

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1545698
Vendor Name: Shokhsanam Djalilova
Invoice Number: 032118
Invoice Date: 03/21/18
PO Number:
Check Number: 0234841
Check Amount: \$ 132.42
Check Date: 04/11/2018
Department ID: 00797
Reviewer Name:
Voucher Number: V0502152
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Interview

CANDIDATE

RECD

College of DuPage

REIMBURSABLE EXPENSE FORM

Full name of event (no initials): Ms. Shokhsanam Djalilova - Fatime Faculty

Location (City/State): Corpus Christi

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 \$15.00 or greater. The approved Pre-Travel Form is required for any business-related travel; Blue Copy of the Pre-Travel must be attached to those instances. Refer to instructions on reverse side. Attach additional forms if necessary.

AUTOMOBILE			ROOM & TAX		MEALS/INCIDENTALS			OTHER EXPENSES				
As of January 1, 2011 the rate for use of a personal vehicle is 51.0¢/mile.			(Adjusted to single room rate). Itemize charges by day.		For more information on meals and incidental expenses, see instructions. Meals/incidentals must be itemized by day.			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	
			54.05									
			154.5									
3/18/18	Transportation Airport to Inn			54.05						54.05	54.05	
3/18/18	meal reimbursement						4.10			4.10	4.10	
3/18/18	meal reimbursement							13.85		13.85	13.85	
3/19/18	meal reimbursement							8.72		8.72	8.72	
3/19/18	Transportation Inn to Airport			51.70						51.70	51.70	
AP VERIFIED												
03/26/18 - MARIA ZERRUDO												
TOTAL											132.42	
Shokhsanam Djalilova					Signature: <i>[Signature]</i> Date: <u>March 27, 2018</u>					Total Expense Authorized by Department		132.42
Liberal Arts - English					Budget Officer Approval: <i>[Signature]</i> Date: <u>3/21/18</u>					Less Pre-Travel Advance Issued by the College		
1545698					Budget Officer Approval: <i>[Signature]</i> Date: <u>3/21/18</u>					Amount Due Employee		132.42
Employee Colleague ID Number					Telephone Extension					Amount Due College (payment is to accompany expense report; if paying by check, Payee is College of DuPage).		

ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE					FOR OFFICE USE ONLY:	
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT		
01	80	00797	5504001	\$ 132.42	Audited By:	
				\$	Audited By:	
				\$	Extensions/Footings Checked:	
				\$	Comments:	
				\$		



Receipt

West Suburban Limousine
27W291 Geneva Road Suite K
Winfield, IL 60190
(630) 668-9600
accounting@westsublimo.com

Thank you for choosing West Suburban Limousine as your ground transportation partner.
Your reservation details are below.

Trip Information

Reservation Number : 653887
Reference Code :
Client Company :
Contact Phone :

Flight Info

Airline : United Airlines
Flight # :
Flt Time : 05:00 PM
City : MEM

Passenger Information

Passenger Name : Djalailova, Shokhsanam
Additional Passengers :
Passenger Phone : (405) 488-8985
Passenger Cell : (405) 488-8985

Service Info

Direction	Passengers
Departures	1
Vehicle Type	
Shared Sedan	

Extra Stops

Routing Information

Pickup Date : Monday, March 19, 2018 05:00 PM
Pickup Location : Inn at Waters Edge Hotel - 425 Fawell Blvd.
Glen Ellyn, IL 60137

Drop off Location : O'Hare International Airport
05:00 PM Type: Customer request
United Airlines Flt. City: MEM

Payment

Payment Description	Base Fare:	
Green Pay		\$47.00
XXXXXXXXXXXX9046	Gratuity:	\$4.70
	Total:	\$51.70

Reservation Made By

Self

We need two hours notice to make any changes or to cancel the reservation.

On arrivals at either airport you will need to collect your luggage then call either 630-668-9600 or 800-942-5466 (toll free) to obtain your vehicle.

Point to Point Service:

If you would like to cancel your trip, you must do so 2 hours prior to the trip start time, otherwise you will be charged the full fare price.

Charter Service:

If you would like to cancel your trip, you must do so 24 hours prior to the trip start time, otherwise you will be charged the full fare price. Deposits received are non-refundable.

Airport Service:

Any airport trip arriving between 11 p.m. - 4 a.m. will have a \$20 additional charge.



West Suburban Limousine
27W291 Geneva Road Suite K Winfield, IL
60190
accounting@westsublimo.com
Phone: (630) 668-9600
Reservations: (630) 668-9600
Fax: (630) 668-2941

Reservation #:
653295

Confirmation

Customer Information		Trip Information	
Corporate Acct: Individual Acct: Passenger Name: Djalailova, Shokhsanam Phone Number: (405) 488-8985 Additional Names		Date: Sunday, March 18, 2018 Time: 08:18 PM PAX: 1 Luggage: 0 Vehicle Type: Shared Sedan	
Pickup Information		Dropoff Information	
Address: O'Hare International Airport None Flt. Time: 08:09 PM Domestic Airline: United Airlines City: MEM Flight#: 3621 Cross St.:		Address: Inn at Waters Edge Hotel - 425 Fawell Blvd. City: Glen Ellyn, IL 60137	
Extra Stops			
Reservation Made By		Billing Information	
Self		Total: \$54.05 Payment: \$54.05 Balance: \$0.00 Paid By: Green Pay VISA XXXXXXXXXXXX9046	
		Base Fare: \$47.00 Gratuity: \$7.05 Total: \$54.05	
Terms and Conditions			
We need two hours notice to make any changes or to cancel the reservation.			
On arrivals at either airport you will need to collect your luggage then call either 630-668-9600 or 800-942-5466 (toll free) to obtain your vehicle.			
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Airport Service: Any airport trip arriving between 11 p.m. - 4 a.m. will have a \$20 additional charge.			

Other side →

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BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG McMUFFIN

Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____

Expires 30 days after receipt date.

Valid at participating US McDonald's.

Survey Code:

17277-04850-31918-17537-00087-2

McDonald's Restaurant #17277

Term 1, Conc: B

Chicago, IL 60666

TEL# 773-686-1130

ISS# 4

Size: 1

03/19/2018 05:53 PM

Order 85

1 CowMsh Melt Ss-Gr MI 7.82
1 M Diet Coke

Subtotal 7.82
Tax 0.90
Take-Out Total 8.72

Cashless 8.72
Change 0.00

MER# 122144

CARD ISSUER

ACCOUNT#

CHASE VISA SALE *****9046

TRANSACTION AMOUNT

CHIP READ

AUTHORIZATION CODE - 030888

SEQ# 117914

AID: A0000000031010

8.72

Thank you for choosing McDonald's

Cibo Express Gourmet Market
Chicago O'Hare Terminal 2
OTG Management

95101 NCR101

2380 (MAR18'18 8:04PM)

1 CEB Ch Pai S 9.79
1 EVAM 1L 2.59

Food 9.79
Beverage 2.59
Food Tax 1.10
Beverage Tax 0.37
AMOUNT PAID 13.85
XXXXXXXXXXXX9046 XX/XX
Visa 13.85

Thank you.....

We want your feedback!

Please Call (866) 508-3558

or visit www.anOTGexperience.com

OPERATED BY



STARBUCKS COFFEE
MEMPHIS INTERNATIONAL AIRPORT

372695 Latoria

CHK 931 GST 1

(MAR18'18 5:06PM)

TO GO

1 CAPPUCCINO T 3.75

SUBTOTAL 3.75

TAX 0.35

AMOUNT PAID 4.10

XXXXXXXXXXXX9895

970813

Bal: 13.97

STBK CARD 4.10

--372695 Closed MAR18 05:06PM---

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSHOST.COM
TO SHARE YOUR EXPERIENCE.

STOREID: MEMSTA3A