

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1545236
Vendor Name: Countance P. Anderson
Invoice Number: 032218
Invoice Date: 03/22/18
PO Number:
Check Number: 0234761
Check Amount: \$ 79.70
Check Date: 04/11/2018
Department ID: 00797
Reviewer Name:
Voucher Number: V0507336
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

REC'D

REIMBURSABLE EXPENSE FORM

Full name of event (no initials): <u>Associate Vice President, Student Affairs</u> Location (City/State): <u>Campus Visit</u> If applicable, attach a listing of all Guests to include their name, title, company name as well as the meeting agenda.			IMPORTANT: 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. Refer to instructions on reverse side. Attach additional forms if necessary.									
AUTOMOBILE As of January 1, 2015 the rate for use of a personal vehicle is 57.5¢/mile.			ROOM & TAX (Adjusted to single room rate) Itemize charges by day.		MEALS/INCIDENTALS (Adjusted to one meal per day) Itemize meals and incidental expenses, see instructions. Meals/Incidentals must be \$5.00 or greater.		OTHER EXPENSES: 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 to form \$15.00 or greater.					
			AP VERIFIED 03/29/18 - BETHANY CRUSE									
DATE	DESCRIPTION/BUSINESS PURPOSE	DAILY MILEAGE	RATE	AMOUNT	LODGING	MEALS	INCIDENTALS	OTHER	EXPLANATION	AMOUNT	TOTAL	
3/6/18	meal reimbursement							14.58		14.58	14.58	
3/7/18	meal reimbursement							14.12		14.12	14.12	
3/7/18	car rental			51.00						51.00	51.00	
TOTAL												
Dr. Countance Anderson Name (please print) Academic Affairs Department Name 1545236 Employee Colleague ID Number			Countance Anderson Signature [Signature] Budget Officer Approval [Signature]			3-22-18 Date 3/27/18 Date 3/28/18 Date			Total Expense Authorized by Department Less Pre-Travel Advance Issued by the College Amount Due Employee Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage).		79.70 79.70	
ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE					FOR OFFICE USE ONLY:							
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT	Audited By: Audited By: Extensions/Footings Checked: Comments:							
01	80	00797	5504001	\$ 79.70								
				\$								
				\$								
				\$								

ENTERPRISE LEASING COMPANY OF CHICAGO, 4940 RIVER RD, SCHILLER PARK, IL 601761120 (847) 233-7600

RENTAL AGREEMENT REF#
68727 1KYPJL

SUMMARY OF CHARGES

RENTER
ANDERSON, COUNTANCE

DATE & TIME OUT
03/05/2018 03:15 PM
DATE & TIME IN
03/07/2018 05:34 PM

BILLING CYCLE
24-HOUR

CAR CLASS CHARGED
ICAR

VEH #1 2017 TOYO CORO LE
VIN# 2T1BURHE9HC747907
LIC# 141WMK
MILES DRIVEN 127
CAR CLASS: ICAR

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	03/05 - 03/07	2	DAY	\$34.99	\$69.98
TIME & DISTANCE	03/07 - 03/07	2	HOUR	\$11.66	\$23.32
REFUELING CHARGE	03/05 - 03/07				\$0.00
Subtotal:					\$93.30
Taxes & Surcharges					
LESSOR TAX	03/05 - 03/07	1	RENTAL	\$0.95	\$0.95
AUTO RENTAL TAX	03/05 - 03/07			12%	\$11.61
VLCRF	03/05 - 03/07	3	DAY	\$1.15	\$3.45
Total Charges:					\$109.31
Bill-To / Deposits					
DEPOSITS					(\$109.31)

Total Estimated Amount Due \$0.00

PAYMENT INFORMATION

AMOUNT PAID TYPE
\$109.31 Mastercard

CREDIT CARD NUMBER
xxxxxxxxxxxx8484

HOULIHAN'S

321 Rice Lake Sq | Wheaton
630.690.5550 | #123

BAR

Check: 128 Server: STEFANI E

Table Cover Party Date Time
23 0 1 03/06/2018 18:53:00
Seats: 2

2 \$CAESAR SAL 1ST 9.00
\$O SOUP W/ ENT 4.50
WATER

Food Total: 13.50
Sub Total: 13.50
Tax: 1.08

TOTAL: 14.58

KNOW SOMEONE ON THE JOB HUNT

SEND THEM OUR WAY.
TEXT HOULIHANS TO 313131
TO GET STARTED.

Get our iPhone or Android app and pay with

Apple Pay, PayPal or Amazon



Reference Code:
TX-TXM-XS

Join In

Denny's Restaurant #8818
4824 North River Road
Schiller Park, IL 60176
(847) 678-5556
(800) 694-0707
www.dennys.com

3/7/2018

5:22:15 PM

Order: 565168

Server: Vallie D

Table: 2 Guests: 1

Root Beer	2.29
Gr Chick/Avocado Caesa	9.59
Add Avocado	0.99
SubTotal	12.87
Tax	1.25

Total 14.12

Master Card 14.12

Acct:XXXXXXXX8484

AuthCode:178757

Go to dennys.com and join Denny's Rewards
to receive exclusive offers and the latest
news delivered right to your inbox

Customer Copy

Duval, DeAnna

From: Duval, DeAnna
Sent: Tuesday, March 13, 2018 12:04 PM
To: 'Countance Anderson'
Subject: RE: Reimbursement Documentation - Countance Anderson

Hello Dr. Anderson,

Thank you for your documents. I will begin the submittal process. Updates will be provided, please be aware reimbursement may take up to 4-6 weeks.

Sincerely,
DeAnna

DeAnna Duval
Human Resources
College of DuPage | 425 Fawell Blvd. Glen Ellyn, IL 60137
630-942-2639 | duvald@cod.edu

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From: Countance Anderson [mailto:countance@hotmail.com]
Sent: Tuesday, March 13, 2018 12:01 PM
To: Duval, DeAnna <duvald@cod.edu>
Subject: Reimbursement Documentation - Countance Anderson

DeAnna,

Attached are documents supporting the request for travel reimbursement for my visit to the College of DuPage last week (W-9, Enterprise car rental agreement/invoice, receipt for lunch/ dinner). I enjoyed meeting the campus community!

For further explanation, please note the following:

- Enterprise car rental reimbursement is being submitted for one day. The first day of usage was unrelated to the trip to COD and not being submitted for reimbursement.
- Dinner from Houlihan's and Denny's (March 6-7).

I am available for further clarification or if you need additional documentation. Thank you again for your professionalism and hospitality during my visit.

Countance Anderson
731-695-1442