

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1289514
Vendor Name: Holbrook Travel
Invoice Number: 399062
Invoice Date: 5/17/2023
PO Number:
Check Number: E0095765
Check Amount: \$ 130,660.00
Check Date: 06/14/2023
Voucher Number: V0787961
Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment – Non-Purchase Order.

Date: May 17, 2023 Vendor ID: 1289514 Vendor Name: Holbrook Travel

Payee Address: 3540 NW 13th St. Gainesville, FL 32609 Payment Due Date: June 11, 2023

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
399062	05-60-00661-5505006	International Travel Costs	130,660.00
Total			\$ 130,660.00

Check the appropriate box below:

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

2023FA Tanzania (Biology)

Other Instructions:

All requests will require the following approvals:

Requester: Maren McKellin Digitally signed by Maren McKellin Date: 2023.05.26 11:21:49 -05'00' Print Name: _____

Budget Officer: Maren McKellin Digitally signed by Maren McKellin Date: 2023.05.26 11:22:03 -05'00' Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

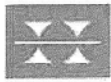
Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): Tamara McClain Digitally signed by Tamara McClain Date: 2023.05.26 11:22:03 -05'00' Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): Mark Curtis-Chavez Digitally signed by Mark Curtis-Chavez Date: 2023.05.26 13:43:55 -05'00' Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu



HOLBROOK
TRAVEL

05/25/2023
Invoice # 399062

College of DuPage- Tanzania Up Close: Culture, Safari And The Great Migration 2023

09/14/2023 - 09/27/2023

Kathleen Luczynski

	Price	Charge(s)	Amount
Land:	\$8,095.00	16	\$129,520.00
Air:		16 Round trip from Chicago (Ohare)	
Additional Services:			
ELIZABETH CURTIS SINGLE SUPPLEMENT			\$1,140.00
Invoice total:			\$130,660.00

Statement of account:

Date	Payment type	Number	Debits	Credits
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Deposits: \$0.00
Balance due: \$130,660.00

Please note: Your participation as a traveler indicates acceptance of Holbrook Travel's Covid-19 protocols in place at time of travel.



Please remit payment to: Holbrook Travel 3540 NW 13th Street Gainesville, FL 32609
Email: Accounting@HolbrookTravel.com Phone: 800-451-7111 Fax: 352-371-3710

05/25/2023
Invoice # 399062

College of DuPage- Tanzania Up Close: Culture, Safari And The Great Migration 2023

Kathleen Luczynski
6404 Loomes Ave.
Downers Grove, IL 60516

Amount Due: \$130,660.00
Payment: \$
Due date: 06/11/2023

"McKellin, Maren" <mckellin@cod.edu>

Check Request - Holbrook Travel (BIOLO)

"McKellin, Maren" <mckellin@cod.edu>

Fri, May 26, 2023 at 04:24 PM UTC

CC:

BCC:

Please pay the attached.

Thanks,

Maren

1 attachment

0794_001.pdf