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Seth A. Rosenthal

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October 4, 2018

Mayor and City Council of Baltimore
Attn: Andre Davis, City Solicitor
City Hall, Suite 101
100 Holliday Street
Baltimore, MD 21202

Police Department of Baltimore City
Attn: Garry Tuggle, Interim Police Commissioner
242 W 29th Street
Baltimore, MD 21211-2908

Timothy Mygatt
Puneet Cheema
Stephen Ryals
Maureen Johnston
Juan Torres
KateLyn Smith
U.S. Department of Justice
Civil Rights Division
Special Litigation Section
950 Pennsylvania Ave., NW
Washington, DC 20530

RE: *Baltimore Police Monitoring Team – August 2018 Invoice*

This document, including attachments, is the invoice of the Baltimore Police Monitoring Team ("Team") for services performed and expenses incurred in August 2018, as well as certain previously unbilled services performed and expenses incurred in June and July 2018.

Narrative Summary

This invoice accounts for time worked by Team members Ken Thompson, Seth Rosenthal, Theron Bowman, Randy Dupont, Charles Ramsey, Hassan Aden, Matthew Barge, Kevin Bethel, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, Kathleen O'Toole, Sean Smoot, Roberto Villasenor, Shantay Guy, Darnyle Wharton

and seven neighborhood liaisons with Community Mediation Program, Inc. (Baltimore Community Mediation Center (BCMC)) from August 1 - August 31, 2018. It also includes time worked in June 2018 by five neighborhood liaisons with BCMC, and work done in July 2018 by Shantay Guy, Darnyle Wharton, Kevin Bethel, and nine neighborhood liaisons with BCMC.

The sum of previously unbilled services and expenses reflected in this invoice is $165,845.77. Of the time submitted in this invoice by the Team's subject matter experts and leadership, 174.4 hours of their 643.2 total hours, or 27.1%, were *pro bono*, or unbilled and donated to the City of Baltimore, saving the City $53,368.00. The entire Team—including its community engagement personnel (Shantay Guy, Darnyle Wharton, and neighborhood liaisons)—worked a total of 184.3 hours of the Team's 1,129.65 total hours, or 16.3%, *pro bono* or unbilled and donated to the City of Baltimore. By recording 16.3% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of $55,243.00.

Work performed in August 2018 included:

- Meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders, including community associations and advocacy organizations
- Addressing the Consent Decree requirements for community and custodial arrestee surveys, including working with Morgan State University's Institute for Urban Research on the community survey and Out for Justice and the University of Toronto on the custodial arrestee survey
- In-person and telephonic meetings, in-person site visits with BPD officials, City officials and Department of Justice personnel regarding many areas of the Consent Decree, including use of force, transportation of persons in custody, stops/searches/arrests, impartial policing interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, First Amendment-protected activities, misconduct investigations and discipline, policies, training, sexual assault investigations, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- Preparing an updated First-Year Monitoring Plan
- Evaluating and addressing structural concerns regarding Office of Professional Responsibility operations and its relationship with Civilian Review Board
- Intensive work on revisions to BPD policies in a number of areas, including: use of force, transportation of persons in custody, stops/searches/arrests, impartial policing, First-Amendment protected activities, misconduct investigations and discipline, body worn cameras, sexual assault investigations, and officer assistance and support

- Reviewing and conferring with BPD and DOJ regarding final draft of the staffing study required by the Consent Decree
- Reviewing and conferring with BPD regarding draft training plan
- Reviewing and analyzing evidence regarding recent OPR investigation, August incident involving use of unreasonable force by an officer, recent arrest of youth, and training academy issue
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including meeting with CPIC, reviewing and assessing data collection practices, finalizing the CPIC work plan, beginning review of a draft crisis intervention plan, and planning for a comprehensive needs assessment
- Developing methodologies for compliance reviews and outcome assessments to be conducted within the first year of monitoring
- Meetings and communications with Judge Bredar to inform him and receive his feedback about the progress of the project
- Focus groups with BPD rank and file members
- Reviewing the final report and recommendations of the Community Oversight Task Force
- Reviewing the final report of the Internal Review Board regarding shooting of Det. Suiter
- Preparing content for the team's website, including preparation of survey mechanisms for comments on draft BPD policy revisions

Invoice Summary

Invoice Totals

	Previously Billed (FY 2019)	**August 2018 Billed**	**Fiscal YTD 2019 Billed**
Services	$147,479.50	$161,587.75	$309,067.25
Expenses	$7,501.23	$4,258.02	$11,759.25
TOTAL Services and Expenses	$154,980.73	$165,845.77	$320,826.50

FY2019 Budget[1]	$1,830,173.47
Funds Remaining in FY2019 Budget	$1,509,346.97
Percentage of Funds Used in FY2019 Budget	17.53%
Fiscal 2019 YTD Value of pro bono Services	$139,921.00

Breakdown of Billable Hours & Expenses

August	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	94.4	65.3	29.1	$31,017.50	$0.00
Rosenthal	76.7	54.2	22.5	$25,745.00	$0.00
Aden	65	50	15	$11,750.00	$69.40
Barge	34.9	32.9	2	$7,731.50	$178.43
Bethel (+July)	10	10	0	$2,350.00	$102.00
Drake	22.6	5.7	16.9	$1,339.50	$0.00
Drake (Exec. Ass't)	58.7	58.7	0	$2,201.25	$0.00
Joyce	24.4	18.4	6	$4,324.00	$231.98
Meares	18.9	10.9	8	$2,561.50	$0.00
O'Toole	12.6	10.1	2.5	$2,373.50	$0.00
Ramsey	58.3	37.4	20.9	$8,789.00	$166.80
Smoot	50.2	31.7	18.5	$7,449.50	$817.41
Villasenor	25.3	17.3	8	$4,065.50	$0.00
Bowman	72.2	49.4	22.8	$11,609.00	$0.00
Dupont	19	16.8	2.2	$3,948.00	$0.00
Guy (+July)	76.6	68.8	7.8	$16,168.00	$2,217.00
Wharton (+July)	182	182	0	$13,650.00	$0.00
10 BCMC Neighborhood Liaisons (+June, July)	227.85	225.75	2.1	$4,515.00	$475.00
TOTAL	1,129.65	945.35	184.3	$161,587.75	$4,258.02

[1] The FY2019 Budget includes $355,173.47 carried over from FY2018 Budget.

Individual Invoices and Supporting Documentation

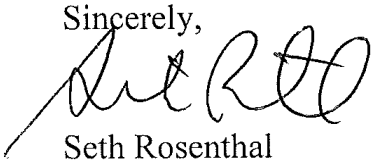
The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for August 2018, as well as receipts for travel, transportation, accommodations, and expenses incurred for website development, establishment of Team e-mail addresses, and food for a community stakeholders meeting.

The City and the Team have agreed that Team members who elect to be compensated for meals and personal expenses incurred while traveling to Baltimore for work on the project will do so at the standard federal per diem rate of $69, with fractions of days billed at 75% of the standard federal per diem rate, or $51.75. Some team members have waived or reduced their per diem charges, or elected to receive them only for some but not all days while traveling to and working in Baltimore. This constitutes additional, ongoing savings to the City.

We submit this invoice for approval by the Department of Justice and the City of Baltimore. As previously discussed, we ask both parties to review the invoice and get back to us with any comments or suggested changes within five days. Once we obtain approval of the invoice, we will submit it to Judge James Bredar for his review and approval.

Please feel free to contact me if you have any questions.

Sincerely,



Seth Rosenthal
Deputy Monitor

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

	INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Thompson	
	DATE SUBMITTED:		
	YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled."
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5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	Review OPIC/CRB file Sharing Draft Statement; review N. Joyce's review of Raps and Sexual Assault Policy 708; review final draft of Youth Diversion Assessment Process and Timeline	1.1	$ 475.00	$ 522.50	Review and provide advise re: Community/Neighborhood Liaison issue; handle administrative issue in connection with scheduling issue for Sept. and October Monthly Meeting and work on issues re: August 14th meeting; work on Funding Proposal	1.6
August	2	Brief discussion with H. Aden re: tomorrow's meeting to discuss Internal Affairs issue; review additional materials related to Academic issues in preparation for tomorrow's meeting with DOJ and BPD	1.3	$ 475.00	$ 617.50	Review editorial re: OPR suggested reform; work on a number of administrative issues re: upcoming schedules for Monthly Meetings in September and October; internal communications with Mr. Aden re: training	1
August	3	Review BPD Audit Plan; review of several SSA Policies; meet with BPD, DOJ and Monitoring Team to review Internal Affairs issue	1.5	$ 475.00	$ 712.50	Work on administrative issues in connection with August 14th Monthly Meeting; communication with Court re: BPD issue	0.5
August	4			$ 475.00	$ -		
August	5			$ 475.00	$ -		
August	6	Review video tape in connection with IA matter; begin review of draft Staffing Study; review DOJ evaluation of testimony along with OPR conclusion	4.7	$ 475.00	$ 2,232.50	Prepare for and attend meeting with Philanthropic Organization re: Funding request; review status of CJSJ Policy Education initiative; review twitter question from the community; review Survey Agreements	2
August	7	Participate in Community Engagement Conference; review CJSJ letter re: Policy Education initiative and collaboration and provide comments to MT re: same; review communications from Chief Cali and related materials re: OPR Staff Training; participate in conference call with Monitoring Team re: OPR issue for discussion with DOJ tomorrow; review video of BPD Street encounter and communication with Ms. Wirzberger re: same and Monitoring Team re: same; complete review of OPR transcript	3.4	$ 475.00	$ 1,615.00	Review draft responses to community questions; review communication from Circles of Restorative Initiatives and prepare response to S. Guy re: same; work on administrative issues in connection with next week's monthly meeting	1.1

August	8	Telephone conference with DOJ and monitoring team re: IA issue; review Final BWC Policy #824; work on information obtained from CASA members re: S.E. District response issues; continue review of materials in connection with I.A. investigation in preparation for tomorrow's meeting with DOJ; review Sexual Assault Policy; review materials are: GAP Analysis	3.1	$ 475.00	$ 1,472.50	Telephone conference with Rev Ray re: Save Another Youth and Stop the Violence Coalition meeting scheduled for tomorrow; work on administrative issues regarding next week's monthly meeting	0.8
August	9	Participate in conference call re: OPR; review draft Complaint Procedure; review Parties Submission and related materials; review notes of yesterday's OPR Conference; telephone conference with R. Dupont re: CPIC issues; follow-up telephone conference with CASA member re: S.E. District response issues and reach out to M. Wirzberger re: same	3.4	$ 475.00	$ 1,615.00	Prepare for and attend community meeting sponsored by Save Another Youth Inc. and stop the Violence Coalition	2
August	10	Review draft letter to BPD re: Internal Affairs issues and provide comments re: same; review DOJ edits and comments re: same; review and analyze issues raised regarding proposed early OPR training; review communications regarding follow-up to Academy issues discussing the conference with Parties on 10/3/18	1.4	$ 475.00	$ 665.00	Review LDF letter to Mayor Pugh re: Police Commissioner selection; review Community feedback to COTF Report and Use of Force Policy	1
August	11	Multiple reviews of video of Officer Involved Interaction with resident and engage in multiple discussions with Commissioner and the Court	1.5	$ 475.00	$ 712.50	Reach out to media and provide statement regarding Officer involved interaction with resident	0.5
August	12			$ 475.00	$ -		
August	13	Review final draft of letter to BPD re: Internal Investigation re: trial testimony; review community responses to officer involved event; prepare for tomorrow's monthly meeting with the Court; review combined MT/DOJ comments and draft of unified Complaint form; draft OPR/CRB file sharing protocol and CRB information requesting and tracking form; telephone conference with S. Guy re: public comment protocol and follow-up emails re: same; review most recent interaction of Org Chart; review CRB's Response to COTF Report; review community response to COTF report, confer with Court re: same including forwarding same to Court and responding to R. Kelly's letter	4.2	$ 475.00	$ 1,995.00	Reach out to D. Wharton re: participating in Saturday's Stop The Violence Coalition Neighborhood event	0.5
August	14	Prepare for and attend Monthly Meeting with Court, including after review with Court; summary review of latest version of Staffing Study submitted this morning; evaluate most recent Officer involved interaction with resident and prepare memo to Leadership re: same	5.3	$ 475.00	$ 2,517.50	Several communications with D. Wharton re: Community event in Western District this Saturday; review correspondence from CJSJ re: Policy education session and related issue	0.9
August	15	Review Ms. Cheema's correspondence re: monthly check in on prior incidents; review CPIC materials provided in L. Irving's correspondence and follow-up on R. Dupont's request to include CPIC participants in Policy Education Initiative; complete review of latest draft Staffing Study	1.6	$ 475.00	$ 760.00	Telephone conference with R. Stanton re: attending community forum at Broadmead; telephone conference with Rev. Ray re: Saturday's event; evaluate interview request	1
August	16	Review request from D. Wharton re: Officers Wellness issue and confer with S. Smoot re: same; review draft Body Worn Camera Policy #824; Review several communications re: CRB Confidentiality Agreement and analyze issue as it relates to dispute between agency and law department; review materials from L. Walden re: monthly check-in on Internal Affairs issues	2	$ 475.00	$ 950.00		
August	17	Review materials related to M.T. review of juvenile arrest; follow-up with D. Wharton re: Officer Wellness issue; review OPR Classification List; review Sexual Offense Unit SOP; review materials related to last weekend's officer involved altercation	1.7	$ 475.00	$ 807.50	Work on administrative issue re: scheduling October monthly meeting; meet with organizer of STOP the Violence Coalition re: tomorrow's Community forum	1.2
August	18			$ 475.00	$ -		
August	19			$ 475.00	$ -		
August	20	Review materials related to OPR/CRB issue and participate in telephone conference with S. Rosenthal and H. Aden re: same; review and evaluate memo from M. Wirzberger re: Policy Education initiative; follow-up on D. Wharton's request for information re: officer wellness issue; review draft scenario remediation plan and related materials; review General Training Plan with comments; review updated Gap analysis procurement	2.5	$ 475.00	$ 1,187.50	Review additional public comments to COTF Report; review Jamie Kalvin article re: Chicago Police Consent Decree; work on administrative issues regarding September Monthly Meeting	2.5

August	21	Attend Community Engagement meeting; review additional materials in connection with CRB/Law Dept issues; begin review of IRB Report; review DOJ's Analysis of Staffing Study and related materials	4.1	$ 475.00	$ 1,947.50	Review correspondence re: Saturday's Corner Crawl; follow-up with organizer of STOP the Violence Coalition Saturday event; work on coordination of WYPR Interview	1.3
August	22	Initial review of DOJ response to BPD Remediation Proposal; engage in series of communications with Monitoring Team re analysis of dispute between CRB and Law Dept., including jurisdiction issue	0.8	$ 475.00	$ 380.00	Review potential meeting dates with Latino community; review editorial re CRB/Law Dept. issues; work on administration issues regarding monthly meeting through end of the year	1.2
August	23	Review OPR Classification Document; review series of communications to MT and DOJ re DOJ's response to BPD Remediation Proposal; review materials related to shooting in 700 block of Preston Street referred to Internal Affairs; review research materials re CRB/Law Dept. issues	3.1	$ 475.00	$ 1,472.50	Communication with Broadmead representative re invitation acceptance to speak; work on media outreach re WYPR; work on logistics for Sept. 6 monthly meeting	1.2
August	24	Review Solicitor Davis' letter re CRB/Law Dept. issues; review final draft summary of Fair & Impartial Policing Policies; review of latest draft of IRB Report; review communications re Academy issues and provide response to assist in his response to DOJ; review updated section A staffing study	2.3	$ 475.00	$ 1,092.50	Review article re Chicago Police Dept.; several responses to parties re Sept. 6th monthly conference	1.2
August	25			$ 475.00	$ -	Prepare for and attend Corner Crawl	2
August	26			$ 475.00	$ -		
August	27	Review training meeting notes re Use of Force and Stop. Search and Arrests; review additional materials in connection with CRB/Law Dept. issues; follow-up with M. Wirzberger re police involved arrest; review communication re policy education forums with the community and follow up conversation with M. Wirzberger re same; review and approve DOJ request re extending deadline for public feedback re SSA and Sexual Assault Policies; review NAACP LDF comments (Monique Dixon) re Use of Force Policies; review NAACP LDF comments (Sonia Hernandez) re Use of Force training; review and analyze letter from Balto. City Public Defender re IAD file disclosure; prepare for and attend meeting with the court	4.2	$ 475.00	$ 1,995.00	Telephone conference with Rev. Ray re Stop the Violence Coalition issues; work on administrative issues regarding next week's monthly meeting	1
August	28	Review final IRB Report; telephone conference with S. Rosenthal re CRB/Law Dept. issues and review memo re same; review Final Transportation Policies; review community engagement stats; review latest version of Unified Complaint Form; review N. Joyce's draft report on staffing study; review communication between parties re proposed Academy Remediation issues; review current 1st Amendment Policy in preparation for next week's monthly meeting with the Court	3.6	$ 475.00	$ 1,710.00	Review Community Engagement Meeting notes and S. Guy's recommendation re significant incidents; work on scheduling issues for next week's monthly meeting with the Court; review S. Guy's suggestion re Abell proposal	1.2
August	29	Review various communications re: Remediation Plan and Harlem Park After Action Report; telephone conference with M. Wirzberger re: OPR issues; re-review several video tapes related to ongoing OPR investigation; review latest version of Staffing Study along with N. Joyce's comments re: same; review CRP Draft Information Request Procedure outline; review Policies 1105 and 1108 with DOJ and MT edits	3	$ 475.00	$ 1,425.00	Work on logistics for monthly meeting through Jan. 2019; review additional materials regarding officer involved incident over the weekend	1
August	30	Review Request for Deadline Extension for Draft Community Policing Plan and related materials; review tomorrow's training call Agenda; several communications with J. Bredar and C. Ramsey re: Sun Request for a Interview of C. Ramsey; re-review reactions of IRB Report; review additional materials regarding Academy issue in preparation for next week's meeting; review communication between D. Wharton and R. Dupont re: outreach	2.3	$ 475.00	$ 1,092.50	Work on schedule for meeting with Monitoring Team; review billing; re-review Abell Foundation Request in connection with S. Guy suggestions	1.2
August	31	Telephone conference with Training Leads; review Parties Submission; conference with H. Aden and review related correspondence concerning LDF letter re: Training issues; review final Officer Assistance and Use of Force Policies	3.2	$ 475.00	$ 1,520.00	Work on various administrative issues including filing of Submission and review of bills; review upcoming meeting schedules including Monitoring Team and proposed Advisory Group to address educating public re: policies	1.2
			65.3	**TOTAL:**	**$ 31,017.50**		29.1

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$ 31,017.50**
Subtotal Expenses:	**$ -**
TOTAL:	**$ 31,017.50**
Unbilled Hours	29.10

Your initials here signify that the charges on this invoice are accurate:	**INITIALS** **KLT**

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Rosenthal	
DATE SUBMITTED:	9/20/2018	
YEAR:	2018	

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	Review case material on application of PIA and LEOBR to OPR provision of records to CRB	0.4	$ 475.00	$ 190.00	Call with parties on OPR/CRB relationship; confer with Dupont re monitoring plan deadilnes in crisis intervention area; emails with Thompson re neighborhood liaison funding	3.1
August	2	Emails re MT and DOJ review of OPR handling of BPD officer testimony	0.2	$ 475.00	$ 95.00	Emails re review of recent youth arrest matter; emails re next monthly meeting with Court	0.3
August	3	Emails with parties re monitoring plan updates and upcoming court filings; review updated drafts of Policies 804 and 1016 and email comments with DOJ; meeting with parties on training academy issues	2.3	$ 475.00	$ 1,092.50	Emails with parties and MT re community engagement on policies; emails with parties and admin staff re invoices; emails re UOF training plan, 2d suite of S/S/A policies, BPD ridealong program, and staffing plan, and impartial policing policy review timeline	0.9
August	4			$ 475.00	$ -		
August	5			$ 475.00	$ -	Review recent academic article on BWCs and community trust	0.3
August	6	Revise and update monitoring pla chronlogy and emails with Drake re same; emails with DOJ and MT re OPR issue; emails/confer with Villasenor re UOF reporting system and begin drafting court filing re same; confer with Barge and emails re officer focus groups; begin reviewing testimony of BPD officer; emails with parties re comments on Policy 720 and follow up telephone conference with Meares re same; meeting with parties on impartial policing training curriculum development; emails with Foglesong and Levi re custodial arrestee survey logistics, review draft contract with University of Toronto, and confer with firm counsel re same	4.2	$ 475.00	$ 1,995.00	Emails re questions on social media; meeting with foundation re neighborhood liaison funding; emails with team re upcoming MT deliverables	2
August	7	Call and follow up emails with IUR and Barge re community survey; community engagement team call; draft response to social media questions on CD provisions and policies addressing surveillance; review testimony of BPD officer and OPR findings re same; confer with Thompson and Aden re same, and emails with DOJ re same	4.4	$ 475.00	$ 2,090.00	Emails with Dupont re crisis intervention work plan and review same; emails re Greenmount Ave video matter; review and revise award letter for IUR for community survey; attention to CJSJ letter re community outreach on policies and training and emails re same; emails following up on BPD response to training academy issues; emails re impartial policing policies	1.2
August	8	Telephone conference with MT and DOJ re OPR investigation of officer testimony; telephone conference with parties on public comments incorporated into drafts of Policies 317 and 720; outcome assessment team call with Barge and Taylor; emails/telephone conference with Villasenor re UOF reporting and data collection system approval notice	2.1	$ 475.00	$ 997.50	Emails with DOJ re community survey; draft and transmit notice of award to IUR for community survey; emails/telephone conference with Dupont re CPIC work plan; emails with community engagement team re social media questions; emails with Drake re EA responsibilities	1.5

August	9	Draft memo to BPD on OPR investigation of officer testimony; emails with court on youth assessment timeline and first year monitoring plan update	3.2	$ 475.00	$ 1,520.00	Emails re community and arrestee surveys; emails re employing Drake as executive assistant for team	1	
August	10	Draft memo to BPD on OPR investigation of officer testimony and emails with MT and DOJ re same	2.8	$ 475.00	$ 1,330.00	Emails with Dupont re CPIC Work Plan; emails re comments on COTF recommendations, OPR/CRB materials, neighborhood liaison materials, and outcome assessment methodologies	0.9	
August	11	Work revisions to memo to BPD on OPR investigation of officer testimony and emails with MT re same; emails with Villasenor re approval notice for UOF reporting and data collection system; review incident involving UOF by BPD officer and emails with MT re same	2.8	$ 475.00	$ 1,330.00			
August	12	Revise memo to BPD on OPR investigation of officer testimony and emails with MT Court and DOJ re same	2.2	$ 475.00	$ 1,045.00	Emails with community stakeholders officer UOF incident; emails with Guy, et al. re responsses to social media questions	0.7	
August	13	Draft and email with parties re notice of approval of UOF reporting and data collection system; emaisl with DOJ about, and finalize and transmit to BPD, memo re OPR investigation re officer testimony	3.2	$ 475.00	$ 1,520.00	Emails re comments on COTF recommendations; emails re community survey logistics; emails re OPR/CRB materials; emails with Dupont re CPIC Work Plan; emails with parties re staffing study	0.9	
August	14	Emails with Meares and BPD re revisions to Policy 720 on LGBTQ interactions and review DOJ comments on latest draft	0.5	$ 475.00	$ 237.50	Emails re community engagement on policy and training curriculum development	0.2	
August	15	Emails with Dupont re progress on crisis intervention work plan; emails with Meares, Bowman and Ramsey re Policy 720 reporting provisions	0.4	$ 475.00	$ 190.00			
August	16			$ 475.00	$ -	Email catch up	0.5	
August	17	Revise notice of appoval of crisis intervention work plan, emails with Dupont re same, and finalize for filing	2.1	$ 475.00	$ 997.50	Review officer feedback on various draft policies	0.3	
August	18	Review latest draft of Policy 720 with DOJ comments and emails re additional comments with Meares and DOJ	0.8	$ 475.00	$ 380.00			
August	19			$ 475.00	$ -			
August	20	Emails with DOJ and BPD re Policy 720; review draft of IRB report and emails with MT leadership re same; review draft memo on outcome measurements for sex assault investigations and OPR investigations and email with Barge re same; emails with MT leadership re CRB-OPR issues and review materials re same; emails with DOJ re same; emails with Bethel re youth assessment timeline; review documents re officer UOF incident	4.3	$ 475.00	$ 2,042.50	Telephone conference with Aden and Thompson re admin issues; emails re upcoming community engagement events; draft response to social media inquiries and emails with community engagement team re same; review BWC of officer UOF incident	1.6	
August	21	Community engagement team call and follow up emails with team; conference call with parties to finalize Policy 720 and follow up call with Meares re same; review OPR-CRB issues, conference call/emails with DOJ re same, and follow up discussion/emails with Aiden, Barge and Thompson re same; prepare content for website surveys on sexual assault investigations and S/S/A policies and emails with Drake re same; emails with Bethel re youth assessment timeline; emails with partries re edits to latest drafts of 1st Amendment policies; emails with court re monitoring plan deadlines	5.7	$ 475.00	$ 2,707.50			
August	22	Review final versions of impartial policing policies and emails with BPD re same; emails with Thompson, Barge and Aden re OPR-CRB issues	1.4	$ 475.00	$ 665.00	Emails with Fogelsong re arrestee survey; draft agreement with Out of Justice re arrestee survey and email with Hanson and York re same; emails with community engagement team re various; emails with DOJ re staffing study	1.8	
August	23	Emails with parties re impartial policing policies and review final drafts; emails with Fogelsong re arrestee survey; prepare notice of approval of youth assessment timeline	1.4	$ 475.00	$ 665.00			
August	24	Emails with parties re and finalize notice of approval of impartial policing policies for filing; emails with parties re revisions to draft 1st Amendment policies	0.5	$ 475.00	$ 237.50	Review Solicitor response to ACLU letter re CRB-OPR issues; review LDF letter on UOF policies; emails re remediation in response to Rosenblatt allegations; emails with City Law re IRB report; emails with CPE re survey	0.8	
August	25			$ 475.00	$ -			
August	26			$ 475.00	$ -	Review Solicitor letter to ACLU re OPR-CRB issues; emails with Barge re outcome assessment planning	0.4	

August	27	Meeting with Judge Bredar; confer with Thompson re CRB-OPR issues	1.5	$	475.00	$ 712.50	Review LDF letter on UOF training plan and confer with Thompson re same; emails re meeting scheduling, including on updates on various OPR matters; emails re COTF request to extend by 10 days final publication of COTF report; emails re S/S/A policy revisions deadlines; emails re arrestee survey	1.1
August	28	Telephone conference with ACLU re OPR-CRB issues and follow up call and email with Thompson re same; community engagement team call and follow up; review suggested modification to Policy 413, Mobile Field Force; emails with parties, Villasenor and Bowman re final transport policies; emails with Aden and DOJ re remediation plan for Academy issues	4.2	$	475.00	$ 1,995.00	Review final IRB report; emails re Drake's role as EA	0.6
August	29	Call and emails with parties re finalizing 1st Amendment policies; meeting with parties re CRB-OPR protocols; confer with Thompson re CRB-OPR issues; prepare notice of approval of transport policies and emails re same	2.3	$	475.00	$ 1,092.50	Admin emails with Drake and Aden; community engagement team emails; emails with Court and BPD re IRB report; emails with parties re meeting scheduling	1.1
August	30	Emails with BPD re update to first year monitoring plan	0.2	$	475.00	$ 95.00	Emails with DOJ re CRB-OPR issues; confer/emails with Dupont re meeting with DRM	0.5
August	31	Prepare neighborhood liaison one pager for September; review DOJ and BPD materials for First Amendment protected activities meeting with court	1.1	$	475.00	$ 522.50	Emails with team re response to community letter on use of force training plan; emails with team re Abell proposal; emails with BPD re UOF data for outcome assessments	0.8
			54.2	**TOTAL:**		**$ 25,745.00**		**22.5**

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**25,745.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**25,745.00**
Unbilled Hours		22.50

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	sar

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Bowman
DATE SUBMITTED:	9/1/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below
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4. You may **NOT** bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-re
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			$ 235.00	$ -		
August	2	Review/initiate and respond to messages	1.9	$ 235.00	$ 446.50		
August	3	Prepare for and participate in call ref BPD complaint. Review and respond to 17 messages, including monthly meeting with court, OPR's Structure and Jurisdiction, Staffing Call Summary, UOF Training Plan Review, SSA Policies - 2nd Suite Submission, and Draft Investigatory Stop System Plan-Line 68 of First Year Monitoring Plan.	2.8	$ 235.00	$ 658.00	Prepare monthly invoice and organize documents and files	4.5
August	4			$ 235.00	$ -	Review Baltimore Sun article on technology	0.3
August	5	Reviewed and commented on SSA policies 906, 1002, and 1104. Reviewed and responded to 6 messages ref SSA Policies - 2nd Suite Submission and "Community Responses to BWCs in Baltimore" paper.	4.2	$ 235.00	$ 987.00		

August	6	Made final MT edits to SSA 906, 1002 and 1104 and distributed to DOJ. Participated in MPG call. Review/responded to 8 messages, including SSA Policies - 2nd Suite Submission, Bi-Weekly Consent Decree Technology and SSA Data Collection Call, FTO Training Plan, updated Unified Complaint Form, and allegations against Officer Sharod Watson.	2.5	$ 235.00	$ 587.50			
August	7	Reviewed/responded to 9 messages, including letter from a community member, and Sharrod Watson allegations.	1.2	$ 235.00	$ 282.00			
August	8	Participate in call ref BPD officer. Reviewed 12 messages, including Bi-Weekly Consent Decree Technology and SSA Data Collection Call, Recruitment Hiring & Retention / Officer Assistance and Support Bi-weekly Meeting Agenda, Community survey and monthly meeting schedule, and final Body-Worn Camera Policy 824 Submission.	1.5	$ 235.00	$ 352.50			
August	9	Reviewed/responded to 19 messages, including Final Body-Worn Camera Policy Submission, court submissions, Draft Investigatory Stop System Plan-Line 68 of First Year Monitoring Plan, and OPR Policy Meeting Discussion Document.	2	$ 235.00	$ 470.00			
August	10	Reviewed 14 messages, including Final Body-Worn Camera Policy Submission, Sgt. Rosenblatt's Allegations, Final Body-Worn Camera Policy Submission, and Monitoring Team OPR Case Review.	1.2	$ 235.00	$ 282.00			
August	11	Reviewed/responded to/initiated 11 messages, including Final Body-Worn Camera Policy Submission and incident in East Baltimore involving officer.	1	$ 235.00	$ 235.00			
August	12			$ 235.00	$ -	Review draft MT submission to court	0.5	
August	13	Reviewed/responded to 19 messages, including Revised BPD Org Chart, Questions/Comments from the Community, training call, Draft Hiring Plan, Saturday UOF, Final Body-Worn Camera Policy Submission, court documents submissions, and Draft Investigatory Stop System Plan-Line 68 of First Year Monitoring Plan.	2.4	$ 235.00	$ 564.00			
August	14	Reviewed and responded to 17 messages, including training call, SSA training plan draft, policy 708, 1105, 1108, 906, 1002, 1104 and 720, monthly check in calls. and UOF incident from last week.	5.4	$ 235.00	$ 1,269.00			
August	15	Reviewed/responded to messages, including policy 708 and sexual assault, CPD/CRB working group, SSA and technology call, CPIC meeting and info, policy 720, staffing call, and Updated CPIC Workplan & Transmittal Memo.	4.8	$ 235.00	$ 1,128.00			

August	16	Review/responded to 21 messages including BPD/CRB collaborative sessions, EPIC workshop, prior incident checkins, training recap, policy 708 follow up, policy reform, Juvenile Miranda waiver article, and policy 824.	3.7	$ 235.00	$ 869.50			
August	17	Review proposed SOU SOP and 16 additional messages ref BPD/CRB work sessions, OPR classification, public and officer feedback, juvenile arrest incident, EPIC workshop, and prior incident checkins	1.1	$ 235.00	$ 258.50			
August	18	Review/respond to 8 messages	0.3	$ 235.00	$ 70.50			
August	19	Review and respond to messages	0.4	$ 235.00	$ 94.00			
August	20	Prepare for and participate in MPG call. Review.respond to 16 messages. Review IRB report.	3.7	$ 235.00	$ 869.50			
August	21			$ 235.00	$ -	Review and respond to messages ref General Training Plan, policies 720 and 1112, and training meeting agenda.		0.8
August	22	Prepare for and participate in SSA data/Technology call. Review/respond to messages ref technology and SSA data collection call, training meeting agenda, OPR classification list document, impartial policing submission 317 and 720, draft investigatory stops plan, CRB, DOJ comments on 1105 and 1108, and current UOF policy.	3.6	$ 235.00	$ 846.00			
August	23	Review and comment on SSA training plan. Review, final edit and send to DOJ policies 1105 and 1108. Review and respond to 16 messages, including General Training Plan submission, OPR Classification List Document, OPR policy meeting, social media post regarding a shooting, Recruitment Hiring & Retention / Officer Assistance and Support Bi-weekly Meeting, and Sex Offense Unit SOP & Policy 708.	5.7	$ 235.00	$ 1,339.50			
August	24			$ 235.00	$ -	Reviewed/responded to 9 messages, including Fair & Impartial Policing Submission 317 and 720, September Monthly Meeting/First Amendment, and Response to ACLU-MD Letter of 7.24.2018.		1.4
August	25			$ 235.00	$ -	Review message/agenda regarding S/S/A and Use of Force Workshop for BPD Trainers.		0.3
August	26			$ 235.00	$ -	Review messages ref meeting to review policy 708		0.2
August	27			$ 235.00	$ -	Reviewed and responded to 18 messages, including public feedback deadlines for SSA, sexual assault investigation policies, Recruitment Hiring & Retention / Officer Assistance and Support Bi-weekly Meeting, polices 1105 and 1108, Meeting to Review Policy 708, and training call reminder.		1.5

August	28			$	235.00	$ -	Reviewed/responded to 22 messages, including Submission of Transportation Policies, PD/CRB Collaborative Working Session, MT Core Team In-person Meeting in Baltimore, DOJ Approval of BPD Staffing Study, Training Academy Concern, IRB report, and public feedback deadlines for SSA, sexual assault investigation policies.	3.3
August	29			$	235.00	$ -	Reviewed and responded to 28 messages, including Submission of Transportation Policies, raft Investigatory Stop System Plan-Line 68 of First Year Monitoring Plan, BWC Policy Update, edited SSA policies 1105 and 1108, BPD/CRB Collaborative Working Session, and Sex Offense Unit SOP & Policy 708.	2.6
August	30			$	235.00	$ -	Reviewed news reports by Arizona Star, CNN, CBS News, and Legal News Online. Reviewed/responded to 8 messages, including MT Core Team In-person Meeting in Baltimore, MT Working Group, Training Call Agenda.	1.6
August	31			$	235.00	$ -	Participate in MT training group call. Review/respond to 15 messages ref NAACP/LDF Letter re: BPD Training, Officer Assistance and Support Policies submission, Initial Crisis Data Form submission, Final Use of Force (2nd Suite) Policies, Line 70-Submission of Final Investigatory Stop System Plan, Monitoring Team Use of Force Data Request, and IAS Weekly Report. Prepare monthly time invoice.	5.8
			49.4	**TOTAL:**		**$ 11,609.00**		22.8

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**11,609.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**11,609.00**
Unbilled Hours		22.80

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	TLB

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Subtotal Time:	**$**	**11,609.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**11,609.00**
Unbilled Hours		22.80

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	TLB

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

	INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Dupont	
	DATE SUBMITTED:	9/6/2018	
	YEAR:	2018	

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			$ 235.00	$ -	Discussion of BPD Critical Incidents with Monitoring Team Members (Seth Rosenthal, T. Bowman)	0.4
August	2			$ 235.00	$ -	Follow up discussion of BPD Critical Incidents BPD, DOJ, area health care providers	0.2
August	3	Dicussion of CPIC Progress, Leadership with CPIC membership, local Mental Health Providers, BPD	1.1	$ 235.00	$ 258.50		
August	4			$ 235.00	$ -		
August	5			$ 235.00	$ -	Monitoring Team Discussion of BPD Critical Incident (R. Villasenor) and Data Collection with BPD	0.3
August	6	Discussion of CPIC Data Subcommittee meeting with local advocacy agency, follow up on BPD Critical Incident with Monitoring Team Member (R. Villasenor)	0.5	$ 235.00	$ 117.50		
August	7	CPIC Community Data Subcommittee Meeting, Discussion with Monitoring Team Community Outreach Lead (S. Guy) regarding CPIC Progress. Review of CPIC Proposed Timelines with DOJ, Technical Writing and Development of background material for Court filing.	4	$ 235.00	$ 940.00		
August	8	Review of CPIC Timelines with DOJ, BPD and CPIC, Discussion of CPIC Deadlines with BPD and CPIC Members, draft of court filing memo for Monitoring Team (S. Rosenthal)	3.9	$ 235.00	$ 916.50		
August	9	Discussion of Community Relations issues with Monitoring Team (K. Thompson) and with area Mental Health Providers.	1	$ 235.00	$ 235.00		
August	10			$ 235.00	$ -		
August	11			$ 235.00	$ -		
August	12			$ 235.00	$ -		

August	13	Discussion of CPIC Timeline document with BPD, CPIC leadership. CPIC Policy Subcommittee Meeting analysis and response to BPD of draft of CPIC timeline document.	3.8	$ 235.00	$ 893.00			
August	14			$ 235.00	$ -			
August	15			$ 235.00	$ -	Discussion of CPIC Timeline document with BPD.	0.1	
August	16			$ 235.00	$ -			
August	17			$ 235.00	$ -	Correspondence regarding CPIC Timeline documents with Monitoring Team Member (S. Rosenthal), CPIC Leadership (C. Taylor). Scheduling of CIT related meeting with BPD.	0.4	
August	18			$ 235.00	$ -			
August	19			$ 235.00	$ -			
August	20			$ 235.00	$ -			
August	21	CPIC Data Subcommittee Meeting, follow up discussion with CPIC members regarding meeting.	0.5	$ 235.00	$ 117.50	Discussion regarding Community Outreach issues with Monitoring Team (K. Thompson) and local advocacy groups	0.3	
August	22			$ 235.00	$ -			
August	23			$ 235.00	$ -			
August	24			$ 235.00	$ -			
August	25			$ 235.00	$ -			
August	26			$ 235.00	$ -			
August	27			$ 235.00	$ -			
August	28			$ 235.00	$ -			
August	29			$ 235.00	$ -	Discussion of Outreach Meeting with Monitoring Team Member (S. Rosenthal). Review of material related to recent BPD incident (S. Parker)	0.5	
August	30	CPIC Policy Subcommittee Meeting, Community Outreach meeting discussion with Monitoring Team members (D. Wharton, S. Rosenthal), Discussion of Outreach Meeting with community participants.	2	$ 235.00	$ 470.00			
August	31			$ 235.00	$ -			
			16.8	**TOTAL:**	**$ 3,948.00**		2.2	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**3,948.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**3,948.00**
Unbilled	$	2.20 hours

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	RTD

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Aden	
DATE SUBMITTED:	9/2/2018	
YEAR:	2018	

INSTRUCTIONS

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Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Calls, correspondence and emails re: upcoming meetings, deliverables and policies (City/DOJ/MT). Review of documents related to academy/training issue. Review of training deliverables.	1.5	$ 235.00	$ 352.50			
August	2	Call with MT OPR team. Call with City/BPD/DOJ re: OPR and IG structure and associated logistics and details (new structure submitted to DOJ and MT on July 19). Preparation for August 3 meeting at BPD HQ re: training issue. General correspondence with MT and monitor. Call with JD re: administrative MT management.	4.5	$ 235.00	$ 1,057.50			
August	3	Meeting at BPD Legal Section regarding an ongoing inquiry into a training concern involving 16 new BPD officers. Follow up meeting with the monitor. Emails and correspondence regarding MT project management and priorities.		$ 235.00	$ -	Unbilled hours for travel to/from Baltimore and all meeting and preparation time	5.5	
August	6	Call with BPD re: Staffing Study and Training deadlines and ongoing review items. Correspondence and emails with MT, DOJ, BPD/City re: various project lines.	1	$ 235.00	$ 235.00			
August	7	Call with BPD re: Training Plans, deliverables, timelines and logistics. Discussion re: LA training for BPD and MT attendance to that training. Correspondence and emails with MT re: various ongoing projects. Call with MT leadership re: OPR case and call with DOJ.	2.5	$ 235.00	$ 587.50			
August	8	Call with DOJ and MT leadership team re: OPR case involving Court testimony. Meeting with Chuck Ramsey re: OPR case.	1.5	$ 235.00	$ 352.50			
August	9	OPR/CRB call with parties-including review and edits to latest draft documents. Project management on several areas of the Consent Decree. Call with Matthew Barge re: OPR deadlines and assignments. Review of training materials and deadlines. Emails and correspondence with MT.	2.5	$ 235.00	$ 587.50			
August	10	Emails, correspondence, review and editing of documents related to an OPR matter currently under review by the DOJ and the MT. OPR structure call with DOJ (associated review of documents in preparation)	3	$ 235.00	$ 705.00			
August	11	Review of BWC footage from a controversial stop by BPD, to include nalysis and feedback to MT members and monitor. Correspondence and emails re: OPR matter under review. Follow up emails re: OPR structure and supervisor responsibilities with regard to minor misconduct and policy	2.5	$ 235.00	$ 587.50			

August	13	Correspondence and emails with MT and parties re: UF incident from August 11. Correspondence with MT and review of documents related to the Training workgroup.		2	$ 235.00	$ 470.00					
August	14	Training conference call with parties and follow up correspondence and logistics. OPR document		1.5	$ 235.00	$ 352.50					
August	16	Correspondence and emails with MT members and monitor re: confidentiality issues between OPR/CRB. Document review and discussion to prepare and engage parties on this topic. Bi-weekly Project Update call with the parties.		2.5	$ 235.00	$ 587.50					
August	17	Call with Shannon Sullivan (BPD) re: LAPD training, general training plan and multiple subplans. Call and correspondence with MT workgroups (OPR and Training).		2	$ 235.00	$ 470.00					
August	20	Preparation and review for MT leadership group call re: OPR/CRB/COTF and other matters.		1	$ 235.00	$ 235.00					
August	21	Email and correspondence with MT and DOJ re: OPR and Training matters. Call with DOJ re: CRB and OPR confidentiality agreement continuing discussion. MT leadership call and follow up to the		2.5	$ 235.00	$ 587.50					
August	22	Review and preparation for upcoming all day training call with parties. Email and correspondence with MT members re: OPR/CRB ongoing confidentiality agreement issues.			$ 235.00	$ -	Unbilled time			1.5	
August	23	Training call--review of DOJ/MT edits and comments on the General Training Plan, to include the Use of Force, SSA and the FTO training sections. Call with MT members re: OPR/CRB classification options and recommendations.			$ 235.00	$ -	Unbilled time			6.5	
August	24	Training call with Rob Davis and BPD compliance team, command staff and training academy staff. This session focused on honing in on esson plan development and training tactics. Review of Draft		4.5	$ 235.00	$ 1,057.50					
August	27	Review of Classification protocols in preparation for call with DOJ. Call with DOJ re: Classification protocols. Logistics and workflow for follow up call on 8-29. Correspondence with MT re: upcoming calls/meetings and deliverables.			$ 235.00	$ -	Unbilled time			1.5	
August	28	Training call regarding FTO and In-service plan. Correspondence and emails re: OPR/CRB, weekly update calls (parties). Correspondence and emails re: Academy re-testing issue and logistics. Call with Jessica Drake re: MT all team meeting, site visit coordination, internal MT workgroup calls and		2.5	$ 235.00	$ 587.50					
August	29	Review and preparation for OPR/CRB weekly work session call. Call with MT OPR workgroup. Drafting of OPR Classification protocols. Correspondence with City/BPD re: meetings to update status of ongoing OPR and criminal cases against BPD officers.		3	$ 235.00	$ 705.00					
August	30	Drafting of classification protocols, including review of applicable CD paragraphs to ensure the inclusion of mandates. Correspondence with MT and DOJ re: OPR classification protocols. Call with monitor re: various ongoing project deliverables and priorities. Review and response to citizen/organizations letters regarding the consent decree.		5	$ 235.00	$ 1,175.00					
August	31	MT Training workgroup update and organization call. OPR call re: CRB matters with OPR and DOJ. Emails and correspondence re: overal project management and deliverables across several workgroups. Coordinating MT response to NAACP/LDF letter re: Use of Force training and Impartial Policing. Call with Jessica Drake re: project management, deliverables and MT workgroup management. Completed and distributed the BPD/OPR draft Classification Protocols		4.5	$ 235.00	$ 1,057.50					
				50	**TOTAL:**	**$ 11,750.00**				15	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**	**Vendor**	**Comments (if necessary)**	**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
8/3/2018	Transportation		Mileage: 49.9 miles at .545 (one way)					$ 27.20
	Transportation		Mileage: 49.9 miles at .545 (one way-return trip)					$ 27.20
	Parking		Parking for meeting with BPD Legal					$ 15.00
								$ -
							TOTAL:	$ 69.40

Subtotal Time:	**$**	**11,750.00**
Subtotal Expenses:	**$**	**69.40**
TOTAL:	**$**	**11,819.40**
Unbilled	$	15.00

30% pro-bono

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	HMA

Closed **ID:** [redacted]

Policy: (none)

Baltimore MT August 2018

$69.40

From
Hassan Aden [redacted]

To
Hassan Aden [redacted]

Date
Aug 3, 2018

Car - $69.40

	DATE	MERCHANT		COMMENT	TOTAL
	Aug 3	49.9 mi @ $0.545 / mi	3	One way (return)	$27.20
	Aug 3	49.9 mi @ $0.545 / mi	2	One way	$27.20
	Aug 3	Harbor Mrket Garage	1		$15.00
					$69.40

Policy Violations

A Potential duplicated expense

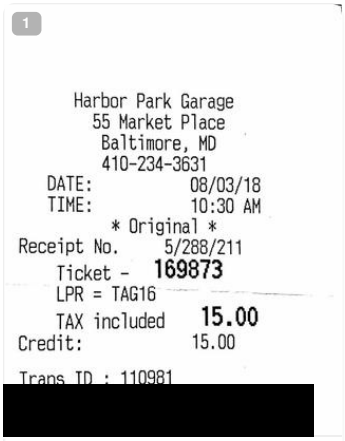
Report History & Comments

Sep 2, 2018 9:11 AM PDT
You submitted this report (automatically closed due to submit-only policy) to you

Sep 2, 2018 8:28 AM PDT
You created this report

Receipt Thumbnails

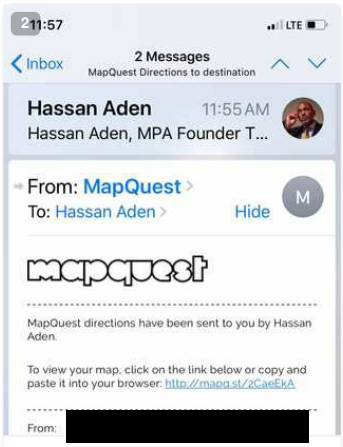
1



Harbor Park Garage
55 Market Place
Baltimore, MD
410-234-3631
DATE: 08/03/18
TIME: 10:30 AM
* Original *
Receipt No. 5/288/211
Ticket - 169873
LPR = TAG16
TAX included 15.00
Credit: 15.00
Trans ID : 110981
[redacted]

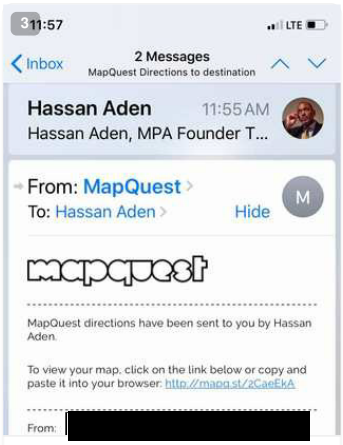
Date: Aug 3
Merchant: Harbor Mrket Garage
Total: $15.00
Category: Car

2



Date: Aug 3
Merchant: 49.9 mi @ $0.545 / mi
Total: $27.20
Category: Car
Comment: One way

3



Date: Aug 3
Merchant: 49.9 mi @ $0.545 / mi
Total: $27.20
Category: Car
Comment: One way (return)

Documents

Hassan Aden 11:55 AM
Hassan Aden, MPA Founder T...

From: **MapQuest**
To: Hassan Aden Hide

M

mapquest

MapQuest directions have been sent to you by Hassan Aden.

To view your map, click on the link below or copy and paste it into your browser: http://mapq.st/2CaeEkA

From: [redacted]

To: 750 E Pratt St Baltimore, MD 21202-3106

---

1 HR 2 MIN | 49.913 MILES

CURRENT TRAFFIC: LIGHT

[redacted]

Shenandoah Rd is just past Jamestown

Hassan Aden 11:55 AM
Hassan Aden, MPA Founder T...

From: **MapQuest**
To: Hassan Aden Hide

M

mapquest

MapQuest directions have been sent to you by Hassan Aden.

To view your map, click on the link below or copy and paste it into your browser: http://mapq.st/2CaeEkA

From: [redacted]

To: **750 E Pratt St Baltimore, MD 21202-3106**

---

1 HR 2 MIN | 49.913 MILES

CURRENT TRAFFIC: LIGHT

[redacted]

Shenandoah Rd is just past Jamestown

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Barge	
DATE SUBMITTED:	9/1/2018	
YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Participate in call w/ MT, Parties re: OPR/CRB; debrief w/ MT re: same. Various email and telephone communications w/ MT, DOJ re: OPR issues.	3	$ 235.00	$ 705.00		0.2	
August	2	Conference calls w/ H. Aden, K. O'Toole. Conference call w/ DOJ, BPD, City re: OPR structure; email communications re: same.	2.4	$ 235.00	$ 564.00			
August	3	Email communications w/ DOJ, BPD re: OPR. Conference call w/ BPD re: outcome assessment data. Conference call w/ R. Dupont.	0.5	$ 235.00	$ 117.50		0.1	
August	6	Conference call w/ S. Rosenthal. Email communications w. R. Villasenor, H. Aden, S. Rosenthal re: use of force reporting. Email communications re: officer focu groups.	0.5	$ 235.00	$ 117.50		0.3	
August	7	Various email communciations w/ MT re: community engagement. Conference call w/ Morgan State re: community survey; conference call w/ S. Rosenthal re: same; email communicationsw/ R. Winbush, S. Ronsethal re: same.	1.1	$ 235.00	$ 258.50			
August	8	Coordinate outcome assessment techlogical logistics. Begin draft of OPR qualitative review instrument. Conference call w/ R. Taylor, S. Rosenthal re: outcome assessment.	1.5	$ 235.00	$ 352.50		0.2	
August	9	Conference call w/ H. Aden re: OPR. Conference call w/ BPD, City, DOJ, MT re: OPR policy. Email communications w/ DOJ, H. Aden, S. Rosenthal.	2.8	$ 235.00	$ 658.00			

August	10	Email communications w/ S. Rosenthal re: outcome assessments, H. Aden, S. Rosenthal re: OPR. Conference call w/ DOJ, MT re: OPR issues. Draft outcome assessment instrument re: administrative investigations. Conference call w/ H. Aden re: OPR issues. Email communications w/ H. Aden, R. Taylor, S. Rosenthal, DOJ re: OPR ourcome assessments	5.8	$ 235.00	$ 1,363.00				
August	11	Email communications w/ S. Guy, H. Aden, community engagement team, S. Smoot. Review documents re: OPR.	0.9	$ 235.00	$ 211.50				
August	12	Email communications w/ various MT re: Watson writeup, community engagement.	0.4	$ 235.00	$ 94.00				
August	13	Email communications w/ H. Aden, K. O'Toole, K. Thompson, community engagement team, DOJ, S. Rosenthal.	0.5	$ 235.00	$ 117.50			0.2	
August	14	Review email communciations from MT, DOJ, BPD.	0	$ 235.00	$ -			0.2	
August	15	Email communications and conference call w/ R. Taylor re: outcome assessments.	0.5	$ 235.00	$ 117.50				
August	16	Review email comunications from DOJ, City; email and coference call communications w/ H. Aden, K. O'Toole.	0.5	$ 235.00	$ 117.50			0.2	
August	17	Review email communications, BPD documents re: OPR. Draft memorandum re: outcome assesment methodology (misconduct investigations, sexual assault investigations); email communications w/ R. Taylor, N. Joyce re: same; conference call w/ H. Aden re: same.	3.9	$ 235.00	$ 916.50				
August	20	Conference call w/ R. Taylor re: outcome assessments, S. Rosenthal re: outcome asessments, OPR. Draft and revise memorandum re: OPR, sexual assault outcome assessments.	2.1	$ 235.00	$ 493.50				
August	21	Review email communications from A. Davis. Email communications w/ DOJ, S.Rosenthal, K. Thompson, H. Aden re: OPR. Conference call w/ S. Rosenthal, H. Aden, DOJ re: OPR. Conference call/debrief w/ S. Rosenthal, H. Aden re: OPR.	2	$ 235.00	$ 470.00			0.1	
August	22	Various email communications w/ DOJ, MT. Communicate via email w/ H. Aden, K. O'Tooe re: OPR classification; edit and revise classification scheme and review other agency protocols re: same. Communicate via email w/ S. Rosenthal, H. Aden, K. Thompson re: OPR/CRB; Parties re: calls for service outcome assessment methodology.	1	$ 235.00	$ 235.00			0.2	
August	23	Conference call w/ H. Aden re: OPR. Various email communications w/ BPD, City, DOJ, MT re: OPR. Conference call w/ BPD, City, DOJ re: OPR; debrief via conference call re: same w/ DOJ.	1.4	$ 235.00	$ 329.00				
August	24	Conference call w/ Morgan State, Munk School re: community surveys.	1.1	$ 235.00	$ 258.50			0.2	
August	26	Email communications w/ S. Rosenthal, BPD re: outcome assessments.	0.5	$ 235.00	$ 117.50			0.1	
August	30	Review and send various email communications (DOJ, MT, BPD, City).	0.5	$ 235.00	$ 117.50				
			32.9	**TOTAL:**	**$ 7,731.50**			2	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**	**Vendor**	**Comments (if necessary)**	**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
8/9/2018	Office Services	Squarespace	Squarespace/Gmail Monthly Email Account Fee				$ 152.43	$152.43
8/11/2018	Office Services	Squarespace	Squarespace Monthly Website Maintenace Fee (BPDMonitor.com)				$ 26.00	$26.00
							TOTAL:	$ 178.43

Subtotal Time:	**$ 7,731.50**
Subtotal Expenses:	**$ 178.43**
TOTAL:	**$ 7,909.93**
Unbilled	*$ 470.00*

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	MB

SQUARESPACE

Invoice

Thursday, August 9, 2018

ISSUED TO:

Matthew Barge

ISSUED BY:

Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [redacted] $140.00

Card ending in:	[redacted] All prices in US Dollar.
Subtotal:	$140.00
Discount:	--
Sales Tax:	$12.43
Due:	$152.43
Paid:	$152.43

All prices in US Dollar.

[redacted]

SQUARESPACE

Invoice

Saturday, August 11, 2018

ISSUED TO:

Matthew Barge

ISSUED BY:

Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

Subscription: Business (Monthly) - [redacted] $26.00

Card ending in:	[redacted] All prices in US Dollar.
Subtotal:	$26.00
Discount:	--
Due:	$26.00
Paid:	$26.00

All prices in US Dollar.

[redacted]

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***July***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Bethel	
DATE SUBMITTED:	9/5/2018	
YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	2	Conference Call Re: BPD, MOHS, DOJ re: Discuss Completion of Youth-Criminal Justice Interactions Assessment Process Timeline Due 7/09/2018.	1	$ 235.00	$ 235.00			
july	3	Conference Call with Monitor….Monthly Team Lead Call	1	$ 235.00	$ 235.00			
july	24	Preparation of narrarative related to Youth Engagement for Semi-Annual Report	1	$ 235.00	$ 235.00			
july	26	Preparation of narrarative related to Youth Engagement for Semi-Annual Report	2	$ 235.00	$ 470.00			
		Total Hours:	5	**TOTAL:**	**$ 1,175.00**		0	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
								$ -
								$ -
							TOTAL:	$ -

Subtotal Time:	**$ 1,175.00**
Subtotal Expenses:	**$ -**
TOTAL:	**$ 1,175.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KJB

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

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INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Bethel	
DATE SUBMITTED:	9/4/2018	
YEAR:	2018	

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	20	Youth Assessment Timeline review	1	$ 235.00	$ 235.00			
August	27	Prework and attending BPD Advisory Youth Diversion Assessment Meeting (Baltimore Union Baptist Church)	4	$ 235.00	$ 940.00			
		Total Hours:	5	**TOTAL:**	**$ 1,175.00**		0	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
8/27/2018	Transportation	Amtrak	Round Trip Cost (Philadelphia to Baltimore); Less additional cost of Acela Ticket			Train	102.00	$ 102.00
								$ -
							TOTAL:	$ 102.00

Subtotal Time:	**$ 1,175.00**
Subtotal Expenses:	**$ 102.00**
TOTAL:	**$ 1,277.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KJB

From: etickets@amtrak.com
Subject: Amtrak: eTicket and Receipt for Your 08/27/2018 Trip - KEVIN BETHEL
Date: August 26, 2018 at 10:34 PM
To: [redacted]

E

SALES RECEIPT

AMTRAK

Merchant ID 00752
1 Massachusetts Ave NW
Washington, DC 20001
800-USA-RAIL
Amtrak.com

Purchased: 08/26/2018 7:34 PM PT

Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Reservation Number - [redacted]

PHILADELPHIA 30TH ST, PA - BALTIMORE PENN, MD (Round-Trip)

AUGUST 26, 2018

Billing Information

KEVIN BETHEL
[redacted]

[redacted]

Total $151.00

Purchase Summary - [redacted]

Train 2117: PHILADELPHIA (30TH STREET STATION), PA - BALTIMORE (PENN STATION), MD

Depart 1:15 PM, Monday, August 27, 2018

1 ACELA EXPRESS BUSINESS CL SEAT **$100.00**

Amount Billed Excludes the Additional Acela Cost

Ticket Terms & Conditions

ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

Subtotal $100.00

Train 138: BALTIMORE (PENN STATION), MD - PHILADELPHIA (30TH STREET STATION), PA

Depart 6:42 PM, Monday, August 27, 2018

1 RESERVED COACH SEAT **$51.00**

Subtotal $51.00

Total Charged by Amtrak $151.00

Passengers

Kevin Bethel

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Conditions of Contract: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage between Amtrak and the ticket holder, which is subject to specific terms and conditions, which are available for inspection at Amtrak ticket counters, on the Amtrak website at Amtrak.com/conditionsofcontract, or by calling 1-800-USA-RAIL. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at Amtrak.com/contact or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Drake
DATE SUBMITTED:	9/1/18
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

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TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	2	Reviewed Documents for community policing confernce call	0.5	$ 235.00	$ 117.50	Analyzed BPD community policing practices	2
August	3	Conference Call with BPD re: Community Policing Policy	1	$ 235.00	$ 235.00		
August	7	Standing Weekly Call CE	1	$ 235.00	$ 235.00	Reviewed twitter posting an resppnses from MT.	1.6
August	8		`	$ 235.00		Reviewed Twitter Postings and tema replies. Ananlayzed NL weekly logs and began organizing data sets for review.	1.7
Auguast	10			$ 235.00		Reviewed complaint from SE district citizen and researched possible solutions. Emails a team communications	2
August	13			$ 235.00	$ -		
August	14	Reviewed incidents and statements from community about 8/11	1	$ 235.00	$ 235.00		
August	21	Standing Weekly Call CE	0.2	$ 235.00	$ 47.00		
August	25	Corner Crawl with CE Team NE	2	$ 235.00	$ 470.00		
August	28			$ 235.00	$ -	CE Team Standing Weekly Call. Compiled team Minutes and Distributed	2
August	30			$ 235.00	$ -	Begin data tracking and analysis of NL's work	3
August	31			$ 235.00	$ -	Completed NL analysis and reporting	4.6
			5.7	**TOTAL:**	**$ 1,339.50**		16.9

EXPENSES

Date	Category	Vendor	Comments (if necessary)	MEALS + INCIDENTALS: Travel Day	MEALS + INCIDENTALS: Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	NON MEALS: Non-Meal Description	NON MEALS: Non-Meal Expense	Total
								$ -
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								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
							TOTAL:	$ -

Subtotal Time:	$ 1,339.50
Subtotal Expenses:	$ -
TOTAL:	$ 1,339.50
Unbilled Hours	16.90

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	JRD

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Drake (Exec. Ass't)
DATE SUBMITTED:	9/10/18
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	Reviewed 1st Amendment Policy Spublic comment survey results for MT. Reviewed and responded to info@ emails and phone calls	0.5	$ 37.50	$ 18.75		
August	2	Met with H. Aden for orientation to executive assistant work/ needs. Began action goal setting and assignments. Reviewed and responded to info@ emails and phone calls	1.8	$ 37.50	$ 67.50		
August	3	Ananlyzed Fair & Impartial Policing public comment survey results. Reviewed and responded to info@ emails and phone calls	1.1	$ 37.50	$ 41.25		
August	4			$ 37.50	$ -		
August	5			$ 37.50	$ -		
August	6	Reviewed MT Timeline an dmade edits per S. Rosenthal request. Reviewed and responded to CE and info@ emails and phone calls	1.3	$ 37.50	$ 48.75		
August	7	Worked on calendar population and sharing for H. Aden, contacted BPD for inclusion on all group emails and events. Reviewed and responded to info@ emails and phone calls	1.6	$ 37.50	$ 60.00		
August	8	Reviewed ride-a-long program and tracking for S. Smoot. Began supporting SME with calendars and tracking. Reached out to SME's and began plans of engagement with each working group. Reviewed and responded toinfo@ emails and phone calls	3	$ 37.50	$ 112.50		

August	9	Conference Call re: OPR Policy w/ Parties, complied notes. Reviewed and responded to info@ emails and phone calls. Ordered supplies for CE team (Hats)	4.3	$	37.50	$	161.25	
August	10	Made final edits to MT Timeline for product distribution. Conference Call re: OPR Policy and workflow w/ MT and DOJ. Reviewed and responded to info@ emails and phone calls	2.9	$	37.50	$	108.75	
August	11	Published MT statement on website and sent out mass email with MT statement	1.3	$	37.50	$	48.75	
August	12			$	37.50	$	-	
August	13	Administrative tasks as needed. Reviewed and responded to info@ emails and phone calls.	1.1	$	37.50	$	41.25	
August	14	Attended Training Plan Call w/ parties. Compiled Notes. Reviewed and responded to info@ emails and phone calls	1.9	$	37.50	$	71.25	
August	15			$	37.50	$	-	
August	16			$	37.50	$	-	
August	17			$	37.50	$	-	
August	18			$	37.50	$	-	
August	19			$	37.50	$	-	
August	20			$	37.50	$	-	
August	21	Reviewed call notes from Shannon in my absence and accounted for any deliverables. Attended Conference Call, re:Fair & Imaprtial w/ Parties and comiled notes. Caught up on administrative tasks etc. Reviewed and responded to info@ emails and phone calls	4.3	$	37.50	$	161.25	
August	22			$	37.50	$	-	
August	23	Attended Lesson Plan Development Training by Rob Davis w/ BPD and DOJ. Reviewed and responded to info@ emails and phone calls	8.3	$	37.50	$	311.25	
August	24	Attended Lesson Plan Development Training by Rob Davis w/ BPD and DO. Reviewed and responded to info@ emails and phone calls. Worked w. H. Aden to set up Mt Working Group Calls	7.2	$	37.50	$	270.00	
August	25			$	37.50	$	-	
August	26			$	37.50	$	-	
August	27	Signed up for and set up Zoho for MT project management tool. Conference Call re: Recruitment hiring and Retention w/ parties. Compiled Notes after call for dissemination. Revieed Mt Working Group Call feedback and set up calendar invites. Reviewed and responded to info@ emails and phone calls	6.1	$	37.50	$	228.75	
August	28	Call w/ H. Aden regarding admin needs. Reviewed and responded to info@ emails and phone calls. Reached out to MT and judge to begin October Team Leads planning.	2.2	$	37.50	$	82.50	
August	29	Supported K. O'Toole with calendar and email set up. Attedned BPD. Conference Call re:Working Session and notes. Disseminated notes to MT Team. Reviewed and responded to info@ emails and phone calls	3.6	$	37.50	$	135.00	
August	30	Call with T. gainer for administrative support, Reviewed and responded to info@ emails and phone calls. Reviewed BPD SOP for working groupsdeliverables as needed.	2.2	$	37.50	$	82.50	
August	31	Confernce Call re: MT Working Group call on training. Compiled notes, action items and upcoming deliverables. Reviewed and responded to info@ emails and phone calls	4	$	37.50	$	150.00	
			58.7	**TOTAL:**		**$**	**2,201.25**	0

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Transportation						$ -
							$ -
							$ -
							$ -
							$ -
							$ -
						TOTAL:	$ -

Subtotal Time:	**$**	**2,201.25**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**2,201.25**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	JRD

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

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	INVOICE FOR MONTH OF:	***August***
	INVOICE SUBMITTED BY:	Joyce
	DATE SUBMITTED:	9/6/2018
	YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Phone call with BPD, DOJ, PF regarding the staffing study.	0.3	$ 235.00	$ 70.50			
August	2	Emails regarding the Sexual Assault Policy 708	0.3	$ 235.00	$ 70.50			
August	10	Reviewed the draft of staffing study, DOJ's comments on it, and developed my comments	2	$ 235.00	$ 470.00			
August	11	Drafting MT's comments on staffing study.	1	$ 235.00	$ 235.00			
August	12	Prepared MT's memo on staffing study for submission to the Judge.	3	$ 235.00	$ 705.00			
August	13	Developed Sexual Assault Investigation Checklist.	4	$ 235.00	$ 940.00			
August	14	Monthly meeting with the Judge.	4	$ 235.00	$ 940.00	Travel to Baltimore (round trip between Rehoboth Beach, DE and Baltimore	6	
August	27	Prepared MT's draft approval memo on staffing study.	2	$ 235.00	$ 470.00			
August	29	Phone call with BPD, DOJ, PF regarding the staffing plan.	0.8	$ 235.00	$ 188.00			
August	30	Reviewed and commented on SA Protocol.	1	$ 235.00	$ 235.00			
		Total Hours:	**18.4**	**TOTAL:**	**$ 4,324.00**		6	

EXPENSES

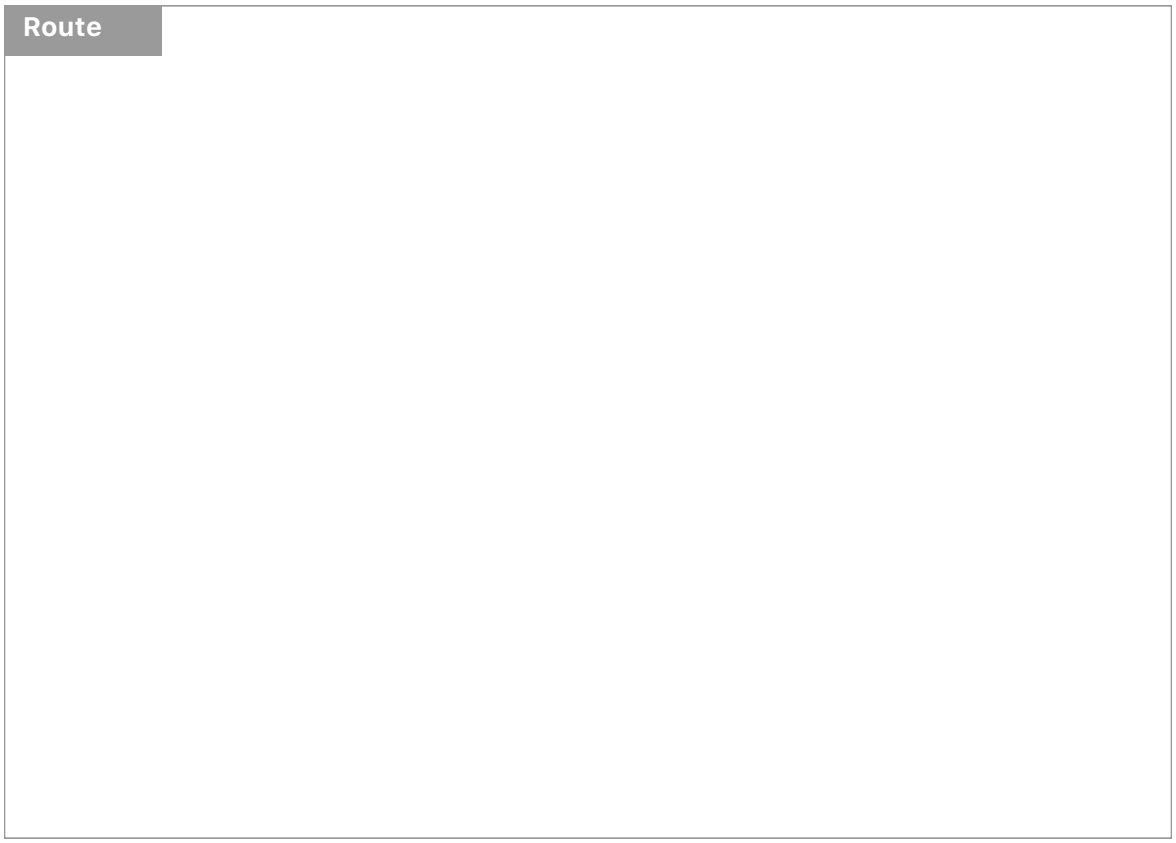
				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
8/14/2018	Transportation	POV	Mileage for round-trip between Rehoboth, DE and Baltimore, MD (294miles * .545/mi =)			Mileage	$160.23	$ 160.23
8/14/2018	Parking	Harbor Park Garage				Parking	$20.00	$ 20.00
8/14/2018	Food			Yes	$ 51.75			$ 51.75
								$ -
							TOTAL:	$ 231.98

Subtotal Time:	**$ 4,324.00**
Subtotal Expenses:	**$ 231.98**
TOTAL:	**$ 4,555.98**
Unbilled Hours	6.00

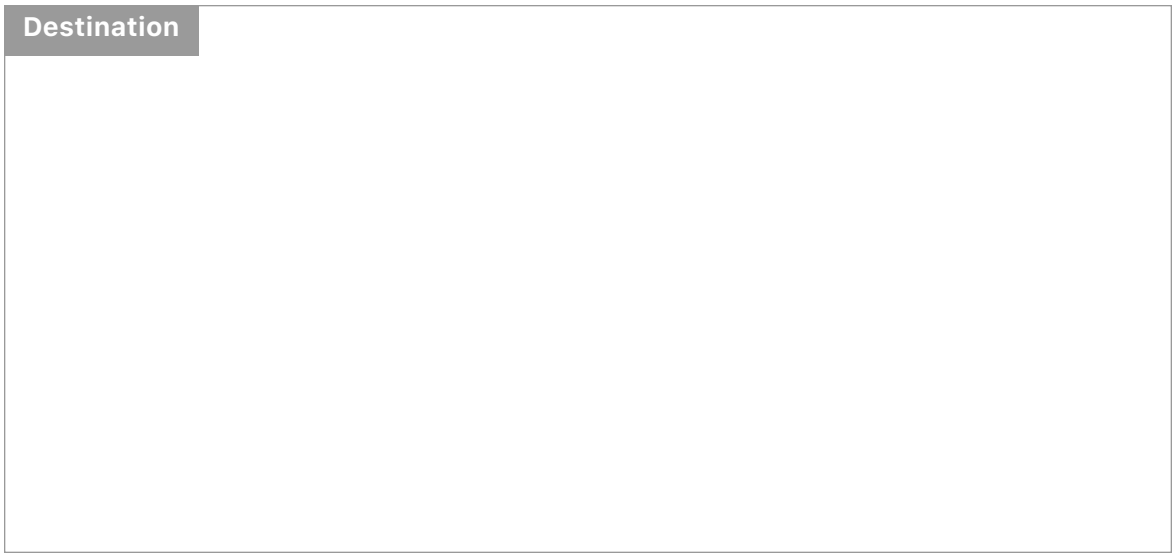
	INITIALS
Your initials here signify that the charges on this invoice are accurate:	NMJ

Baltimore, MD, United States 147 miles, 2 hr 35 min

Route



Destination



Baltimore, MD, United States 147 miles, 2 hr 35 min

Start
My Location — [redacted] Rehoboth Beach, DE 19971, United States

---

50 feet
[redacted]

[redacted]

[redacted]

[redacted]

MILES 4.5

[redacted]

MILES 5.65

20 miles
Continue onto Bay Rd

MILES 26

19 miles
Keep left on DE-1 N toward Express Lanes

MILES 44

28 miles
Keep left on DE-1 N

Baltimore, MD, United States 147 miles, 2 hr 35 min

MILES 72 — 4.7 miles
Continue onto US-13 N

MILES 77 — 1.9 miles
Keep right on DE-1 N toward I-95 N, Wilmington

MILES 79 — 4.7 miles
Keep right on DE-1 N toward I-95 S,

MILES 83 — 1.0 miles
Take exit 165A to merge onto I-95 S toward

MILES 84 — 50 miles
Take a slight left turn to merge onto I-95 S

MILES 134 — 6.6 miles
Take exit 62 on the left to merge onto I-895 S toward Baltimore Harbor Tunnel Thruway, Annapolis

MILES 140 — 0.8 miles
Take exit 14 on the left onto Moravia Rd

Baltimore, MD, United States 147 miles, 2 hr 35 min

MILES 141		**0.6 miles** Turn left onto Moravia Rd toward US-40 W
MILES 142		**450 feet** Keep right onto US-40 W
MILES 142		**1.3 miles** Take a slight right turn onto E Monument St
MILES 143		**2.7 miles** Turn left onto Ensor St
MILES 146		**0.6 miles** Turn left onto Holliday St
MILES 146		**800 feet** The destination is on your right

Harbor Park Garage
55 Market Place
Baltimore, MD
410-234-3631
DATE: 08/14/18
TIME: 06:44 PM

Receipt No. 73/299/83
* Original *
Ticket: **270663**
Entry : 08/14/18 11:28 AM
LPR : 246323
TAX included **20.00**

Credit 20.00

[redacted]

www.harborparkgarage.com

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Meares
DATE SUBMITTED:	9/4/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	5	Review of policy	0.5	$ 235.00	$ 117.50			
August	6	Prepare for conference call on fair and impartial policing training review Conference call on fair and impartial policing training review	1.5	$ 235.00	$ 352.50			
August	8	Policy review work and work on training plan	1.5	$ 235.00	$ 352.50			
August	15	Review policy	1.0	$ 235.00	$ 235.00	Pro bono work on police reform	1	
August	15							
August	18					Pro bono police reform work in NYC related to Baltimore work	6	
August	19	Review policies	1.8	$ 235.00	$ 423.00			
August	21	Impartial policing call	3.5	$ 235.00	$ 822.50			
August	23					Pro bono work on police reform	1	
August	29	Policy review	0.8	$ 235.00	$ 188.00			
August	31	Review documents at Hassan's request	0.3	$ 235.00	$ 70.50			
		Total Hours:	10.9	**TOTAL:**	**$ 2,561.50**		8	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
							TOTAL:	

Subtotal Time:	**$**	**2,561.50**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**2,561.50**
Unbilled Hours		8.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	TLM

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	O'Toole
DATE SUBMITTED:	9/6/18
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	19	Call with Hassan Aden and Matthew Barge	0.5	$ 235.00	$ 117.50			
			0.5	**TOTAL:**	**$ 117.50**		0	

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Transportation						$ -
							$ -
						TOTAL:	$ -

Subtotal Time:	**$**	**117.50**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**117.50**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KO

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	O'Toole
DATE SUBMITTED:	9/6/18
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
July	7	Review training outline	1.5	$ 235.00	$ 352.50		
July	8	Review training outline	0.5	$ 235.00	$ 117.50		
July	23	Review force training draft and exchanges with R Villasenor	2.2	$ 235.00	$ 517.00		
			4.2	**TOTAL:**	**$ 987.00**		0

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Transportation						$ -
							$ -
						TOTAL:	$ -

Subtotal Time:	**$**	**987.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**987.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KO

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	O'Toole
DATE SUBMITTED:	9/6/18
YEAR:	2018

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Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	2	Call with M Barge	0.7	$ 235.00	$ 164.50		
August	3	Call with members Monitoring Team	1	$ 235.00	$ 235.00		
August	15	Prep and call with parties OPR	1.5	$ 235.00	$ 352.50	Calls with T Mygatt DOJ and S. Sullivan BPD	1.5
August	16			$ 235.00	$ -	Call with DOJ reps	0.5
August	23	Doc review Intake Process	0.5	$ 235.00	$ 117.50		
August	27			$ 235.00	$ -	Admin discussion	0.5
August	28	Prep and participate in training call	0.4	$ 235.00	$ 94.00		
August	30	Review draft document and call with H. Aden	0.5	$ 235.00	$ 117.50		
August	31	Prep and partiipate in training call	0.8	$ 235.00	$ 188.00		
			5.4	**TOTAL:**	**$ 1,269.00**		2.5

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Transportation						$ -
						TOTAL:	$ -

Subtotal Time:	**$**	**1,269.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**1,269.00**
Unbilled Hours		2.50

Your initials here signify that the charges on this invoice are accurate:	**INITIALS**
	KO

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Ramsey	
DATE SUBMITTED:	9/3/2018	
YEAR:	2018	

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Bi-Weekly Staffing Study Call. Document Review and analysis of study finidngs and outcomes	3	$ 235.00	$ 705.00			
August	2			$ 235.00	$ -	Administrative tasks: Calls, emails and document organization/ review	0.9	
August	3	Analysis of BPD Community Policing prpograms and planning. Conference Call re:BPD Community Policing Policy Call	4	$ 235.00	$ 940.00	Analysis of BPD Community Policing prpograms and planning.	1.2	
August	6	Confernece Call: Bi-Weekly Policy Call w/ parties. Review of national best practices in community policing and analysis of s/s/a policies	4	$ 235.00	$ 940.00	Administrative Tasks: Calls, emails and document review	2	
August	7	CE Team Standing Call Review of CE Documents and events, policy analysis and review, Call with MT Leads, re: OPR Cases	3	$ 235.00	$ 705.00			
August	8	Call with DOF and MT Leads, re: OPR Call with Hassan Aden re: OPR Cases	1.5	$ 235.00	$ 352.50			
August	9	Provided feedback to N. Joyce for comments on staffing study	1.3	$ 235.00	$ 305.50	Administrative Tasks: Calls, emails and policy review/analysis	1.7	
August	10	Document review and alanysis of First Amendment Protected Activity polices and best practices	4	$ 235.00	$ 940.00			
August	12			$ 235.00	$ -	Amtrak $120.60/ Taxi $18.28/Parking $25.00/travel time pro bono	2	
August	13	Call with MT Leads and review of cases and documents, re: August 11 Use of Force issues.	3	$ 235.00	$ 705.00			
August	14	CE Team Standing Call. Meeting with Judeg regarding staffing study. Meeting with K. Thompson and N. Joyce, re: BPD Staffing	6	$ 235.00	$ 1,410.00	Travel to Baltimore and back to Philly	4	
August	15	Bi weekly Staffing Study Call	0.5	$ 235.00	$ 117.50	Administrative Tasks: Calls, emails and policy review/analysis	0.6	
August	16	Staffing Policy and Study Review	2.1	$ 235.00	$ 493.50	Administrative Tasks: Calls, emails and policy review/analysi	0.9	

August	20			$ 235.00	$ -	Administrative Tasks: Calls, emails and policy review/analysis on staffing	1.7	
August	21	CE Team Standing Call		$ 235.00	$ -			
August	22			$ 235.00	$ -	Administrative Tasks: Calls, emails and policy review/analysis on staffing. Review of First Amendment	2.1	
August	24			$ 235.00	$ -	Administrative Tasks: Calls, emails and policy review/analysis on staffing	1.8	
August	27	Reviewed Monitoirng Team Memo for Staffing Study	1	$ 235.00	$ 235.00			
August	28	Looked over NTN models for testing and application for Staffing work	1	$ 235.00	$ 235.00	Training / SSA	2	
August	29	Conference call with Partices re: Staffing Plan, document review and application research for national best practices	3	$ 235.00	$ 705.00			
		Total Hours:	37.4	**TOTAL:**	**$ 8,789.00**		20.9	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**	**Vendor**	**Comments (if necessary)**	**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
8/13/2018	Transportation	Amtrak	Travel to Baltimore for Staffing meet with Judge Bredar	Yes		Train	$ 120.60	$ 120.60
8/14/2018	Transportation	Yellow Cab	Travel from Train station to Court			Taxi	$ 10.20	$ 10.20
8/14/2018	Food	Corner Bakery	Lunch	Yes	$ 11.00			$ 11.00
8/14/2018	Parking	Amtrak	All day parking at Amtrak			Parking	$ 25.00	$ 25.00
								$ -
							TOTAL:	$ 166.80

Subtotal Time:	**$ 8,789.00**
Subtotal Expenses:	**$ 166.80**
TOTAL:	**$ 8,955.80**
Unbilled Hours	20.90

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	CHR

Gmail Charles Ramsey <charles.h.ramsey@gmail.com>

Amtrak: eTicket and Receipt for Your 08/14/2018 Trip - CHARLES RAMSEY

1 message

etickets@amtrak.com <etickets@amtrak.com> Mon, Aug 13, 2018 at 1:29 PM
To [redacted]

SALES RECEIPT

AMTRAK

Purchased: 08/13/2018 10:29 AM PTThank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 007461 Massachusetts Ave NWWashington, DC 20001800-USA-RAILAmtrak.com

Reservation Number - 8[redacted]PHILADELPHIA 30TH ST, PA - BALTIMORE PENN, MD (Round-Trip)
AUGUST 13, 2018
Billing Information
[redacted]
Total $120.60
Purchase Summary - Ticket Number 2250746071413
Train 185: PHILADELPHIA (30TH STREET STATION), PA - BALTIMORE (PENN STATION), MDDepart 9:40 AM, Tuesday, August 14, 2018
1 RESERVED COACH SEAT
$45.90
Ticket Terms & Conditions SENIOR CITIZEN 65 YRS OR OLDER - ID REQUIRED
Subtotal
$45.90
Train 148: BALTIMORE (PENN STATION), MD - PHILADELPHIA (30TH STREET STATION), PADepart 5:42 PM, Tuesday, August 14, 2018
1 RESERVED COACH SEAT
$74.70
Ticket Terms & Co[redacted]
Subtotal
$74.70
Total Charged by Amtrak
$120.60
Passengers
Charles Ramsey
Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Conditions of Contract: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage

Baltimore Yellow Cab
Associated Cab Co.
550 N. Crain Hwy. Suite #3
Glen Burnie, MD 20061
(410) 766-1234
Cab# 720
Driver# 7382
2100 Huntingdon Ave
Baltimore, MD
(410) 685-1212
8/14/2018 11:12:52 AM

TRIP ID:	14059631
START:	8/14/2018 11:01:02 AM
END:	8/14/2018 11:11:57 AM
DISTANCE:	2.1 mi

Fare	$8.20
Extras	$0.00
Tolls	$0.00
Flat Rate	$0.00
Subtotal	$8.20
Tip	$2.00
Card Charged	$10.20

Approval
Card No [redacted]
Entry Mode EMVContact
Auth ID [redacted]
[redacted]

Verified by PIN

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- www.yellowcabofbaltimore.com
- Download ztrip.com/d
- Promo code BMORE10

****

Corner Bakery Cafe # 267

500 E. Pratt Street
Baltimore, MD 21202
(443)681-1175

Dine In # 83

8/14/2018 12:21:15 PM
Order 139628 Cashier: Marshell P

1 Ham & Swiss Baguette	8.39
No Red Onions	
1 Coffee Sm	1.99
SubTotal	10.38
Tax	0.62

* WIN $1000 *
Tell us how we're doing.
Visit www.cafefeedback.com
or call 866-306-6162
within 72 hours and you could
win our monthly drawing.
Code: 02679628012

Total	11.00
Cash	20.00
Change	9.00

Receipt

L/R #14
T/D #02
Entry Time
Paid Time
Parking Time
Parking Fee

A Payment No.00006686
Ticket No.014445
08/14/2018 (Tue) 8:43
08/14/2018 (Tue) 19:59
11:16
Rate C $25.00

[redacted]

Credit Card Amount $25.00

Total $25.00

Thank You for Your Visit
Please Come Again !

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled."
4. You may **NOT** bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursab
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Smoot
DATE SUBMITTED:	9/1/18
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:

Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	4	Start review of BPD PF Staffing Study	1.5	$ 235.00	$ 352.50		
August	5	Complete review of BPD PF Staffing Study	2.4	$ 235.00	$ 564.00		
August	10	Conf Call R&F Rep re District Command and F/U re incocsistent messaging re policing procedure and UoF	1.5	$ 235.00	$ 352.50		
August	13	Review and approve Recruiting, Hiring Retention Docs, Prep for Recruitment & OSW Conf Call	3.8	$ 235.00	$ 893.00		
August	16	Prep for site visit, schedule site visits and meetings	1.3	$ 235.00	$ 305.50		
August	19	Travel to Baltimore (4.0 Pro Bono) Meeting District Observation	2.5	$ 235.00	$ 587.50		4
August	20	On site meetings re OSW, Recruiting, district visits, operational observation, meeting w R&F members and representatives re morale and effectieness of CD implementation	9.2	$ 235.00	$ 2,162.00		
August	21	Coordinate resolution to OSW misinformstion iissue including provision of information through NL and community outreach staff correspondence re same Travel from BWI 3.0 Pro Bono))	2	$ 235.00	$ 470.00		3
August	24	Prep for Recruitment and OSW Conf Call incuding reveir of all document received on 8/23 re NTN studies and implementation, etc	4.5	$ 235.00	$ 1,057.50		
August	27	Conf Call w NTN, BOD, DOJ, and Mt re garding Osw and Recruitment incuding addition prep re updated documents from NTN	3	$ 235.00	$ 705.00		
August	31	Emails, calls, research, review of BOX docs, correspondence (11.5) hours unbilled - pro bono)		$ 235.00	$ -		11.5
			31.7	**TOTAL:**	**$ 7,449.50**		18.5

EXPENSES

			MEALS + INCIDENTALS		NON MEALS		
Date	Category	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
8/19/18	Mileage	SPI to STL (106 miles x .545)				$ 57.77	$ 57.77
8/19/18	Air	SWA STL - DCA				$ 163.98	$ 163.98
8/19-21/18	Lodging	Marriott				$ 323.40	$ 323.40
8/19/18	Food		Yes	$ 51.75			$ 51.75
8/20/18	Food		No	$ 69.00			$ 69.00
8/21/18	Food		Yes	$ 51.75			$ 51.75
8/21/18	Transportation	Uber fr Hotel to BWI				$ 32.78	$ 32.78
8/21/18	Air	SWA Bwi - CVG				$ 66.98	$ 66.98
							$ -
							$ -
							$ -
							$ -
						TOTAL:	$ 817.41

Subtotal Time:	**$ 7,449.50**
Subtotal Expenses:	**$ 817.41**
TOTAL:	**$ 8,266.91**
Unbilled Hours	18.50

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	SMS

YOUR TRIP TO:

STL - Lambert-Saint Louis International Airport

1 HR 43 MIN | 106.1 MI

6. I-55 Bus S becomes I-55 S.

Then 72.04 miles — 77.23 total miles

7. Merge onto I-270 W via EXIT 20B toward **Kansas City** (Crossing into **Missouri**).

Then 23.60 miles — 100.83 total miles

8. Merge onto I-170 S via EXIT 26A toward **I-170 S/Clayton.**

Then 3.08 miles — 103.92 total miles

9. Merge onto I-70 W via EXIT 7B toward **Kansas City.**

Then 0.75 miles — 104.67 total miles

10. Take EXIT 238A toward **Lambert-St Louis Airport.**

Then 0.65 miles — 105.32 total miles

11. Merge onto Lambert International Blvd.

Then 0.51 miles — 105.83 total miles

12. Stay **straight** to go onto Terminal Access Rd.

Then 0.07 miles — 105.89 total miles

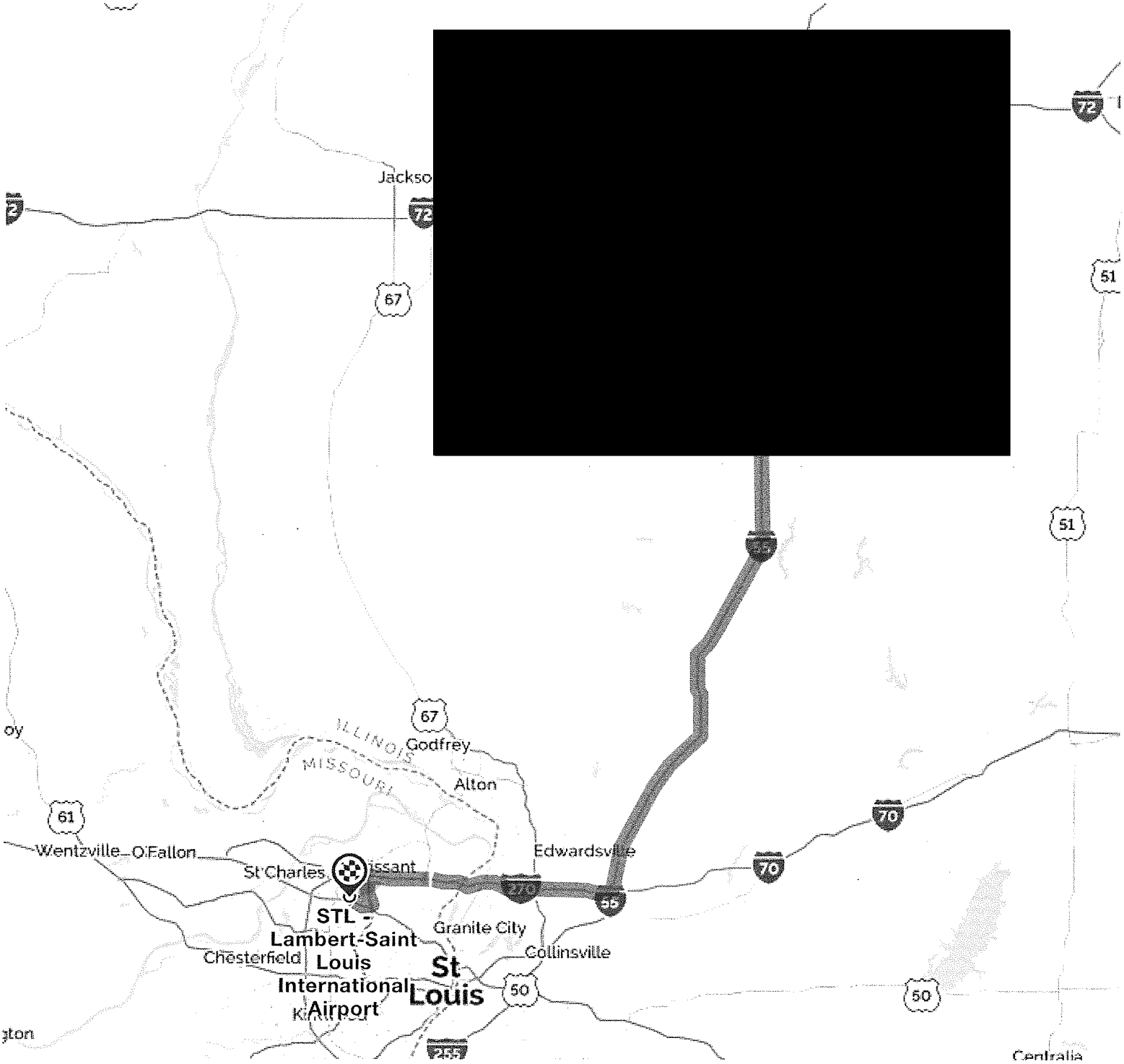
13. Stay **straight** to go onto Main Terminal Departure Dr.

Then 0.17 miles — 106.06 total miles

14. 10701 LAMBERT INTERNATIONAL BL.

If you reach Lambert International Blvd you've gone about 0.2 miles too far.

Use of directions and maps is subject to our Terms of Use. We don't guarantee accuracy, route conditions or usability. You assume all risk of use.


[redacted]
Jackso
72
67
51
ILLINOIS
MISSOURI
Godfrey
Alton
61
Wentzville
O'Fallon
St Charles
Edwardsville
70
55
STL -
Lambert-Saint
Louis
International
Airport
Granite City
Collinsville
Chesterfield
St
Louis
50
Centralia

From: **Uber Receipts** uber.us@uber.com
Subject: Thanks for tipping! We've updated your Tuesday afternoon trip receipt
Date: August 21, 2018 at 11:42 AM
To: [redacted]

UR

Updated receipt (Tip Added)

UBER

$32.78

Thanks for tipping, Sean

August 21, 2018 | UberX

12:16pm | 799 Aliceanna St, Baltimore, MD

12:41pm | 7106 Service Rd Lower Level, Baltimore, MD

[redacted]

You rode with Bao

11.14	00:25:25	UberX
miles	Trip time	Car

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Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. Download the app today.

Your Fare

Trip fare	$27.48
Subtotal	$27.48
Wait Time (?)	$0.30

[redacted] $27.78

A temporary hold of $27.48 was placed on your payment method Personal •••• 0858 at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

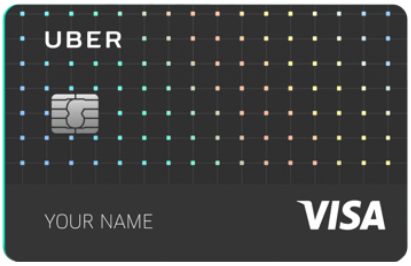
Tip	$5.00

[redacted] VISA [redacted]

$5.00

Issued by Rasier

[redacted]



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From: **Southwest Airlines** SouthwestAirlines@luv.southwest.com
Subject: Flight reservation (SSY5GW) I 21AUG18 I BWI-CVG I Smoot/Sean
Date: July 25, 2018 at 8:47 PM
To: [redacted]

SA

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Air itinerary

AIR Confirmation: [redacted]

Confirmation Date: 07/25/2018

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
SMOOT/SEAN	[redacted]	5261471401513	Jul 26, 2019	[redacted]

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Tue Aug 21	2470	Depart **BALTIMORE/WASHINGTON, MD** (BWI) on Southwest Airlines at **02:20 PM** Arrive in **CINCINNATI, OH** (CVG) at **03:50 PM** Travel Time 1 hrs 30 mins Wanna Get Away

Check in for your flight(s): 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

Bags fly free®: First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

30 minutes before departure: We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

10 minutes before departure: You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to

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Add a rental car
✓ Earn Rapid Rewards® points
✓ Guaranteed low rates
✓ Free cancellation
Book a car >

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Southwest Rapid Rewards
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✓ No blackout dates
✓ Redeem for International

no show 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 reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

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Air Cost: 66.98

Fare Rule(s): 5261471401513: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN
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BWI WN CVG49.10USD49.10END ZP BWI4.10 XF BWI4.5

AZNVNNR

Learn about our boarding process

Learn about inflight WiFi & entertainment

Cost and Payment Summary

AIR - [redacted]

Base Fare	$	49.10
U.S. Transportation Tax	$	3.68
U.S. 9/11 Security Fee	$	5.60
U.S. Flight Segment Tax	$	4.10
U.S. Passenger Facility Chg	$	4.50
Total Air Cost	**$**	**66.98**

Payment Information
Payment Type: [redacted]
Date: Jul 25, 2018
Payment Amount: $66.98

Useful Tools
Check In Online
Early Bird Check-In
View/Share Itinerary
Change Air Reservation
Cancel Air Reservation
Check Flight Status
Flight Status Notification
Book a Car
Book a Hotel

Know Before You Go
In the Airport
Baggage Policies
Suggested Airport Arrival Times
Security Procedures
Customers of Size
In the Air
Purchasing and Refunds

Special Travel Needs
Traveling with Children
Traveling with Pets
Unaccompanied Minors
Baby on Board
Customers with Disabilities

Legal Policies & Helpful Information
Privacy Policy
Notice of Incorporated Terms
Customer Service Commitment
FAQs
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Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

Contact Us

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From: **Southwest Airlines** SouthwestAirlines@luv.southwest.com
Subject: Flight reservation (M8OYJE) I 21OCT18 I STL-DCA I Smoot/Sean
Date: August 31, 2018 at 12:52 PM
To: pbpalaw@aol.com

SA

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Air itinerary

AIR Confirmation: [redacted]

Confirmation Date: 08/31/2018

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
SMOOT/SEAN	[redacted]	5261483659442	Aug 31, 2019	[redacted]

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sun Oct 21	3744	Depart **ST. LOUIS, MO** (STL) on Southwest Airlines at **10:05 AM** Arrive in **WASHINGTON (REAGAN NATIONAL), DC** (DCA) at **12:55 PM** Travel Time 1 hrs 50 mins Wanna Get Away

Check in for your flight(s): 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

Bags fly free®: First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

30 minutes before departure: We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

10 minutes before departure: You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to

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Southwest Rapid Rewards
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✓ Redeem for International

no show 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 reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

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Air Cost: 163.98

Fare Rule(s): 5261483659442: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN
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STL WN WAS139.33USD139.33END ZP STL4.10 XF STL4.5

TLNVPNR

Learn about our boarding process

Learn about inflight WiFi & entertainment

Cost and Payment Summary

AIR - [redacted]

Base Fare	$	139.33
U.S. Transportation Tax	$	10.45
U.S. 9/11 Security Fee	$	5.60
U.S. Flight Segment Tax	$	4.10
U.S. Passenger Facility Chg	$	4.50
Total Air Cost	**$**	**163.98**

Payment Information

[redacted]

Date: Aug 31, 2018
Payment Amount: $163.98

Useful Tools

Check In Online
Early Bird Check-In
View/Share Itinerary
Change Air Reservation
Cancel Air Reservation
Check Flight Status
Flight Status Notification
Book a Car
Book a Hotel

Know Before You Go

In the Airport
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Customers of Size
In the Air
Purchasing and Refunds

Special Travel Needs

Traveling with Children
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See Southwest Airlines Limit of Liability

Southwest Airlines
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Dallas, TX 75235

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MARRIOTT

BALTIMORE MARRIOTT WATERFRONT

GUEST FOLIO

2507	SMOOT/S	140.00	08/21/18	13:43	38092
ROOM	NAME	RATE	DEPART	TIME	ACCT#
HK			08/20/18	15:24	
TYPE			ARRIVE	TIME	
260					
ROOM CLERK	ADDRESS	PAYMENT			MRW#: XXX[redacted]

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
08/19	ROOM	2507, 1	140.00		
08/19	STATE TX	2507, 1	8.40		
08/19	CITY TAX	2507, 1	13.30		
08/20	CCARD-VS			161.70	
	PAYMENT RECEIVED BY: VISA				
08/20	ROOM	2507, 1	140.00		
08/20	STATE TX	2507, 1	8.40		
08/20	CITY TAX	2507, 1	13.30		
08/21	VS CARD			$161.70	

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

See our "Privacy & Cookie Statement" on Marriott.com

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Marriott & A Woman's Nation appreciate housekeepers

MARRIOTT

BALTIMORE MARRIOTT WATERFRONT
700 ALICEANNA
BALTIMORE, MD 21202
410.385.3000 410.385.0330 FAX

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

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Villasenor	
DATE SUBMITTED:	9/3/2018	
YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	6	Call with Randy Dupont ref. Mental Health issues	0.5	$ 235.00	$ 117.50			
August	8	Work on Use of Force Reporting Mechanism court filing	2.5	$ 235.00	$ 587.50			
August	10			$ 235.00	$ -	Emails, reading policy feedback	3	
August	23	Review notes of Training meeting with Ron Davis	1	$ 235.00	$ 235.00			
August	24	Use of Force training plan development with Ron Davis	8	$ 235.00	$ 1,880.00			
August	27	Conference calls ref. Transporting Persons and Hiring, Recruiting, Training	3	$ 235.00	$ 705.00			
August	28	Training Conf. call	0.3	$ 235.00	$ 70.50			
August	29	Staffing Study Conf. call	0.5	$ 235.00	$ 117.50			
August	31	2nd Suite UoF Feedback call, Policy Call	1.5	$ 235.00	$ 352.50	Monthly reading of news articles and various topics concerning Baltimore	5	
		Total Hours:	**17.3**	**TOTAL:**	**$ 4,065.50**		8	

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category	Vendor	Comments (if necessary)	Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
								$ -
								$ -
							TOTAL:	$ -

Subtotal Time:	**$ 4,065.50**
Subtotal Expenses:	**$ -**
TOTAL:	**$ 4,065.50**
Unbilled Hours	8.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	RAV

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	CMPI (BCMC) – Shantay Guy
DATE SUBMITTED:	9/1/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

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Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
July	1			$ 235.00	$ -		
July	2			$ 235.00	$ -		
July	3			$ 235.00	$ -		
July	4			$ 235.00	$ -		
July	5			$ 235.00	$ -		
July	6	Coordination of community meeting	0.3	$ 235.00	$ 70.50		
July	7			$ 235.00	$ -		
July	8			$ 235.00	$ -		
July	9	Meeting with BPD and community members; weekly meeting with CEC; Email management	2.8	$ 235.00	$ 658.00		
July	10	Email management	0.4	$ 235.00	$ 94.00		
July	11	Email management	0.6	$ 235.00	$ 141.00		
July	12	Attended community meeting; Email management	3.1	$ 235.00	$ 728.50		
July	13	Call with MT; meeting with community members; Email management	1.8	$ 235.00	$ 423.00		
July	14			$ 235.00	$ -		
July	15			$ 235.00	$ -		

July	16	Weekly with CEC; monthly NL meeting; Email management	2.9	$	235.00	$	681.50
July	17	Email management	0.7	$	235.00	$	164.50
July	18	Prep for and completion of quarterly consent decree forum; Email management	5.6	$	235.00	$	1,316.00
July	19	Meeting with BPD; prep for and completion of meeting with community members; Email management	2.4	$	235.00	$	564.00
July	20	Meeting with BPD and community members; Email management	3.5	$	235.00	$	822.50
July	21			$	235.00	$	-
July	22			$	235.00	$	-
July	23			$	235.00	$	-
July	24	Meeting with CEC; Email management	1.8	$	235.00	$	423.00
July	25	Email management	0.7	$	235.00	$	164.50
July	26	Public hearing; Email management	7.4	$	235.00	$	1,739.00
July	27			$	235.00	$	-
July	28	Email management	1.6	$	235.00	$	376.00
July	29			$	235.00	$	-
July	30	Email management	0.7	$	235.00	$	164.50
July	31	Email management	0.2	$	235.00	$	47.00
			36.5	**TOTAL:**		**$**	**8,577.50**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
7/18/2018	Translation Services		G&R Multi Services, Inc.			Translation	$ 425.00	$ 425.00
7/5/2018	Translation Services		Southeast Spanish, Inc - brochure text translation			Translation	$ 520.00	$ 520.00
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			TOTAL:	$ 945.00

Subtotal Time:	**$**	**8,577.50**
Subtotal Expenses:	**$**	**945.00**
TOTAL:	**$**	**9,522.50**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	SJG

Invoice Details

Print/PDF

Pay $520.00

Southeast Spanish, Inc.

Outreach of Consent decree

INVOICE

Southeast Spanish, Inc.
Dan Hickman

Phone: 877-374-0095
Fax: 877-470-1177
dan.hickman@sespanish.com
www.SeSpanish.com

Invoice #: 20180705.10
Invoice date: Jul 5, 2018
Due date: Jul 5, 2018

Amount due:
$520.00

Bill To:

darnyle.wharton@bpdmonitor.com

Description	Quantity	Price	Amount
1 -- Document Translation (Spanish) www.bpdmonitor.com -- Home/FAQs	1	$520.00	$520.00
		Subtotal	$520.00
		Total	**$520.00 USD**

Notes

Please make sure to include your mailing address for the hard-copies. All of our translations are fully guaranteed. Your translation may be mailed from our main office. If you have any issues at all, we will make it right or refund the entire amount. Let me know if you have any questions or concerns. I'm always here to help. Thanks! Dan Hickman

Powered by PayPal

Copyright © 1999- PayPal. All rights reserved.

Paid via PayPal on 7/6/18

Consent decree
Translation Services

G & R Multi Services Inc
4517 EASTERN AVE
BALTIMORE, MD 21224 US
grmultiservices1@gmail.com

INVOICE

BILL TO
G & R MULTI SERVICES
TRANSLATION SERVICES

7/24/2018

INVOICE # 1070
DATE 07/18/2018
DUE DATE 08/17/2018
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Personal PA FM Translation Equipment Translation Equipment	12	25.00	300.00
Personal PA FM Translation Equipment Translation Equipment PPA T46	2	0.00	0.00
translation services:translation services fee from Spanish to English and English to Spanish	2.50	50.00	125.00

BALANCE DUE **$425.00**

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	CMPI (BCMC) – Shantay Guy	
DATE SUBMITTED:	9/1/2018	
YEAR:	2018	

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Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Responding to emails	0.6	$ 235.00	$ 141.00			
August	2	Responding to emails	0.4	$ 235.00	$ 94.00			
August	3	Meeting with BPD	1.2	$ 235.00	$ 282.00			
August	4			$ 235.00	$ -			
August	5			$ 235.00	$ -			
August	6			$ 235.00	$ -			
August	7	Email management, consolidated calendar creation, social media management, meeting with MT member;	3.3	$ 235.00	$ 775.50			
August	8	Responding to community phone calls, emails, and text messages	1.2	$ 235.00	$ 282.00			
August	9			$ 235.00	$ -			
August	10	Meeting with community member	1.3	$ 235.00	$ 305.50			
August	11	Calls with community members; calls to/from Lead Monitor; calls to and from members of the press; responding to text messages; Email management; social media response to officer-involved incident	8	$ 235.00	$ 1,880.00	Calls with community members; calls to/from Lead Monitor; calls to and from members of the press; responding to text messages; Email management; social media response to officer-involved incident	3.8	
August	12	Responding to emails	0.8	$ 235.00	$ 188.00			
August	13	Public Safety Committee Hearing; responding to text messages and emails	4.7	$ 235.00	$ 1,104.50		4	

August	14			$	235.00	$	-
August	15			$	235.00	$	-
August	16	Call with MT member; email management	0.9	$	235.00	$	211.50
August	17			$	235.00	$	-
August	18			$	235.00	$	-
August	19			$	235.00	$	-
August	20	Weekly meeting with CEC; Calls with community members; Monthly NL meeting; responding to text messages and emails	3.8	$	235.00	$	893.00
August	21	Call with community member; email management	1.2	$	235.00	$	282.00
August	22	Call with BPD; coordination of community meeting; email management	1.6	$	235.00	$	376.00
August	23	Responding to text messages	0.3	$	235.00	$	70.50
August	24	Email management	0.8	$	235.00	$	188.00
August	25	Calls with community members; coordination of NW district corner crawl; responding to text messages	1.2	$	235.00	$	282.00
August	26			$	235.00	$	-
August	27			$	235.00	$	-
August	28	Email management	0.3	$	235.00	$	70.50
August	29	Email management	0.1	$	235.00	$	23.50
August	30	Responding to text messages and emails	0.6	$	235.00	$	141.00
August	31			$	235.00	$	-
			32.3	**TOTAL:**		**$**	**7,590.50**

7.8

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
7/9/2018	Other		JH Furst Printing Co. - 2500 Spanish brochures			Printing	$ 742.00	$ 742.00
8/3/2018	Translation Services		Community First Access - Sign Language			Translation	$ 280.00	$ 280.00
7/28/2018	Translation Services		G&R Multi Services, Inc.			Translation	$ 200.00	$ 200.00
7/21/2018	Other		LM Studio - Spanish brochure design - Note the invoice references two Spanish brochure print jobs; only one was for the Monitoring Team.			Design	$ 50.00	$ 50.00
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				TOTAL:	$ 1,272.00

Subtotal Time:	**$**	**7,590.50**
Subtotal Expenses:	**$**	**1,272.00**
TOTAL:	**$**	**8,862.50**
Unbilled Hours		7.80

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	SJG

J.H. Furst Printing Co., Inc.
242 South Eden Street
Baltimore, MD 21231
410-342-0060 FAX: 410-342-0129

Invoice

DATE	INVOICE #
7/9/2018	79075

BILL TO
Baltimore Community Mediation Center 3333 Greenmount Ave. Baltimore, MD 21218

REP
O

QUANTITY	DESCRIPTION	AMOUNT
2,500	BPD Monitoring Team Brochure Spanish	742.00

S/Tony
consent decree - printing

	Total	$742.00

1.5% per month (18% per annum) finance charge on unpaid balance over 31 days from date of shipment.

community first access, inc.
3717 Boston Street, #250
Baltimore, MD 21224
443-376-7265
info@communityfirstaccess.org

Invoice

Consent decree outreach 8/6/2018

BILL TO
Community Mediation Program, Inc.
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1063	08/03/2018	$280.00	09/02/2018	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/18/2018	**Non-Profit** Service: 7/18/2018 - 6:00PM - 8:00PM	2	70.00	140.00
07/18/2018	**Non-Profit** Service: 7/18/2018 - 6:00PM - 8:00PM	2	70.00	140.00

Thank you for your business.

BALANCE DUE **$280.00**

Thank you for the opportunity to provide services.

G & R Multi Services Inc
4517 EASTERN AVE
BALTIMORE, MD 21224 US
grmultiservices1@gmail.com

INVOICE

BILL TO
G & R MULTI SERVICES
Translation services

INVOICE # 1072
DATE 07/28/2018
DUE DATE 08/27/2018
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
translation services:translation services fee from Spanish to English and English to Spanish	2	100.00	200.00

BALANCE DUE **$200.00**

LM STUDIO

INVOICE # 2609

Outreach

TO:	DATE: 7/21/2018
Baltimore Community Mediation Center	COMMISSIONED BY: Shantay Guy
3333 Greenmount Avenue	LM STUDIO JOB #:
Baltimore, MD 21218	BM1004_BPD_SP + BM1004_CP_SP

DESCRIPTION: **Brochures | Spanish Versions: BPD Monitoring & Community Programs**

Replace English text with Spanish translation; deliver final print-ready file to client + e-copy for electronic distribution

STUDIO FEES:	2 @ $50 ea	**$100.00**
	STUDIO FEE PAYMENT SCHED:	
	DUE: Upon Receipt	$100.00
	DUE:	
	PAID TO DATE:	

ITEMIZED EXPENSES (outside services)		
Illustration	Printing:	
Original Photography		
Models & Props		
Stock Photography		
Copywriting		
Transportation & Travel	Other Expenses:	
Shipping		
TOTAL OUTSIDE EXPENSES:		**$0.00**
TOTAL INVOICE CHARGE		**$100.00**

Please make checks payable to LM Studio LLC.

2 Avebury Court
Rehoboth Beach, DE 19971
302.260.9762
Leah@LMStudioArt.com
LMStudioArt.com

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

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	INVOICE FOR MONTH OF:	***July***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton	
	DATE SUBMITTED:	7/31/2018	
	YEAR:	2018	

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 75.00	$ -			
July	2	Checked and answered emails, had meeting with Community Liaison, made weekly Monday NL visits, worked on June invoices for NLs, did two hour community drop in	4.4	$ 75.00	$ 330.00			
July	3	Checked and answered emails, had conference call with CE Team, made weekly Tuesday NL visits, worked on June invoices for NLs, sent log files to Jessica, posted on social media pages worked on Spanish BPD brochure	2	$ 75.00	$ 150.00			
July	4			$ 75.00	$ -			
July	5	Checked and answered emails, made weekly Thursday NL visits, did final collections of the NL July invoices, posted on social media pages,	3	$ 75.00	$ 225.00			
July	6	checked and answered emails, made weekly Friday NL visit, did two hour community drop in, posted on social media pages	5.5	$ 75.00	$ 412.50			
July	7			$ 75.00	$ -			
July	8			$ 75.00	$ -			
July	9	Checked and answered emails, had meeting with Community Liaison, made weekly Monday NL visits, did two hour community drop in, communicated about LGBTQ meeting to the team and that interest group, posted on social media pages	3.5	$ 75.00	$ 262.50			
July	10	Had weekly conference call with CE Team, made weekly Tuesday NL visit, posted to social media pages, checked and answered emails	2.6	$ 75.00	$ 195.00			
July	11	checked and answered emails, made weekly Wednesday NL visits, posted to social media pages, sent email to NLs about having a presence at Mayors summer block parties	1.6	$ 75.00	$ 120.00			

July	12	checked and answered emails, made weekly Thursday NL visits, posted on social media pages	2	$	75.00	$	150.00
July	13	checked and answered emails, did two hour community drop in,	2.6	$	75.00	$	195.00
July	14			$	75.00	$	-
July	15			$	75.00	$	-
July	16	Checked and answered emails, posted on social media pages, prepared for quarterly public forum, finalized NL invoices for their payment, helped Community liaison prepare for monthly NL meeting, made Monday NL visits	2.6	$	75.00	$	195.00
July	17	checked and answered email, prepared highlights for August, finalized preparations for public forum, posted on social media pages,	1.6	$	75.00	$	120.00
July	18	checked and answered emails, made handouts and sign out sheets for quarterly forum, attended quarterly public forum, made Wednesday weekly NL visits	4	$	75.00	$	300.00
July	19	checked and answered emails, made Thursday NL visits, posted on social media, prepared spreadsheet from forum survey results, attended CE team meeting with LGBTQ community members	2.6	$	75.00	$	195.00
July	20	checked and answered emails, posted to social media, did two hour community drop in	3	$	75.00	$	225.00
July	21			$	75.00	$	-
July	22			$	75.00	$	-
July	23	checked and answered emails, made Monday NL visits, did two hour community drop in	3.4	$	75.00	$	255.00
July	24	attended CE conference call, had meeting with community liaison, made Tuesday NL visits, checked and answered emails	3.3	$	75.00	$	247.50
July	25	sent email to NL team about faith based organization engagement and the updated weekly log, made Wednesday NL visits	2	$	75.00	$	150.00
July	26	checked and answered emails, posted on social media pages, made Thursday NL visits, sent weekly logs to Jessica, scheduled outreach table for AFRAM	2.4	$	75.00	$	180.00
July	27			$	75.00	$	-
July	28			$	75.00	$	-
July	29			$	75.00	$	-
July	30	checked and answered email, posted on social media pages, did two hour community drop in, made Monday NL visits	3.3	$	75.00	$	247.50
July	31	checked and answered email, posted on social media pages, made Tuesday NL visit, finalized monthly invoice for community liaison, instructed NL team to start preparing invoices	2.6	$	75.00	$	195.00
			58	**TOTAL:**		**$**	**4,350.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$ 4,350.00**
Subtotal Expenses:	**$ -**
TOTAL:	**$ 4,350.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	DW

Baltimore Consent Decree Monitor
750 E. Pratt, Ste 900
Baltimore, MD 21202

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton
DATE SUBMITTED:	8/31/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled."
4. You may **NOT** bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Checked and answered emails, made NL visits, started working on NL invoices for July, posted to social media pages,	5	$ 75.00	$ 375.00			
August	2	checked and answered emails, made NL visits, continued working on NL July invoices, posted to social media pages,	4.2	$ 75.00	$ 315.00			
August	3	checked and answered emails, did two hour community drop in, posted to social media pages,	6	$ 75.00	$ 450.00			
August	4			$ 75.00	$ -			
August	5			$ 75.00	$ -			
August	6	Checked and answered emails, made sure all NLs had July invoices in, had one on one with Community Liaison, did two hour community drop in, posted to social media pages, updated my invoice sheet, followed up with BALT for sit down meeting with MT	7	$ 75.00	$ 525.00			
August	7	checked and answered emails, attended CE conference call, posted to social media pages, started updating NLs past invoices, updated my invoice, reached out to area community associations groups for sit down with MT	4.8	$ 75.00	$ 360.00			
August	8	checked and answered emails, made weekly NL visits, posted to social media pages, updated my invoice sheet, revised outreach continuum with interest group list to meet with MT, reached out to Neighborhood United for meeting with MT	5.3	$ 75.00	$ 397.50			
August	9	checked and answered emails, posted to social media pages, made weekly NL visits, updated my invoice sheets,	4.1	$ 75.00	$ 307.50			
August	10	checked and answered emails, reached out to more interests groups to have sit down with MT, did two hour community drop in, updated my invoice sheet, posted to social media pages	6.6	$ 75.00	$ 495.00			
August	11	Set up Monitoring Team table at Afram	2	$ 75.00	$ 150.00			

August	12			$	75.00	$	-
August	13	checked and answered emails, had one on one meeting with Community liaison, did two hour community drop in, set up tabling opportunity for western district NL, posted to social media pages, updated invoices and sent them to Seth	7	$	75.00	$	525.00
August	14	checked and answered emails, set up another tabling effort for western district NL, posted to social media pages, created September Key Dates sheet for Seth	5.1	$	75.00	$	382.50
August	15			$	75.00	$	-
August	16	Checked and answered emails, did Thursday NL visits, posted to social media pages, updated invoice sheet	4.1	$	75.00	$	307.50
August	17	checked and answered emails. Posted to social media pages, did two hour community drop in, visited Western NL to give him supplies for two events he had on Saturday, updated invoice sheet	6.5	$	75.00	$	487.50
August	18			$	75.00	$	-
August	19			$	75.00	$	-
August	20	checked and answered emails, had meeting with community liaison, posted to social media pages, attended and co-facilitated monthly NL meeting, updated invoice sheet	6	$	75.00	$	450.00
August	21	checked and answered emails, sent emails to NL about weekly logs and weekly hour community engagements, posted to social media, updated invoice sheet, did Tuesday NL visit,	4.5	$	75.00	$	337.50
August	22	checked and answered emails, posted to social media pages, did Wednesday NL visits, updated invoice sheet, passed out flyers in NW about corner crawl,	6	$	75.00	$	450.00
August	23	checked and answered emails, posted to social media pages, made Thursday NL visits, updated invoice sheet,	5.5	$	75.00	$	412.50
August	24	checked and answered emails, did two hour community drop in, updated invoice sheet, posted to social media,	7	$	75.00	$	525.00
August	25			$	75.00	$	-
August	26			$	75.00	$	-
August	27	Checked and answered email, posted to social media, did two hour community drop in, updated invoice sheet	6.2	$	75.00	$	465.00
August	28	checked and answered email, posted to social media, had weekly conference call with CE Team, made Tuesday NL visits, updated invoice sheet,	5.1	$	75.00	$	382.50
August	29	Checked and answered email, updated invoice sheet, created Doodle poll for meeting with DRM, made Wednesday NL visits,	5	$	75.00	$	375.00
August	30	checked and answered emails, made Thursday NL visits, updated invoice sheets,	5.5	$	75.00	$	412.50
August	31	checked and answered emails, updated invoice sheet, posted to social media,	5.5	$	75.00	$	412.50
			124	**TOTAL:**		**$**	**9,300.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**9,300.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**9,300.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	DKW

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	Allen
DATE SUBMITTED:	6/1/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1			$ 20.00	$ -			
June	2			$ 20.00	$ -			
June	3			$ 20.00	$ -			
June	4			$ 20.00	$ -			
June	5			$ 20.00	$ -			
June	6			$ 20.00	$ -			
June	7			$ 20.00	$ -			
June	8			$ 20.00	$ -			
June	9			$ 20.00	$ -			
June	10			$ 20.00	$ -			
June	11	Went to Pratt Library spoke with Manager about sitting up a date and time for weekly meetings with the community	1	$ 20.00	$ 20.00			
June	12			$ 20.00	$ -			
June	13			$ 20.00	$ -			
June	14			$ 20.00	$ -			
June	15			$ 20.00	$ -			
June	16			$ 20.00	$ -			

June	17			$	20.00	$ -
June	18	Monthy NL Meeting-Greenmount Ave.	2	$	20.00	$ 40.00
June	19			$	20.00	$ -
June	20			$	20.00	$ -
June	21	Pratt Library- weekly community station.	1	$	20.00	$ 20.00
June	22			$	20.00	$ -
June	23	Went to Edmondson Shopping Center to be apart of the Youth fair. It was cancelled.	0.5	$	20.00	$ 10.00
June	24			$	20.00	$ -
June	25			$	20.00	$ -
June	26	Composed and sent emails to community associations with email addresses	1.5	$	20.00	$ 30.00
June	27			$	20.00	$ -
June	28	Went to Shopping Center to leave pamphlets at stores, talked to business owners, weekly community station at the Pratt. Worked on e-mail contacts.	2	$	20.00	$ 40.00
June	29			$	20.00	$ -
June	30			$	20.00	$ -
June	31			$	20.00	$ -
			8	**TOTAL:**	**$**	**160.00** 0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
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				TOTAL:	$ 25.00

Subtotal Time:	**$ 160.00**
Subtotal Expenses:	**$ 25.00**
TOTAL:	**$ 185.00**
Unbilled Hours	

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	AA

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	Allen
DATE SUBMITTED:	8/31/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 20.00	$ -			
July	2			$ 20.00	$ -			
July	3			$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5			$ 20.00	$ -			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9	Pratt Library- weekly community station.	1	$ 20.00	$ 20.00			
July	10	Made phone calls and sent out e-mails to comm/assoc	1	$ 20.00	$ 20.00			
July	11	Allendale Back to school gathering.	1	$ 20.00	$ 20.00			
July	12			$ 20.00	$ -			
July	13	Mayor's pop-up at Lockerman-Bundy School/Cancelled.	0.5	$ 20.00	$ 10.00			
July	14			$ 20.00	$ -			
July	15			$ 20.00	$ -			
July	16	Pratt Library- weekly community station.	1	$ 20.00	$ 20.00			

July	17			$	20.00	$	-
July	18			$	20.00	$	-
July	19			$	20.00	$	-
July	20	Monthly meeting at greenmount.	2	$	20.00	$	40.00
July	21			$	20.00	$	-
July	22			$	20.00	$	-
July	23	Community meeting/Edgewood/Lyndhurst Rec Center . Weekly station at the Pratt	2	$	20.00	$	40.00
July	24			$	20.00	$	-
July	25			$	20.00	$	-
July	26			$	20.00	$	-
July	27			$	20.00	$	-
July	28			$	20.00	$	-
July	29			$	20.00	$	-
July	30	Weekly Station at the Pratt	1	$	20.00	$	20.00
July	31			$	20.00	$	-
			9.5	**TOTAL:**		**$**	**190.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
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				TOTAL:	$ 25.00

Subtotal Time:	**$ 190.00**
Subtotal Expenses:	**$ 25.00**
TOTAL:	**$ 215.00**
Unbilled Hours	

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	AA

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Beazer
DATE SUBMITTED:	9/4/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			$ 20.00	$ -			
August	2			$ 20.00	$ -			
August	3			$ 20.00	$ -			
August	4			$ 20.00	$ -			
August	5			$ 20.00	$ -			
August	6			$ 20.00	$ -			
August	7			$ 20.00	$ -			
August	8			$ 20.00	$ -			
August	9			$ 20.00	$ -			
August	10			$ 20.00	$ -			
August	11			$ 20.00	$ -			
August	12			$ 20.00	$ -			
August	13			$ 20.00	$ -			
August	14			$ 20.00	$ -			
August	15			$ 20.00	$ -			
August	16			$ 20.00	$ -			

August	17			$	20.00	$ -
August	18	(1)Mt. Lebanon Baptist Church Back to School Event/(2) Rosemont Community Back-to School Rally	5	$	20.00	$ 100.00
August	19			$	20.00	$ -
August	20			$	20.00	$ -
August	21			$	20.00	$ -
August	22			$	20.00	$ -
August	23			$	20.00	$ -
August	24			$	20.00	$ -
August	25			$	20.00	$ -
August	26			$	20.00	$ -
August	27			$	20.00	$ -
August	28			$	20.00	$ -
August	29			$	20.00	$ -
August	30			$	20.00	$ -
August	31			$	20.00	$ -
			5	**TOTAL:**	**$**	**100.00** 0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
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			TOTAL:	$	25.00

Subtotal Time:	**$**	**100.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**125.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	RB

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

	INVOICE FOR MONTH OF:	***July***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	8/6/2018	
	YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 20.00	$ -			
July	2			$ 20.00	$ -			
July	3			$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5	LANSTON HUGHES Community Center	2	$ 20.00	$ 40.00			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9			$ 20.00	$ -			
July	10			$ 20.00	$ -			
July	11			$ 20.00	$ -			
July	12			$ 20.00	$ -			
July	13	LANSTON HUGHES Community Center	2	$ 20.00	$ 40.00			
July	14			$ 20.00	$ -			
July	15			$ 20.00	$ -			
July	16			$ 20.00	$ -			

July	17			$	20.00	$	-
July	18			$	20.00	$	-
July	19	PARCK CIRCLE COMMUNITY MEETING	3	$	20.00	$	60.00
July	20	ZETA CENTER	3	$	20.00	$	60.00
July	21			$	20.00	$	-
July	22			$	20.00	$	-
July	23			$	20.00	$	-
July	24			$	20.00	$	-
July	25			$	20.00	$	-
July	26	LANGSTON HUGHES Community Center	3	$	20.00	$	60.00
July	27			$	20.00	$	-
July	28			$	20.00	$	-
July	29			$	20.00	$	-
July	30	ZETA CENTER	2	$	20.00	$	40.00
July	31			$	20.00	$	-
			15	**TOTAL:**		**$**	**300.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ 25.00
								$ -
								$ -
								$ -
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				TOTAL:	$ 25.00

Subtotal Time:	**$ 300.00**
Subtotal Expenses:	**$ 25.00**
TOTAL:	**$ 325.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	PC

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Curtis
DATE SUBMITTED:	8/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			$ 20.00	$ -			
August	2			$ 20.00	$ -			
August	3	Zeta Center	1	$ 20.00	$ 20.00			
August	4	Parada	3	$ 20.00	$ 60.00			
August	5			$ 20.00	$ -			
August	6			$ 20.00	$ -			
August	7			$ 20.00	$ -			
August	8	Corner of Garrison and Liberty Height	2	$ 20.00	$ 40.00			
August	9			$ 20.00	$ -			
August	10			$ 20.00	$ -			
August	11			$ 20.00	$ -			
August	12			$ 20.00	$ -			
August	13	Creaive City Charter School	1	$ 20.00	$ 20.00			
August	14			$ 20.00	$ -			
August	15			$ 20.00	$ -			
August	16			$ 20.00	$ -			

August	17			$	20.00	$ -
August	18			$	20.00	$ -
August	19			$	20.00	$ -
August	20			$	20.00	$ -
August	21	KIPP Academy School	1	$	20.00	$ 20.00
August	22			$	20.00	$ -
August	23	Liberty Elementary School /REC	2	$	20.00	$ 40.00
August	24	Gwynn Medical Center	2	$	20.00	$ 40.00
August	25			$	20.00	$ -
August	26	Feeding the homeless event	3	$	20.00	$ 60.00
August	27			$	20.00	$ -
August	28			$	20.00	$ -
August	29			$	20.00	$ -
August	30			$	20.00	$ -
August	31			$	20.00	$ -
			15	**TOTAL:**	**$**	**300.00** 0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ 25.00
								$ -
								$ -
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				TOTAL:	$	25.00

Subtotal Time:	**$**	**300.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**325.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	PC

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

	INVOICE FOR MONTH OF:	***July***
	INVOICE SUBMITTED BY:	Dunaway
	DATE SUBMITTED:	7/1/2018
	YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
July	1			$ 20.00	$ -		
July	2			$ 20.00	$ -		
July	3			$ 20.00	$ -		
July	4			$ 20.00	$ -		
July	5	Enoch Pratt Free Library	1	$ 20.00	$ 20.00		
July	6			$ 20.00	$ -		
July	7			$ 20.00	$ -		
July	8			$ 20.00	$ -		
July	9			$ 20.00	$ -		
July	10			$ 20.00	$ -		
July	11			$ 20.00	$ -		
July	12	Enoch Pratt Free Library	1.5	$ 20.00	$ 30.00		
July	13			$ 20.00	$ -		
July	14			$ 20.00	$ -		
July	15			$ 20.00	$ -		
July	16	Monthly BPD meeting	1	$ 20.00	$ 20.00		

July	17			$ 20.00	$	-
July	18	Southeastern BPD meeting	2	$ 20.00	$	40.00
July	19	Enoch Pratt Free Library	1	$ 20.00	$	20.00
July	20			$ 20.00	$	-
July	21			$ 20.00	$	-
July	22			$ 20.00	$	-
July	23			$ 20.00	$	-
July	24	Tabling for Community Outreach	1	$ 20.00	$	20.00
July	25			$ 20.00	$	-
July	26	Enoch Pratt Free Library	1	$ 20.00	$	20.00
July	27			$ 20.00	$	-
July	28	Mayors resource fair Collington Pk	3	$ 20.00	$	60.00
July	29			$ 20.00	$	-
July	30			$ 20.00	$	-
July	31			$ 20.00	$	-
			11.5	**TOTAL:**	**$**	**230.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ 25.00
								$ -
								$ -
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			TOTAL:	$	25.00

Subtotal Time:	**$**	**230.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**255.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	MBD

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

	INVOICE FOR MONTH OF:	***August***
	INVOICE SUBMITTED BY:	Dunaway
	DATE SUBMITTED:	8/1/2018
	YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day		Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			$ 20.00	$ -			
August	2			$ 20.00	$ -			
August	3			$ 20.00	$ -			
August	4			$ 20.00	$ -			
August	5			$ 20.00	$ -			
August	6			$ 20.00	$ -			
August	7			$ 20.00	$ -			
August	8	Mayors Resource Fair/Table	3	$ 20.00	$ 60.00			
August	9			$ 20.00	$ -			
August	10			$ 20.00	$ -			
August	11			$ 20.00	$ -			
August	12			$ 20.00	$ -			
August	13			$ 20.00	$ -			
August	14			$ 20.00	$ -			
August	15			$ 20.00	$ -			
August	16			$ 20.00	$ -			

August	17			$ 20.00	$	-
August	18			$ 20.00	$	-
August	19			$ 20.00	$	-
August	20			$ 20.00	$	-
August	21	Weekly administrative assignment/ Pratt library	1	$ 20.00	$	20.00
August	22			$ 20.00	$	-
August	23			$ 20.00	$	-
August	24			$ 20.00	$	-
August	25			$ 20.00	$	-
August	26			$ 20.00	$	-
August	27			$ 20.00	$	-
August	28	Faith Base research/Administrative assignment Pratt Library/Hispanic pamphlet dist.	2.5	$ 20.00	$	50.00
August	29			$ 20.00	$	-
August	30			$ 20.00	$	-
August	31			$ 20.00	$	-
			6.5	**TOTAL:**	**$**	**130.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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			TOTAL:	$	25.00

Subtotal Time:	**$**	**130.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**155.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	MBD

*

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	Frey-Balter
DATE SUBMITTED:	6/30/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1	outreach: Paul's Place; St Francis Neighborhood Center; Coordinate w/ St Francis for Stoop Night	0.2	$ 20.00	$ 4.00			
June	2			$ 20.00	$ -			
June	3			$ 20.00	$ -			
June	4			$ 20.00	$ -			
June	5	EPFL: meet with residents; Darnyle; Communicate w/ Alvonia and Library Coordinator/Meghan	2.8	$ 20.00	$ 56.00			
June	6			$ 20.00	$ -			
June	7			$ 20.00	$ -			
June	8	St Francis Neighborhood Center Stoop Night: spoke with residents 4:30 - 6:30	2	$ 20.00	$ 40.00			
June	9			$ 20.00	$ -			
June	10			$ 20.00	$ -			
June	11			$ 20.00	$ -			
June	12	EPFL: meet w/ residents (2.1); email outreach: Upton Comm Assoc (Wanda Best) & St Francis (Shawanta) (.4)	2.5	$ 20.00	$ 50.00			
June	13			$ 20.00	$ -			
June	14	Upton Planing Council Community Meeting; Answer residetns' questions during and afterwards 6-8:30	2.5	$ 20.00	$ 50.00			
June	15			$ 20.00	$ -			
June	16			$ 20.00	$ -			

June	17			$	20.00	$ -		
June	18	Email Norma Green re: Heritage Crossing, Marble Hill and Lex Market contacts; Read BPD RFCs and distill; Email Joyce w/ RFC info; Team meeting (2 hours)	2.5	$	20.00	$ 50.00		
June	19	EPFL; Email Norma and Joyce Green; Bronwynn --- (Umd/Social Work)	2	$	20.00	$ 40.00		
June	20			$	20.00	$ -		
June	21			$	20.00	$ -		
June	22	email Lexington Market Comm Assoc and Marlbe Hill Comm Assoc	0.2	$	20.00	$ 4.00		
June	23			$	20.00	$ -		
June	24			$	20.00	$ -		
June	25			$	20.00	$ -	email Darnyle re: councilman	0.1
June	26	email Treena Moore/Lexington Market Marketing contact; heard from and relpy to Normal Green re: McCulloh homes contact	0.1	$	20.00	$ 2.00		
June	27	speak to Treena Moore/Lex Market (.2); reach out to Mr. Hill/McCulloh homes (.1); follow up Project Plase (.1); initial outreach to Druid Hill Community Dev. Corp: T Rice (.2)	0.2	$	20.00	$ 4.00		
June	28			$	20.00	$ -		
June	29			$	20.00	$ -		
June	30			$	20.00	$ -		
June	31			$	20.00	$ -		
			15	**TOTAL:**		**$ 300.00**		0.1

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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			TOTAL:		$	25.00

Subtotal Time:	**$**	**300.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**325.00**
Unbilled Hours		0.10

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KF-B

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	Frey-Balter
DATE SUBMITTED:	7/30/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 20.00	$ -			
July	2			$ 20.00	$ -			
July	3	Enoch Pratt Free Library	2.5	$ 20.00	$ 50.00			
July	4			$ 20.00	$ -			
July	5	Email management	0.1	$ 20.00	$ 2.00			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9			$ 20.00	$ -			
July	10	Enoch Pratt Free Library	1.25	$ 20.00	$ 25.00			
July	11			$ 20.00	$ -			
July	12			$ 20.00	$ -			
July	13			$ 20.00	$ -			
July	14			$ 20.00	$ -			
July	15			$ 20.00	$ -			
July	16	NL meeting	1	$ 20.00	$ 20.00			

July	17	Enoch Pratt Free Library	1.6	$ 20.00	$	32.00
July	18	House of Ruth; Healthcare for the Homeless; email management	2.3	$ 20.00	$	46.00
July	19			$ 20.00	$	-
July	20	Email management	0.1	$ 20.00	$	2.00
July	21			$ 20.00	$	-
July	22			$ 20.00	$	-
July	23			$ 20.00	$	-
July	24	Enoch Pratt Free Library	2	$ 20.00	$	40.00
July	25	Paul's Place; outreach; research	0.5	$ 20.00	$	10.00
July	26	Paul's Place; outreach; research	0.2	$ 20.00	$	4.00
July	27			$ 20.00	$	-
July	28			$ 20.00	$	-
July	29			$ 20.00	$	-
July	30	My Sister's place outreach	0.2	$ 20.00	$	4.00
July	31			$ 20.00	$	-
			11.75	**TOTAL:**	**$**	**235.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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Subtotal Time:	**$**	**235.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**260.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KF-B

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

	INVOICE FOR MONTH OF:	***July***	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Jackson	
	DATE SUBMITTED:	8/3/2018	
	YEAR:	2018	

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 20.00	$ -			
July	2			$ 20.00	$ -			
July	3			$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$ 20.00	$ 20.00			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9			$ 20.00	$ -			
July	10			$ 20.00	$ -			
July	11			$ 20.00	$ -			
July	12	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$ 20.00	$ 20.00			
July	13			$ 20.00	$ -			
July	14			$ 20.00	$ -			
July	15			$ 20.00	$ -			
July	16			$ 20.00	$ -			

July	17			$	20.00	$	-
July	18			$	20.00	$	-
July	19	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$	20.00	$	20.00
July	20			$	20.00	$	-
July	21			$	20.00	$	-
July	22			$	20.00	$	-
July	23			$	20.00		
July	24	Brochure Distribution/Community Engagement	2.5	$	20.00	$	50.00
July	25			$	20.00	$	-
July	26	Weekly Community Engagement Tabling Event @ Herring Run Library	1.5	$	20.00	$	30.00
July	27			$	20.00	$	-
July	28			$	20.00	$	-
July	29	Brochure Distribution/Community Engagement	3	$	20.00	$	60.00
July	30			$	20.00		
July	31	Brochure Distribution/Community Engagement	2.5	$	20.00	$	50.00
			12.5	**TOTAL:**		**$**	**250.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$-
								$ -
								$ -
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				TOTAL:	$ 25.00

Subtotal Time:	**$**	**250.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**275.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KLJ

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Jackson
DATE SUBMITTED:	9/4/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			$ 20.00	$ -			
August	2	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$ 20.00	$ 20.00			
August	3			$ 20.00	$ -			
August	4			$ 20.00	$ -			
August	5			$ 20.00	$ -			
August	6			$ 20.00	$ -			
August	7			$ 20.00	$ -			
August	8			$ 20.00	$ -			
August	9	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$ 20.00	$ 20.00			
August	10			$ 20.00	$ -			
August	11			$ 20.00	$ -			
August	12			$ 20.00	$ -			
August	13			$ 20.00	$ -			
August	14			$ 20.00	$ -			
August	15			$ 20.00	$ -			
August	16	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$ 20.00	$ 20.00			

August	17			$	20.00	$	-
August	18			$	20.00	$	-
August	19			$	20.00	$	-
August	20			$	20.00	$	-
August	21			$	20.00	$	-
August	22			$	20.00	$	-
August	23			$	20.00		
August	24			$	20.00	$	-
August	25			$	20.00	$	-
August	26			$	20.00	$	-
August	27	Brochure Distribution/Community Engagement	1	$	20.00	$	20.00
August	28	Brochure Distribution/Community Engagement	1	$	20.00	$	20.00
August	29	Brochure Distribution/Community Engagement	4	$	20.00	$	80.00
August	30			$	20.00		
August	31	Weekly Community Engagement Tabling Event @ Herring Run Library	1	$	20.00	$	20.00
			10	**TOTAL:**		**$**	**200.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$-
								$ -
								$ -
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				TOTAL:	$ 25.00

Subtotal Time:	**$**	**200.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**225.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	KLJ

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	Johnson
DATE SUBMITTED:	7/6/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1	Community Outreach	2	$ 20.00	$ 40.00			
July	2			$ 20.00	$ -			
July	3			$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5	Community Outreach	2	$ 20.00	$ 40.00			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9			$ 20.00	$ -			
July	10			$ 20.00	$ -			
July	11	Open dialouge with residents at Rec center location	1	$ 20.00	$ 20.00			
July	12			$ 20.00	$ -			
July	13			$ 20.00	$ -			
July	14	Community Outreach	2	$ 20.00	$ 40.00			
July	15			$ 20.00	$ -			
July	16			$ 20.00	$ -			

July	17			$ 20.00	$	-
July	18	Open dialouge with residents at Rec center location	1	$ 20.00	$	20.00
July	19	Community Outreach	2	$ 20.00	$	40.00
Jully	20			$ 20.00	$	-
July	21			$ 20.00	$	-
July	22			$ 20.00	$	-
Ju;y	23	Community Outreach	2	$ 20.00	$	40.00
Ju;y	24			$ 20.00	$	-
July	25	Open dialouge with residents at Rec center location	1	$ 20.00	$	20.00
July	26			$ 20.00	$	-
July	27			$ 20.00	$	-
July	28			$ 20.00	$	-
July	29			$ 20.00	$	-
July	30	COmmunity Outreach	1	$ 20.00	$	20.00
July	31	COmmunity Outreach	1	$ 20.00	$	20.00
			15	**TOTAL:**	**$**	**300.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
7/1/2018	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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				TOTAL:	$ 25.00

Subtotal Time:	**$ 300.00**
Subtotal Expenses:	**$ 25.00**
TOTAL:	**$ 325.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	IJ

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	Howard Roberts
DATE SUBMITTED:	7/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
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3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	4	Attended meeting at Grafitti Church in refernce to community involvement in Summer Sports Camp at Mund Park on Greenmount --- 12 gathered … I distributed brocures to all	2	$ 20.00	$ 40.00			
June	5	Phoned listed Community associations and 12th District Councilmatic district office to gather updates on active Community Associations in district, any that the councilman was attending this month … inquired about any upcoming community gatherings in the Eastern District that they would suggest could benefit from updates from the Monitoring team.	2	$ 20.00	$ 40.00			
June	10	New church on Caroline and North Ave. … no presence during the week … no church name signaged … decided to stop by after services on Sunday to distribute brochures , spoke to those gathered … mostly Latinos attending … 20 to 30 got brochures	1	$ 20.00	$ 20.00			
June				$ 20.00	$ -			
June	12			$ 20.00	$ -	Attended Police Reform event at the Humanium building - distributed brochures … 10-15 in attendance	2	
June				$ 20.00	$ -			
June				$ 20.00	$ -			
June	18	Attended community presentation at Dr. Bernard Harris school on the Host Home program of St. Ambrose Housing - program designed to place homeless youth in a home for 3 months … mostly homeowners targeted in Johnston square, Oliver , Darley Park and Broadway east communities … thought it would be an excellent forum to be at to mix and mingle with stake holder types and pass out brochures -- 12 in attendance ... distributed brochures to all. Attended the Liaison meeting at the Community Mediation main office.	4	$ 20.00	$ 80.00			
June				$ 20.00	$ -			

June	20	Dropped flyers, spoke to those gathered at meeting with residents of McElderry Park ... 6 to 10 attending	1	$	20.00	$	20.00
June	21	Club at Collington's open house ... passed out brochures ... 10-15 ... about 40 in attendance	1	$	20.00	$	20.00
June	26	Attended CARE's Community Association meeting ... Brian had come early and left brochures ... I stayed after and spoke with those gathered - 15 to 20 in attendance	2	$	20.00	$	40.00
June				$	20.00	$	-
June	28	Dropped flyers at the following locations : Wolf Street Library , Marian House, and Beans and Bread Soup Kitchen ... spoke to those gathered at each site , encouraged participation in upcoming Police Reform events - share schedule with a few of them ... roughly 40 people amongst all stops spoken to.	2	$	20.00	$	40.00
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
June				$	20.00	$	-
			15	**TOTAL:**		**$**	**300.00**

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
								$ -
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			TOTAL:	$ 25.00

Subtotal Time:	**$**	**300.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**325.00**
Unbilled Hours		2.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	HR

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	Howard Roberts
DATE SUBMITTED:	8/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
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3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	2	Patterson Park Enoch Pratt Free Library	1	$ 20.00	$ 20.00			
July	9	Called community associations to schedule discussions	1	$ 20.00	$ 20.00			
July	10	Oliver Community Food Drop Off Center	2	$ 20.00	$ 40.00			
July				$ 20.00	$ -			
July	12	Oliver Senior Center	2	$ 20.00	$ 40.00			
July				$ 20.00	$ -			
July	16	NL Meeting	2	$ 20.00	$ 40.00			
July				$ 20.00	$ -			
July	17	Community prayer walk	2	$ 20.00	$ 40.00			
July	20	Harford Heights School	1	$ 20.00	$ 20.00			
July	24	Flyer drop offs at Memorial Baptist	1	$ 20.00	$ 20.00			
July	25	Flyer drop offs at Zion Baptist, Knox Presbyterian, and St. Wenceslaus churches	1	$ 20.00	$ 20.00			
July				$ 20.00	$ -			
July	28	Flyer drop off at ministers in training	2	$ 20.00	$ 40.00			
July				$ 20.00	$ -			
July				$ 20.00	$ -			

July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
July		$	20.00	$	-	
	15	**TOTAL:**		**$**	**300.00**	0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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				TOTAL:	$ 25.00

Subtotal Time:	**$ 300.00**
Subtotal Expenses:	**$ 25.00**
TOTAL:	**$ 325.00**
Unbilled Hours	0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	HR

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Howard Roberts
DATE SUBMITTED:	9/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
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6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	2	Staffed table at Eastside Community Action center	1	$ 20.00	$ 20.00			
August	9	Staffed table at Eastside Community Action center	1	$ 20.00	$ 20.00			
August	21	Oliver Community Food Drop	2	$ 20.00	$ 40.00			
August	11	Staffed table at AFRAM	3	$ 20.00	$ 60.00			
August	15	Attended meeting at Zion Baptist for Turnaround Tuesday	1	$ 20.00	$ 20.00			
August				$ 20.00	$ -			
August	16	Wolf Street branch of Enoch Pratt … dropped fliers , Herring Run Branch of Enoch Pratt … dropped brochures	1	$ 20.00	$ 20.00			
August				$ 20.00	$ -			
August	17	Attended Parent / teacher gatherings	2	$ 20.00	$ 40.00			
August	20	Dropped flyers, spoke to those gathered at St. Frances and Madison Rec Centers	1	$ 20.00	$ 20.00			
August	22	Passed out brochures during weekly office hours at the Eastern Community Action Center	2	$ 20.00	$ 40.00			
August	25	Dropped fliers at Memorial Baptist, Knox Presbyterian, St. Ann's, Mesopotamia and St. Wenceslaus churches	1	$ 20.00	$ 20.00			
August				$ 20.00	$ -			
August				$ 20.00	$ -			
August				$ 20.00	$ -			
August				$ 20.00	$ -			

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August			$ 20.00	$ -		
August			$ 20.00	$ -		
August			$ 20.00	$ -		
		15	**TOTAL:**	**$ 300.00**		0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Travel, Other		Monthly Travel Stipend				$ 25.00	$ 25.00
								$ -
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			TOTAL:	$ 25.00

Subtotal Time:	**$**	**300.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**325.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	HR

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	Roberts, M.
DATE SUBMITTED:	7/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1		0	$ 20.00	$ -			
June	2		0	$ 20.00	$ -			
June	3		0	$ 20.00	$ -			
June	4			$ 20.00	$ -			
June	5	Land Use Meeting: CVCBD	0.1	$ 20.00	$ 2.00			
June	6	CVCBD Secuirty Meeting, CLC Bus Tour	0.7	$ 20.00	$ 14.00			
June	7	Office Hours: 28th Street Center	1	$ 20.00	$ 20.00			
June	8		0	$ 20.00	$ -			
June	9		0	$ 20.00	$ -			
June	10			$ 20.00	$ -			
June	11			$ 20.00	$ -			
June	12		0	$ 20.00	$ -			
June	13			$ 20.00	$ -			
June	14	Office Hours: 28th Street Center	1	$ 20.00	$ 20.00			
June	15			$ 20.00	$ -			
June	16		0	$ 20.00	$ -			

June	17	The Crossing @ Northwest Shopping Center	0.5	$	20.00	$	10.00
June	18			$	20.00	$	-
June	19			$	20.00	$	-
June	20	Alternate Dispute Salon @ Colonnade	0.5	$	20.00	$	10.00
June	21	Office Hours: 28th Street Center	1	$	20.00	$	20.00
June	22		0	$	20.00	$	-
June	23			$	20.00	$	-
June	24			$	20.00	$	-
June	25		0	$	20.00	$	-
June	26			$	20.00	$	-
June	27			$	20.00	$	-
June	28			$	20.00	$	-
June	29			$	20.00	$	-
June	30		0	$	20.00	$	-
June	31			$	20.00	$	-
			4.8	**TOTAL:**		**$**	**96.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**96.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**96.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	MJR III

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	Roberts, M.
DATE SUBMITTED:	7/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1		0	$ 20.00	$ -			
July	2		0	$ 20.00	$ -			
July	3		0	$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5	Land Use Meeting: CVCBD	0.1	$ 20.00	$ 2.00			
July	6	CVCBD Secuirty Meeting, CLC Bus Tour	0.7	$ 20.00	$ 14.00			
July	7	Office Hours: 28th Street Center	1	$ 20.00	$ 20.00			
July	8		0	$ 20.00	$ -			
July	9		0	$ 20.00	$ -			
July	10			$ 20.00	$ -			
July	11			$ 20.00	$ -			
July	12		0	$ 20.00	$ -			
July	13			$ 20.00	$ -			
July	14	Office Hours: 28th Street Center	1	$ 20.00	$ 20.00			
July	15			$ 20.00	$ -			
July	16		0	$ 20.00	$ -			

July	17	The Crossing @ Northwest Shopping Center	0.5	$	20.00	$	10.00
July	18			$	20.00	$	-
July	19			$	20.00	$	-
July	20	Alternate Dispute Salon @ Colonnade	0.5	$	20.00	$	10.00
July	21	Office Hours: 28th Street Center	1	$	20.00	$	20.00
July	22		0	$	20.00	$	-
July	23			$	20.00	$	-
July	24			$	20.00	$	-
July	25		0	$	20.00	$	-
July	26			$	20.00	$	-
July	27			$	20.00	$	-
July	28			$	20.00	$	-
July	29			$	20.00	$	-
July	30		0	$	20.00	$	-
July	31			$	20.00	$	-
			4.8	**TOTAL:**		**$**	**96.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
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Subtotal Time:	**$**	**96.00**
Subtotal Expenses:	**$**	**-**
TOTAL:	**$**	**96.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	MJR III

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***August***
INVOICE SUBMITTED BY:	Roberts, M.
DATE SUBMITTED:	9/3/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1	Attended CVCA Meeting	1	$ 20.00	$ 20.00			
August	2	Office Hours at Roland Park Library	1.5	$ 20.00	$ 30.00			
August	3			$ 20.00	$ -			
August	4			$ 20.00	$ -			
August	5			$ 20.00	$ -			
August	6	Harwood Community Association Meeting	0.5	$ 20.00	$ 10.00			
August	7	National Night Out Harwood	1	$ 20.00	$ 20.00			
August	8			$ 20.00	$ -			
August	9			$ 20.00	$ -			
August	10			$ 20.00	$ -			
August	11	29th Street Basketball Tournament	1	$ 20.00	$ 20.00			
August	12		0	$ 20.00	$ -			
August	13			$ 20.00	$ -			
August	14	YMCA Office Hours, meeting with owner of Ibello Upholstery	1.2	$ 20.00	$ 24.00			
August	15	Northern Police District Community Meeting, BPD Consent Decree Policy Staff Present	1.5	$ 20.00	$ 30.00			
August	16	Roland Park Office Hours	1	$ 20.00	$ 20.00			

August	17			$	20.00	$	-
August	18			$	20.00	$	-
August	19			$	20.00	$	-
August	20	Liaison Meeting	1	$	20.00	$	20.00
August	21			$	20.00	$	-
August	22			$	20.00	$	-
August	23	Waverly Branch restocking and two stores nearby	0.2	$	20.00	$	4.00
August	24			$	20.00	$	-
August	25			$	20.00	$	-
August	26			$	20.00	$	-
August	27			$	20.00	$	-
August	28	Central Baltimore Partnership Task Force Meeting	1	$	20.00	$	20.00
August	29			$	20.00	$	-
August	30			$	20.00	$	-
August	31			$	20.00	$	-
			10.9	**TOTAL:**		**$**	**218.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	Category			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of $69 per day)	Non-Meal Description	Non-Meal Expense	Total
	Travel, Other		Monthly Travel Stipend					$ 25.00
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				TOTAL:	$ 25.00

Subtotal Time:	**$**	**218.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**243.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	mjriii

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***June***
INVOICE SUBMITTED BY:	White
DATE SUBMITTED:	8/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1			$ 20.00	$ -			
June	2			$ 20.00	$ -			
June	3			$ 20.00	$ -			
June	4			$ 20.00	$ -			
June	5			$ 20.00	$ -			
June	6			$ 20.00	$ -			
June	7			$ 20.00	$ -			
June	8			$ 20.00	$ -			
June	9			$ 20.00	$ -			
June	10			$ 20.00	$ -			
June	11			$ 20.00	$ -			
June	12			$ 20.00	$ -			
June	13			$ 20.00	$ -			
June	14			$ 20.00	$ -			
June	15			$ 20.00	$ -			
June	16			$ 20.00	$ -			

June	17			$	20.00	$	-
June	18	Monthly NL Meeting	2	$	20.00	$	40.00
June	19			$	20.00	$	-
June	20			$	20.00	$	-
June	21			$	20.00	$	-
June	22			$	20.00	$	-
June	23			$	20.00	$	-
June	24			$	20.00	$	-
June	25			$	20.00	$	-
June	26			$	20.00	$	-
June	27			$	20.00	$	-
June	28			$	20.00	$	-
June	29			$	20.00	$	-
June	30	Mayor's Resource Fair	3	$	20.00	$	60.00
June	31			$	20.00	$	-
			5	**TOTAL:**		**$**	**100.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ -
6/18/2018						Traveled via public transportation	$ 5.00	$ 5.00
6/30/2018						Traveled via public transportation	$ 5.00	$ 5.00
						Traveled via public transportation	$ 5.00	$ 5.00
						Traveled via public transportation	$ 5.00	$ 5.00
						Traveled via public transportation	$ 5.00	$ 5.00
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				TOTAL:	$ 25.00

Subtotal Time:	**$**	**100.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**125.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	EW

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INVOICE FOR MONTH OF:	***July***
INVOICE SUBMITTED BY:	White
DATE SUBMITTED:	8/5/2018
YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
July	1			$ 20.00	$ -			
July	2			$ 20.00	$ -			
July	3			$ 20.00	$ -			
July	4			$ 20.00	$ -			
July	5			$ 20.00	$ -			
July	6			$ 20.00	$ -			
July	7			$ 20.00	$ -			
July	8			$ 20.00	$ -			
July	9			$ 20.00	$ -			
July	10			$ 20.00	$ -			
July	11			$ 20.00	$ -			
July	12			$ 20.00	$ -			
July	13			$ 20.00	$ -			
July	14			$ 20.00	$ -			
July	15			$ 20.00	$ -			
July	16			$ 20.00	$ -			

July	17			$	20.00	$ -
July	18			$	20.00	$ -
July	19			$	20.00	$ -
July	20			$	20.00	$ -
July	21			$	20.00	$ -
July	22			$	20.00	$ -
July	23			$	20.00	$ -
July	24			$	20.00	$ -
July	25	Conducted outreach at Hillsdale Manor Apartments, Wayland Village Senior Apts. One Stop Convenience Store	2.5	$	20.00	$ 50.00
July	26			$	20.00	$ -
July	27	Attended community meeting at Wayland Baptist Church	2	$	20.00	$ 40.00
July	28			$	20.00	$ -
July	29	Attended community meeting at New Restoration	1	$	20.00	$ 20.00
July	30			$	20.00	$ -
July	31			$	20.00	$ -
			5.5	**TOTAL:**	**$**	**110.00** 0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ -
7/25/2018						Traveled via public transportation	$ 5.00	$ 5.00
7/27/2018						Traveled via public transportation	$ 5.00	$ 5.00
7/29/2018						Traveled via public transportation	$ 5.00	$ 5.00
						Traveled via public transportation	$ 5.00	$ 5.00
						Traveled via public transportation	$ 5.00	$ 5.00
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				TOTAL:	$ 25.00

Subtotal Time:	**$**	**110.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**135.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	EW

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

	INVOICE FOR MONTH OF:	***August***
	INVOICE SUBMITTED BY:	Erica White
	DATE SUBMITTED:	9/4/2018
	YEAR:	2018

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			$ 20.00	$ -			
August	2			$ 20.00	$ -			
August	3			$ 20.00	$ -			
August	4			$ 20.00	$ -			
August	5			$ 20.00	$ -			
August	6			$ 20.00	$ -			
August	7			$ 20.00	$ -			
August	8			$ 20.00	$ -			
August	9			$ 20.00	$ -			
August	10			$ 20.00	$ -			
August	11	Tabled at AFRAM	7	$ 20.00	$ 140.00			
August	12			$ 20.00	$ -			
August	13			$ 20.00	$ -			
August	14			$ 20.00	$ -			
August	15	Prayer walk and food give away at New Restoration	2	$ 20.00	$ 40.00			
August	16			$ 20.00	$ -			

August	17			$ 20.00	$	-
August	18	bars, barbershops, and convience stores to drop off brochures	2	$ 20.00	$	40.00
August	19			$ 20.00	$	-
August	20			$ 20.00	$	-
August	21			$ 20.00	$	-
August	22			$ 20.00	$	-
August	23			$ 20.00	$	-
August	24			$ 20.00	$	-
August	25	back to school event	4	$ 20.00	$	80.00
August	26			$ 20.00	$	-
August	27			$ 20.00	$	-
August	28			$ 20.00	$	-
August	29			$ 20.00	$	-
August	30			$ 20.00	$	-
August	31			$ 20.00	$	-
			15	**TOTAL:**	**$**	**300.00**

0

EXPENSES

				MEALS + INCIDENTALS		NON MEALS		
Date	**Category**			**Travel Day**	**Total Meal + Incidentals (per daily Guidelines cap of $69 per day)**	**Non-Meal Description**	**Non-Meal Expense**	**Total**
	Travel, Other		Monthly Travel Stipend					$ 25.00
								$ -
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			TOTAL:	$	25.00

Subtotal Time:	**$**	**300.00**
Subtotal Expenses:	**$**	**25.00**
TOTAL:	**$**	**325.00**
Unbilled Hours		0.00

	INITIALS
Your initials here signify that the charges on this invoice are accurate:	EW