANGLONA, Mark	GVB20-055	100-5201/5202-PA-SMD024	1,832.89	11/26 - 12/01/19	5206A209970CT298	PATA Destination Marketing Forum 2019, Bangkok Thailand
ALVAREZ, Robert	GVB20-056	100-5201/5202-PA-SMD024	2,060.89	11/26 - 12/01/19	5206A209970CT298	PATA Destination Marketing Forum 2019, Bangkok Thailand
DELA CRUZ, Florin Ann	GVB20-057	100-5201/5202-PA-SMD024	2,135.39	12/01 - 12/05/19	5206A209970CT298	PATA Micronesia Chapter 3rd Tri-Annual Meeting, Osaka Japan
MANGLONA, Mark	GVB20-059	100-5201/5202-PA-SMD024	1,795.39	12/01 - 12/05/19	5206A209970CT298	PATA Micronesia Chapter 3rd Tri-Annual Meeting, Osaka Japan
		TOTAL	$ 119,773.26			