

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1528637

Vendor Name: Emma Alcock

Invoice Number: 012518

Invoice Date: 01/25/18

PO Number:

Check Number: E0065126

Check Amount: \$ 46.64

Check Date: 01/31/2018

Department ID: 00473

Reviewer Name:

Voucher Number: V0492269

Redaction Type: FERPA

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

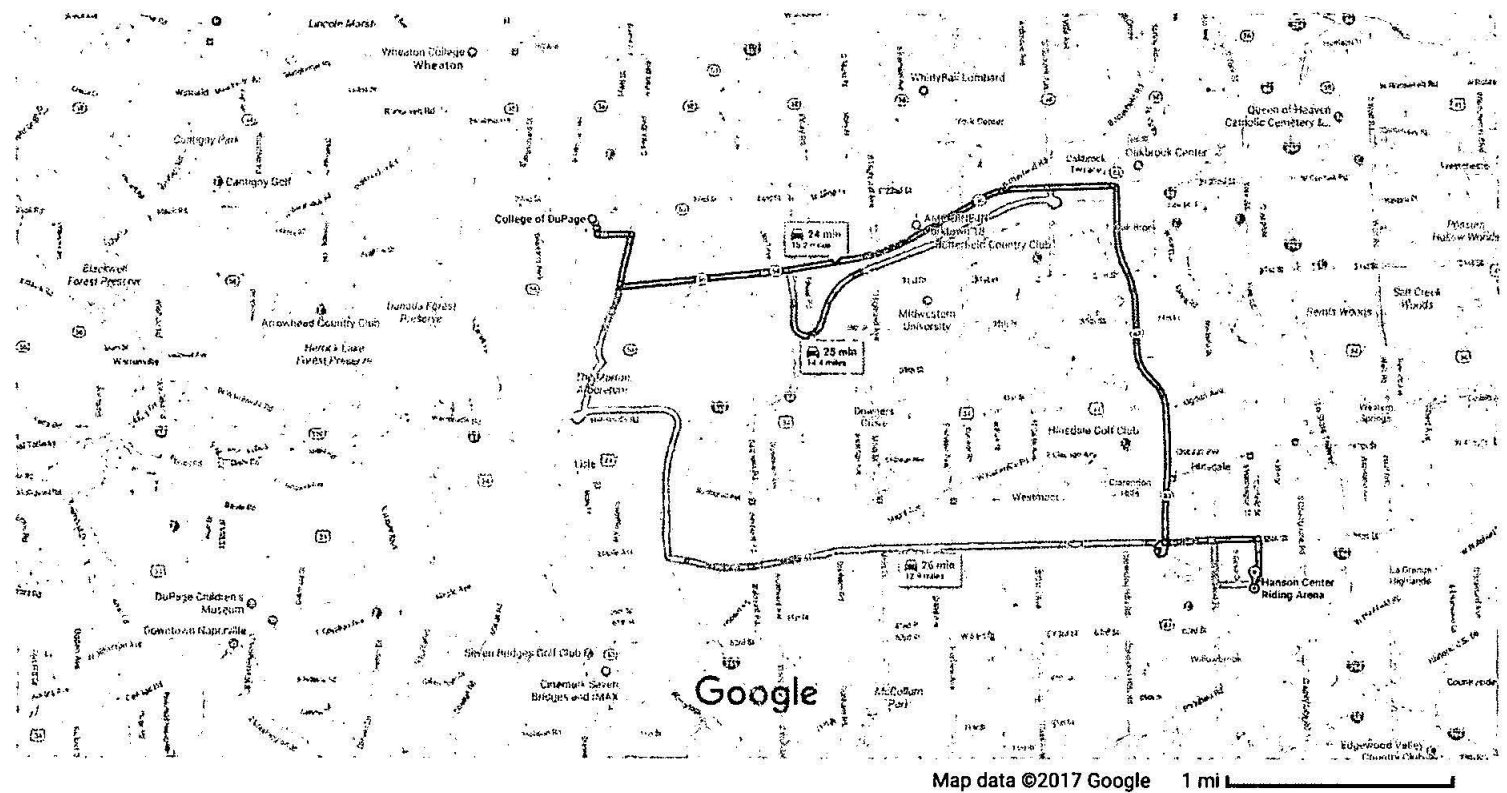


# REIMBURSABLE EXPENSE FORM

Full name of event (no initials): <u>Service Learning Site visits</u>  Location (City/State): <u>Chicago Suburbs, IL</u>  If applicable, attach a listing of all Guests to include their name, title, company name as well as the meeting agenda.			<b>IMPORTANT:</b> Attach original paid receipts for individual expenses \$15 or greater. The approved Pre-Travel Form is required for any business-related travel; Blue Copy of the Pre-Travel must be attached in those instances. <i>Refer to instructions on reverse side.</i> Attach additional forms if necessary.								
<b>AUTOMOBILE</b> As of January 1, 2015 the rate for use of a personal vehicle is 57.5¢/mile.			<b>ROOM &amp; TAX</b> (Adjusted to single room rate). Itemize charges by day.		<b>MEALS/INCIDENTALS</b> For more information on meals and incidental expenses, see instructions. Meals/Incidentals must be itemized by day.		<b>OTHER EXPENSES:</b> Includes, but are not limited to, tolls, phone calls, taxi/train/bus fare, registration fees, approved car rental, airfare, etc. Meals/food are not considered "other expense" and are to be itemized under Meals/Incidentals section. Attach original paid receipts for individual expenses totaling \$15.00 or greater.				
DATE	DESCRIPTION/BUSINESS PURPOSE	DAILY MILEAGE	RATE	AMOUNT	LODGING	B'FAST	LUNCH	DINNER	EXPLANATION	AMOUNT	TOTAL
11/3/17	Hanson Center visit	26.4	\$ .575	15.18							\$ 15.18
11/9/17	Fullersburg Woods visit	20.2	.535	11.62							\$ 11.62
11/13/17	Henny Hyde visit	21.8		12.54							\$ 12.54
11/16/17	World Relief visit	7.0		4.02							\$ 4.02
12/7/17	DuPage Family Center visit	11.8		6.78							\$ 6.78
<b>TOTAL</b>		87.2		50.14							\$ 50.14
						12/11/2017		Total Expense Authorized by Department		<u>\$ 50.14</u>	
						Date 12/11/17		Less Pre-Travel Advance Issued by the College			
						Budget Officer Approval		Amount Due Employee		<u>50.14</u>	
						Budget Officer Approval		Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage).			

# Google Maps College of DuPage to Hanson Center Riding Arena Drive 13.2 miles, 24 min

To and from COD. Mileage = 26.4 miles



## College of DuPage

425 Fawell Blvd, Glen Ellyn, IL 60137

Take College Rd and S Park Blvd to IL-56 E/Butterfield Rd

- ↑ 1. Head southeast 4 min (1.2 mi)
  - ↩ 2. Turn left toward College Rd 177 ft
  - ↩ 3. Turn left toward College Rd 0.1 mi
  - ↪ 4. Turn right toward College Rd 75 ft
  - ↩ 5. Turn left onto College Rd 390 ft
  - ↪ 6. Turn right onto S Park Blvd 0.4 mi
  - ↩ 7. Turn left onto IL-56 E/Butterfield Rd 0.6 mi
- 10 min (4.6 mi)

- ↑ 8. Continue straight onto W 22nd St
- 3 min (1.3 mi)

**Follow IL-83 S to W 55th St in Clarendon Hills. Take the 55th St exit from IL-83 S**

- ↘ 9. Use the right 2 lanes to turn right onto IL-83 S
- 5 min (4.5 mi)
- ↘ 10. Take the 55th St exit
- 4.2 mi
- ↘ 11. Keep right at the fork, follow signs for 55th Street E and merge onto W 55th St
- 0.2 mi
- 0.2 mi

**Continue on W 55th St. Drive to E 59th St**

- ↘ 12. Merge onto W 55th St
- 4 min (1.6 mi)
- ↘ 13. Turn right onto S Garfield St
- 1.1 mi
- ↘ 14. Turn right onto E 59th St
- 0.5 mi
- ⓘ Destination will be on the left
- 315 ft

## Hanson Center Riding Arena

15W431 E 59th St, Burr Ridge, IL 60527

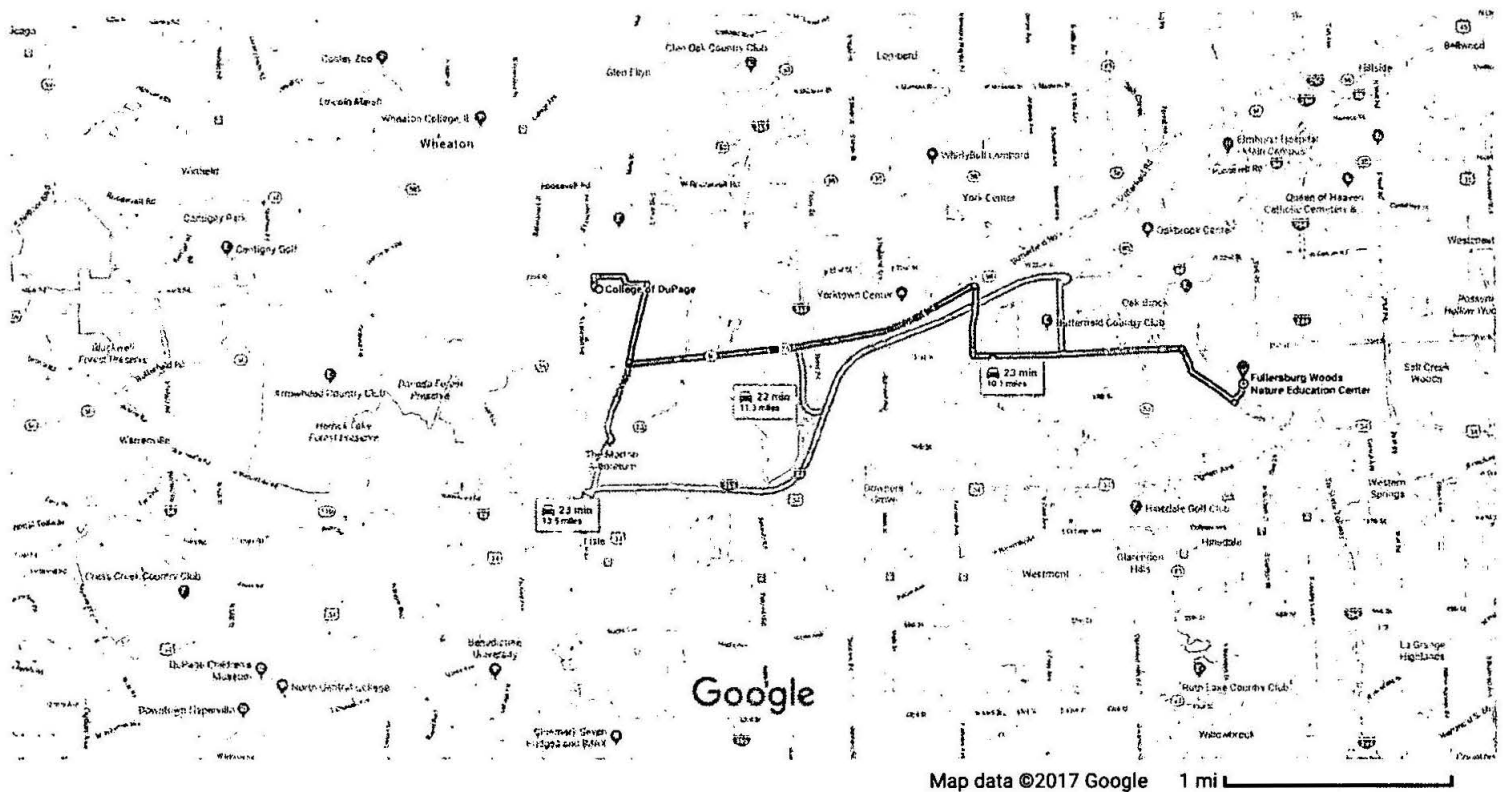
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps

College of DuPage to Fullersburg Woods Nature Education Center

Drive 10.1 miles, 23 min

To and from COD. Mileage = 20.2 miles



## College of DuPage

425 Fawell Blvd, Glen Ellyn, IL 60137

### Take Prairie Drive to Fawell Blvd

- ↑ 1. Head west 1 min (0.2 mi)
- 2. Turn right toward Prairie Drive 102 ft
- 3. Turn right onto Prairie Drive 184 ft
- 0.1 mi

### Take IL-56 E/Butterfield Rd and 31st St/Oak Brook Rd to Spring Rd in Oak Brook

- 4. Turn right onto Fawell Blvd 19 min (8.8 mi)
- 5. Turn right onto S Park Blvd 0.7 mi
- 6. Turn left onto IL-56 E/Butterfield Rd 0.9 mi
- 7. Slight right toward S Meyers Rd 4.1 mi
- 157 ft

- 8. Slight right onto S Meyers Rd 0.8 mi
- 9. Turn left onto 31st St/Oak Brook Rd 2.4 mi

**Continue on Spring Rd to your destination**

- 10. Turn right onto Spring Rd 3 min (1.1 mi)  
⚠ Turn is not allowed Mon–Fri 3:00 – 6:00 PM 0.9 mi
- 11. Turn left 0.2 mi

**Fullersburg Woods Nature Education Center**

3609 Spring Rd, Oak Brook, IL 60523

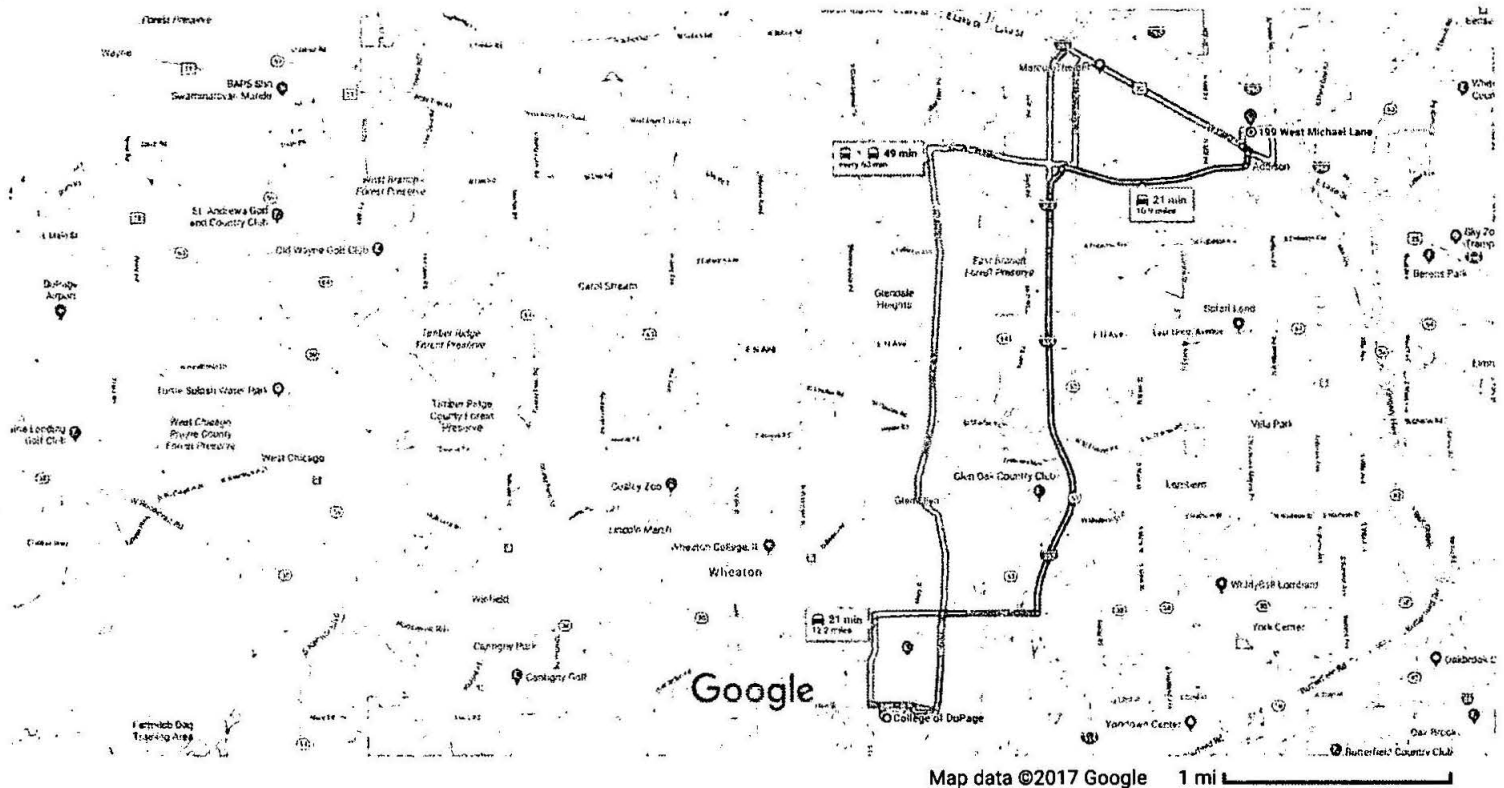
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Google Maps

College of DuPage to 199 West Michael Lane,  
Addison, IL

Drive 10.9 miles, 21 min

To and from COD. Mileage = 21.8 miles



## College of DuPage

425 Fawell Blvd, Glen Ellyn, IL 60137

### Follow Fawell Blvd and S Park Blvd to W Roosevelt Rd

- ↑ 1. Head west  
102 ft
- 2. Turn right toward Prairie Drive  
184 ft
- 3. Turn right onto Prairie Drive  
0.1 mi
- 4. Turn right onto Fawell Blvd  
0.7 mi
- 5. Turn left onto S Park Blvd  
1.1 mi

### Take I-355 N to E Army Trail Rd in Addison. Exit from I-355 N

- 6. Turn right onto W Roosevelt Rd  
1.1 mi

- 7. Use the left 2 lanes to turn left to merge onto I-355 N  
Partial toll road  
4.2 mi
- 8. Use the right 2 lanes to take the exit toward E Army Trail Rd  
Partial toll road  
0.6 mi
- 9. Keep right, follow signs for Army Trail Rd  
0.4 mi

**Follow E Army Trail Rd to W Lake St in Addison Township**

- 10. Turn right onto E Army Trail Rd (signs for Addison)  
2.1 mi
- 11. Continue straight onto John F Kennedy Dr  
0.1 mi
- 12. Turn left onto W Lake St  
40 s (0.1 mi)

**Continue on Lincoln Ave. Drive to W Michael Ln**

- 13. Turn right onto Lincoln Ave  
0.2 mi
- 14. Turn right onto W Michael Ln  
Destination will be on the right  
0.1 mi

**199 W Michael Ln**

Addison, IL 60101

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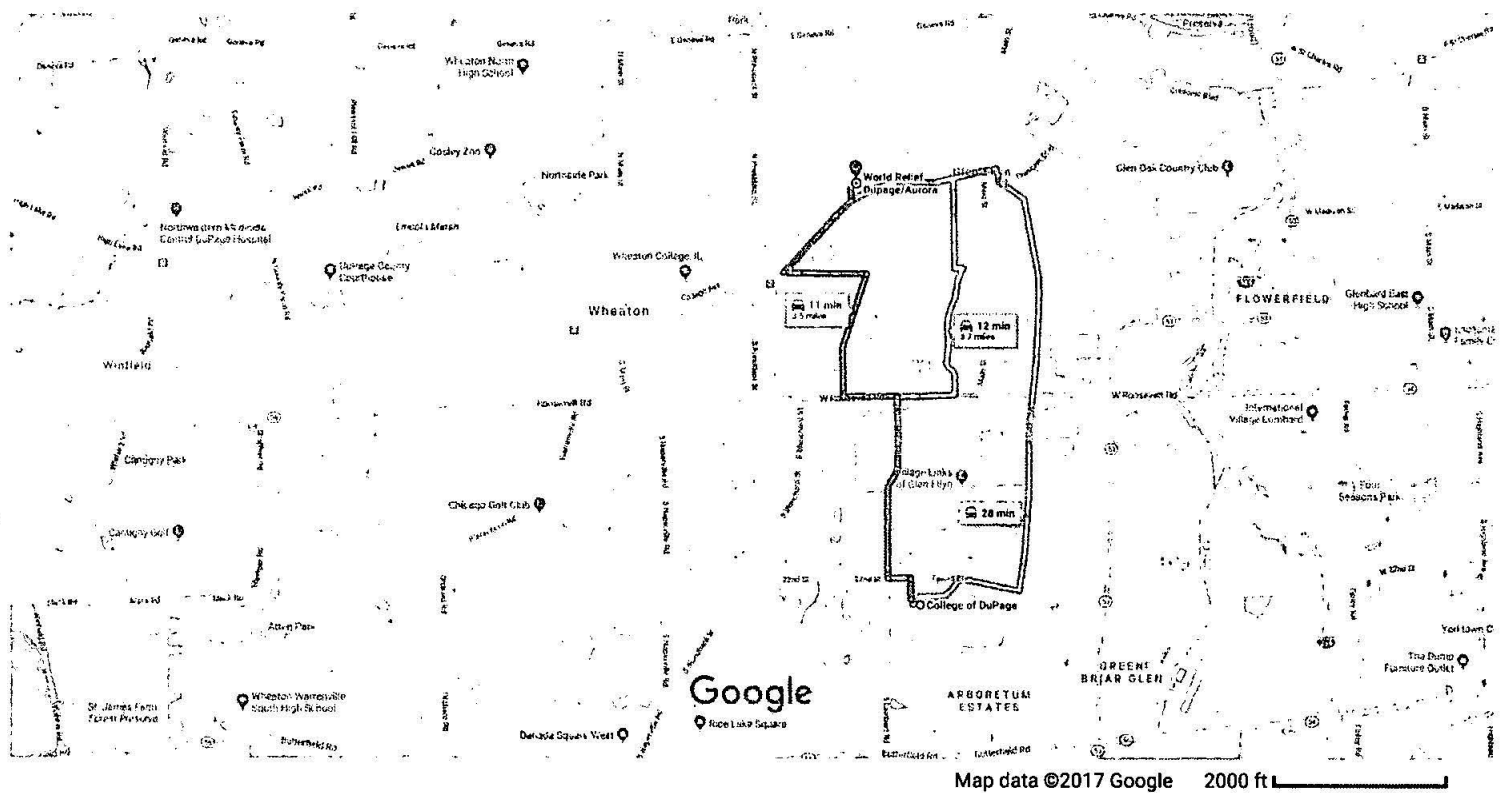


Google Maps

College of DuPage to World Relief Dupage/Aurora

Drive 3.5 miles, 11 min

To and from COD. Mileage = 7 miles



## College of DuPage

425 Fawell Blvd, Glen Ellyn, IL 60137

### Take Prairie Drive to Fawell Blvd

1. Head west 1 min (0.2 mi)
2. Turn right toward Prairie Drive 102 ft
3. Turn right onto Prairie Drive 184 ft
- 0.1 mi

### Take S Lambert Rd to S Lorraine Rd in Wheaton

4. Turn left onto Fawell Blvd 4 min (1.5 mi)
- 0.1 mi
5. Turn right onto S Lambert Rd 1.0 mi
6. Turn left onto W Roosevelt Rd 0.3 mi

### Continue on S Lorraine Rd to College Ave

3 min (1.2 mi)

- 7. Turn right onto S Lorraine Rd  
0.7 mi
- 8. Turn left onto Hill Ave  
0.5 mi
- 9. Turn right onto College Ave  
1 min (0.6 mi)
- 10. Turn left  
 Destination will be on the right  
47 s (377 ft)

## World Relief Dupage/Aurora

1825 College Ave #230, Wheaton, IL 60187

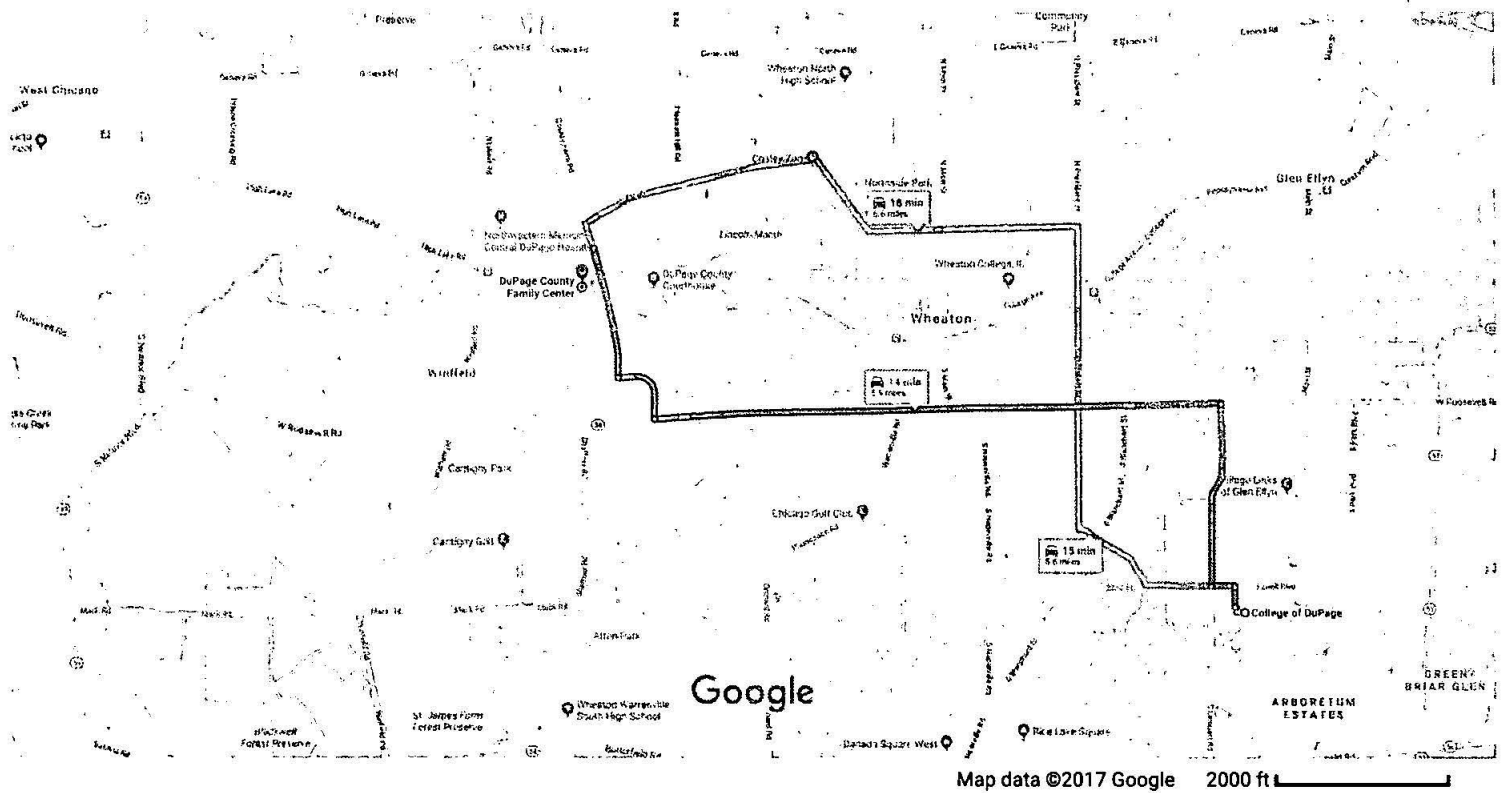
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Google Maps

College of DuPage to DuPage County Family Center

Drive 5.9 miles, 14 min

To and from COD. Mileage = 11.8 miles



## College of DuPage

425 Fawell Blvd, Glen Ellyn, IL 60137

### Take S Lambert Rd to IL-38 W/W Roosevelt Rd

- ↑ 1. Head west 4 min (1.3 mi)
- 2. Turn right toward Prairie Drive 102 ft
- 3. Turn right onto Prairie Drive 184 ft
- 4. Turn left onto Fawell Blvd 0.1 mi
- 5. Turn right onto S Lambert Rd 0.1 mi
- 6. Turn left onto IL-38 W/W Roosevelt Rd 1.0 mi
- 7 min (3.2 mi)

### Drive to N County Farm Rd

- 7. Turn right onto Fapp Cir 4 min (1.4 mi)
- 0.4 mi

- 8. Turn right onto S County Farm Rd 0.7 mi
- 9. Make a U-turn at Harrison St 0.2 mi

## DuPage County Family Center

422 N County Farm Rd, Wheaton, IL 60187

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