

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1546670

Vendor Name: Leon T. Nguyen

Invoice Number: 032218

Invoice Date: 03/22/18

PO Number:

Check Number: 0234961

Check Amount: \$ 179.65

Check Date: 04/11/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0507622


Redaction Type: None

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

Document Below

REC'D

AP VERIFIED
04/03/18 - BETHANY CRUSE

 College of DuPage

REIMBURSABLE EXPENSE FORM

Full name of event (no initials): Leon Nguyen - Full Time Faculty Meteorology Location (City/State): Campus Visit <small>If applicable, attach a listing of all guests to include their names, title, company name as well as the meeting agenda.</small>			IMPORTANT: Attach original paid receipts for individual expenses \$15 or greater. The approved Pro-Travel Form is required for any business-related travel; Blue Copy of the Pro-Travel must be attached in those instances. Refer to instructions on reverse side. Attach additional forms if necessary.								
AUTOMOBILE <small>As of January 1, 2011 the rate for use of a personal vehicle is \$1.06/mile.</small>			ROOM & TAX <small>(Adjusted to single room rate). Itemize charges by day.</small>		MEALS/INCIDENTALS <small>For more information on meals and incidental expenses, see instructions. Meals/incidentals must be itemized by day.</small>			OTHER EXPENSES: Includes, but are not limited to, tolls, phone calls, taxi/train/bus fare, registration fees, approved car rental, uniform, 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	LOADING	D*FAST	LUNCH	DINNER	EXPLANATION	AMOUNT	TOTAL
3/14/18	Transportation Airport to Hotel			36.47						36.47	36.47
3/14/18	Transportation Hotel to Campus			10.42						10.42	10.42
3/14/18	Transportation Campus to Hotel			10.26						10.26	10.26
3/15/18	Hotel Stay			82.88						82.88	82.88
3/15/18	Transportation Hotel to Airport			39.62						39.62	39.62
TOTAL											179.65
Name (please print): Leon Nguyen Department Name: Math & Sciences Employee Colleague ID Number: _____ Telephone Extension: _____			Signature: <i>Leon Nguyen</i> Budget Officer Approval: <i>[Signature]</i> Date: 3/22/18			Total Expense Authorized by Department: 179.65 Less Pre-Travel Advance Issued by the College: 0.00 Amount Due Employee: 179.65 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	Audited By: _____						
01	80	00747	5501001	\$ 179.65	Audited By: _____						
				\$	Extensions/Follings Checked: _____						
				\$	Comments: _____						
				\$							

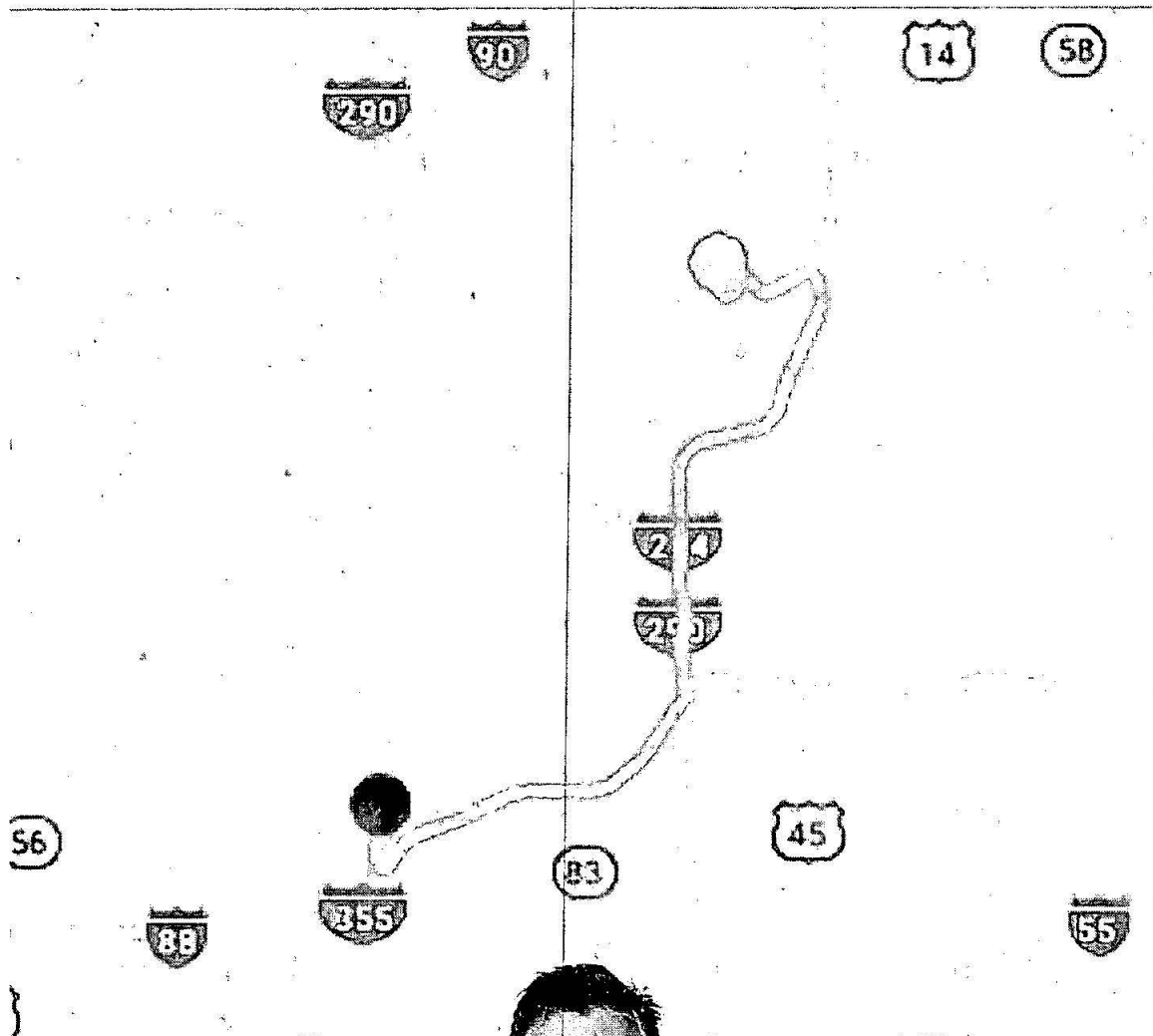
White Copy / Finance Office; Yellow Copy / Remittance; Blue Copy / Supervisor; Pink Copy / Employee Copy

Sent to
 AP 3/28/18
 BCR



MAR 14, 2018, 2:43 PM

- Departures - Terminal 2, Chicago, IL 60666, USA
- 100, 1901 Butterfield Rd, Downers Grove, IL 60...



YOU RATED



TRIP TOTAL

\$36.47

PATRICK

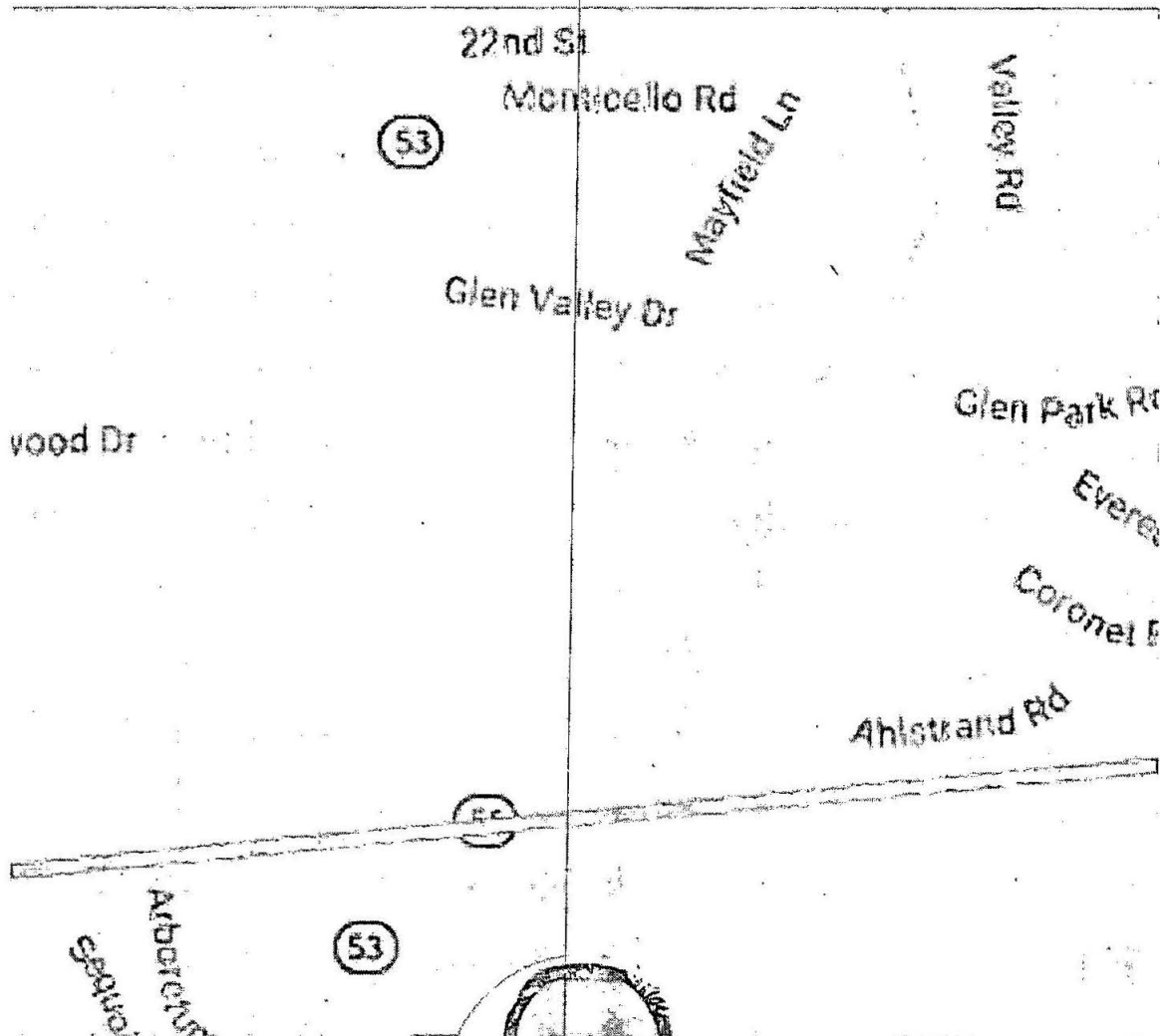
NEED HELP?

UBERX RECEIPT



MAR 14, 2018, 8:22 PM

- College Rd, Glen Ellyn, IL 60137, USA
- 3010 Finley Rd, Downers Grove, IL 60515, USA



YOU RATED



ANTHONY

TRIP TOTAL

\$10.26

NEED HELP?

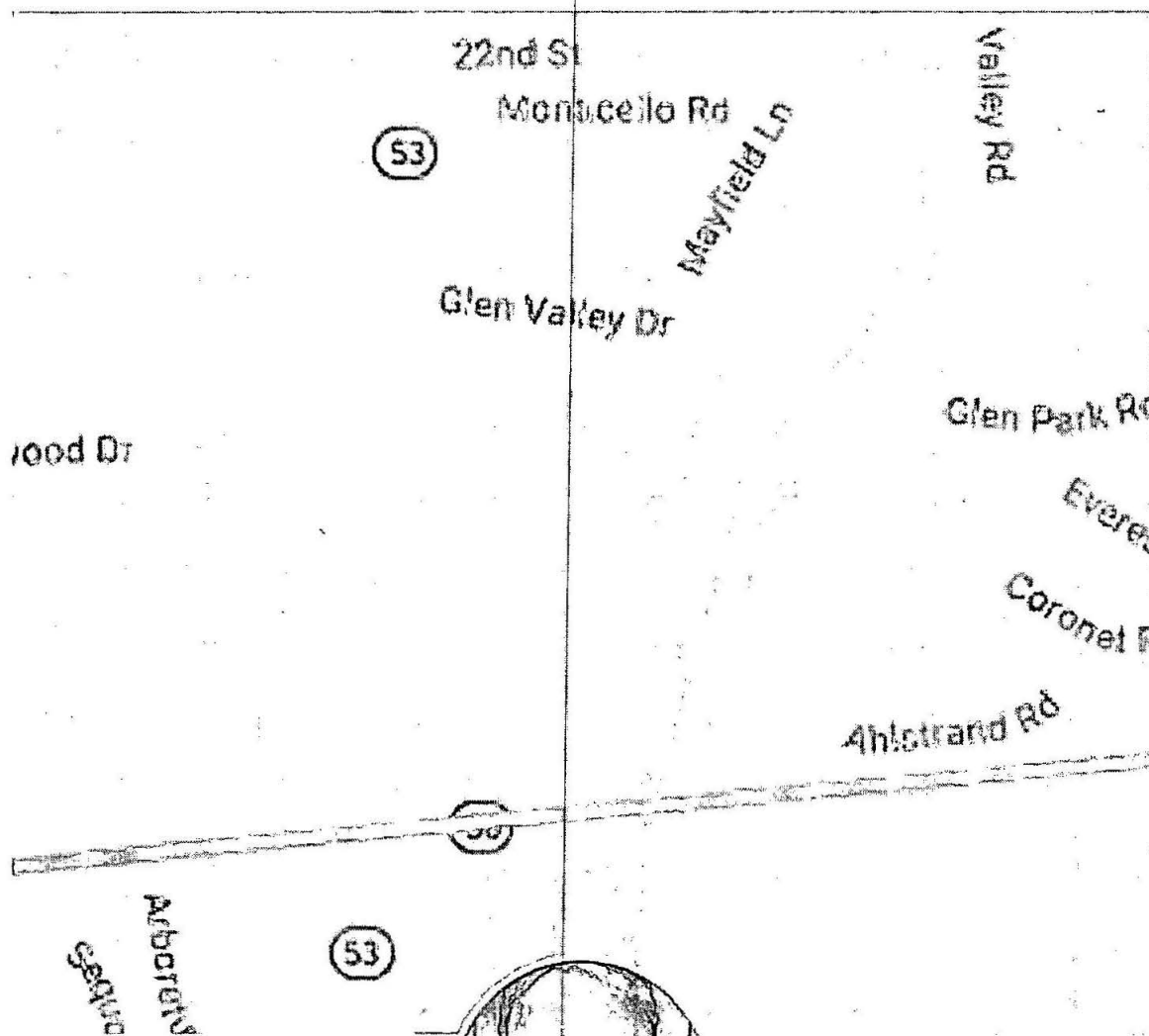
UBERX RECEIPT



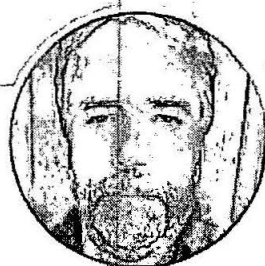
MAR 14, 2018, 5:39 PM

○ 3010 Finley Rd, Downers Grove, IL 60515, USA

○ College Rd, Glen Ellyn, IL 60137, USA



YOU RATED



TOMAS

TRIP TOTAL

\$10.42

NEED HELP?

UBERX RECEIPT

**Comfort Inn (IL073)**

3010 Finley Rd.
Downers Grove, IL 60515-1118
(630) 515-1500
GM.IL073@choicehotels.com

NGUYEN, LEON
2821 SW 1 AVE
UNIT 9
MIAMI, FL 33129

Account: 576003820

Date: 3/15/18

Room: 302 DAI

Arrival Date: 3/14/18

Departure Date: 3/15/18

Check In Time: 3/14/18 3:01 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: SKARPO

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
3/14/18	Room Charge	#302 NGUYEN, LEON	75.00
3/14/18	State Tax		4.50
3/14/18	Occupancy Tax		3.38
3/15/18	Visa Payment		(82.88)

XXXXXXXXXXXX9535

Folio Summary 3/9/18 - 3/14/18

Room Charge	75.00
State Tax	4.50
Occupancy Tax	3.38
Visa Payment	(82.88)
Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

For your convenience, we have prepared this zero-balance folio indicating a 0.00 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a 0.00 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

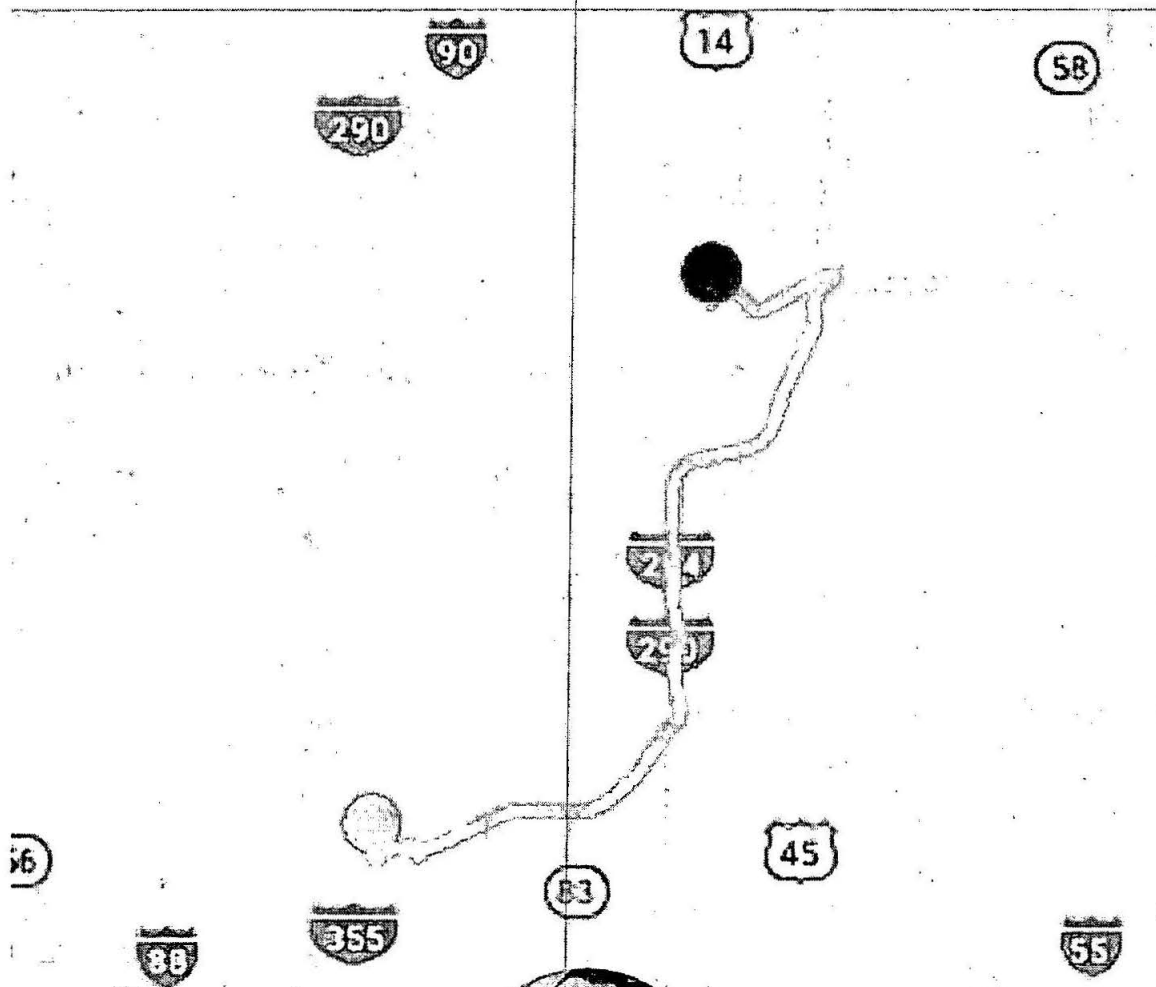
Thank you for your stay. Visit ChoiceHotels.com/RealGuestReviews to post your comments about your recent experience (Click the 'Write a Review' button)



MAR 15, 2018, 10:07 AM

● 3010 Finley Rd, Downers Grove, IL 60515, USA

● Departures - Terminal 1, Chicago, IL 60666, USA



YOU RATED



ARTEM

TRIP TOTAL

\$39.62

NEED HELP?

UBERX RECEIPT