

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1545881

Vendor Name: Anita Lukic

Invoice Number: 032118

Invoice Date: 03/21/18

PO Number:

Check Number: 0234929

Check Amount: \$ 158.29

Check Date: 04/11/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0507304

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>Anita Lukic</u> <u>Full Time Faculty - German</u>		<b>IMPORTANT:</b> 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 in those instances. Refer to instructions on reverse side. Use of additional forms if necessary.									
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.		<b>AUTOMOBILE</b> As of January 1, 2015 the rate for use of a personal vehicle is 57.5¢/mile.		<b>FOOD &amp; TAX</b> (Adjusted to include room rate). Itemize charges by day.		<b>MEALS &amp; INCIDENTALS</b> For more information on meals and incidental expenses, see instructions. Meals/incidentals must be itemized by day.		<b>OTHER REIMBURSABLES</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
			<u>57.5</u>								
3/14/18	Transportation Airport to Inn			67.00						67.00	67.00
3/14/18	meal reimbursement							12.58		12.58	12.58
3/15/18	meal reimbursement							11.71		11.71	11.71
3/15/18	Inn to Airport Transportation			67.00						67.00	67.00
TOTAL											
<u>Anita Lukic</u> Name (please print) <u>Liberal Arts - German</u> Department Name <u>1545881</u> Employee Colleague ID Number		<u>Alukic</u> Signature <u>March 21, 2018</u> Date <u>3/27/18</u> Budget Officer Approval <u>3/28/18</u> Date		Total Expense Authorized by Department <u>158.29</u>		Less Pre-Travel Advance issued by the College 		Amount Due Employee <u>158.29</u>		Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage).	
ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE											
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT	<b>FOR OFFICE USE ONLY:</b> Audited By: Audited By: Extensions/Footings Checked: Comments:						
01	80	00797	5504001	\$ 158.29							
				\$							
				\$							
				\$							



# Receipt

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

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

## Trip Information

Reservation Number : 651791  
Reference Code :  
Client Company :  
Contact Phone :

## Flight Info

Airline : American Airlines  
Flight # : 3378  
Flt Time : 08:52 PM  
City : PIT

## Passenger Information

Passenger Name : Lukic, Anita  
Additional Passengers :  
Passenger Phone : (773) 816-3058  
Passenger Cell : (773) 816-3058

## Service Info

Direction	Passengers
Arrivals	1
Vehicle Type	
1-3 Private Sedan	

## Extra Stops

## Routing Information

Pickup Date : Wednesday, March 14, 2018 08:53 PM  
Pickup Location : O'Hare International Airport None  
08:52 PM Domestic  
American Airlines City: PIT  
Drop off Location : Inn at Waters Edge Hotel - 425 Fawell Blvd.  
Glen Ellyn, IL 60137

## Payment

Payment Description	Base Fare:	\$67.00
Green Pay	Total:	\$67.00
XXXXXXXXXXXX2009		

## 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.

The Paradise Shops  
#2758 Bottega Dei Saporì  
Pittsburgh International Airport  
Pittsburgh, PA

2841 Joel

CHK 124240

GST 1

1 ITALIANO PANINI	9.99
1 SMARTWATER	1.89
Food	\$9.99
Retail	\$1.89
Tax	\$0.70
<b>Total Due</b>	<b>\$12.58</b>

Tell us about your experience and enter  
for a chance to win a \$500 GIFT CARD!

In the next 7 days, please visit  
[MyFoodFeedback.smg.com](http://MyFoodFeedback.smg.com) to take the  
survey & for official sweepstakes rules.

To enter the survey, you will need to  
provide specific information from  
this receipt.

SURVEY CODE  
6121 5848 3201 4387 4120

OPERATED BY



TORTAS FRONTERA HK  
CHICAGO INTERNATIONAL AIRPORT

379561 Marilyn

340/1

2318

MAR15 '18 4:29PM

TO GO

1 TORTA MUSHROOM 10.50

NO BREAD

AT527922 XXX2009

AMEX CC 11.71

SUBTOTAL 10.50

FOODTX ADD207001 1.21

AMOUNT PAID 11.71

--379561 Closed MAR15 04:30PM---



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27W291 Geneva Road Suite K  
Winfield, IL 60190  
(630) 668-9600  
[accounting@westsublimo.com](mailto:accounting@westsublimo.com)

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

## Trip Information

Reservation Number : 651793  
Reference Code :  
Client Company :  
Contact Phone :

## Flight Info

Airline : American Airlines  
Flight # : 1584  
Flt Time : 06:55 PM  
City : PIT

## Passenger Information

Passenger Name : Lukic, Anita  
Additional Passengers :  
Passenger Phone : (773) 816-3058  
Passenger Cell :

## Service Info

Direction	Passengers
Departures	1
Vehicle Type	
1-3 Private Sedan	

## Extra Stops

## Routing Information

Pickup Date : Thursday, March 15, 2018 02:15 PM  
Pickup Location : Inn at Waters Edge Hotel - 425 Fawell Blvd.  
Glen Ellyn, IL 60137  
  
Drop off Location : O'Hare International Airport  
06:55 PM Type: Domestic  
American Airlines Flt. City: PIT

## Payment

Payment Description	Base Fare:	
Green Pay	Total:	\$67.00
XXXXXXXXXXXX2009		

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