

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1546068

Vendor Name: Paul T. Quelet

Invoice Number: 040318

Invoice Date: 04/03/18

PO Number:

Check Number: 0235001

Check Amount: \$ 139.46

Check Date: 04/11/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0508128

Redaction Type: None

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

Document Below

Full name of event (no initials): <u>Paul T. Quelet</u> <u>Full Time Faculty</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.			<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 these instances. Refer to instructions on reverse side. 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
			\$ .545								
3/14/18	Went to lodging transport			47.26						47.26	47.26
3/14/18	Lunch						10.50			10.50	10.50
3/14/18	Transportation COD to Office			57.00						57.00	57.00
3/14/18	Lodging to COD transport			10.70				14.00		14.00	14.00
<b>TOTAL</b>											139.46
Name (please print): <u>Paul T. Quelet</u> <u>Math &amp; Sciences</u> Department Name: <u>1541068</u> Employee/Colleague ID Number: _____ Telephone Extension: _____					Signature: <u>[Signature]</u> Date: <u>4/3/2018</u> Budget Officer Approval: <u>[Signature]</u> Date: <u>4/5/18</u>					Total Expense Authorized by Department: _____ Less Pre-Travel Advance Issued by the College: _____ Amount Due Employee: <u>139.46</u> Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage): _____	
<b>ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE</b>										<b>FOR OFFICE USE ONLY:</b>	
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT							
01	80	00797	5504001	\$ 139.46	Audited By: _____						
				\$	Audited By: _____						
				\$	Extensions/Footings Checked: _____						
				\$	Comments: _____						
				\$							


04/06/18 - BETHANY CRUSE



Thanks for riding with Marco!

March 14, 2018 at 1:31 AM

Ride Details

Line fare (32.26mi, 42m 39s)	\$47.79
Lyft Line Discount	-\$2.53
Tip	\$2.00
 Visa *7864	<b>\$47.26</b>



- Pickup 1:31 AM  
45 Access Rd, Chicago, IL
- Dropoff 2:14 AM  
9070 Orland Ct, Orland Park, IL

Airport to Lodging

267

03/14/2018

Host: Linda  
Cashier: Cherie  
267

12:49 PM  
20068

Order Type: Dine In

\*\*GRDN FRESH SALAD BAR\*\*  
(SB)Cup Tortilla Soup

8.29  
1.39

Subtotal

9.68  
0.82

Tax

Dine In Total

10.50

VISA #XXXXXXXXXXXX7864  
Auth:608775

10.50

SIGNATURE

Please tell us if we  
made you Happy!  
[www.JasonsdeliFeedback.com](http://www.JasonsdeliFeedback.com)  
Enter Deli. Number: 144  
Or call us - (409) 241-7266




Thanks for riding with Richard!

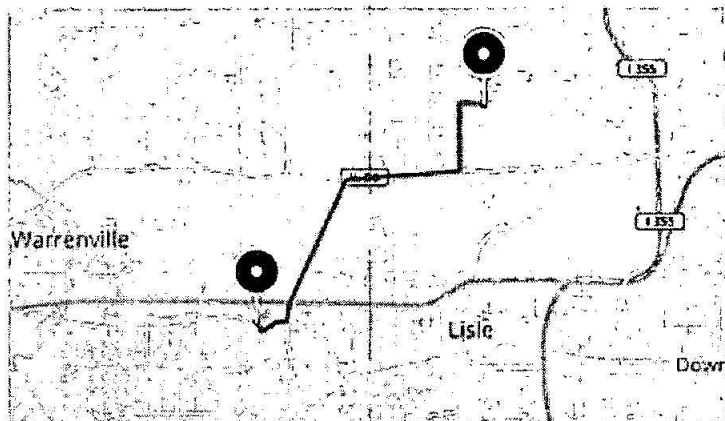
March 14, 2018 at 1:31 PM

Ride Details

Line fare (5.13mi, 14m 19s)	\$10.21
Lyft Line Discount	-\$0.51
Tip	\$1.00

 Visa \*7864

**\$10.70**



- Pickup 1:31 PM  
Abriter Ct, Naperville, IL
- Dropoff 1:46 PM  
Tallgrass Rd, Glen Ellyn, IL

Lodging to COD

SALAD WORKS  
CHICAGO INTERNATIONAL AIRPORT

800004222 Gloria

CHK 7735

MAR14'18 7:09PM

1 SLD CYO	9.69
SPRING MIX	0.89
DRESSING	0.69
1 FRUIT BANANA	1.29

SUBTOTAL 12.56

FOODTX ADD207001 1.44

AMOUNT PAID **14.00**

AT772299 XXX7864

VISA CC 14.00

-800004222 Closed MAR14 07:09PM-

THANK YOU FOR YOUR BUSINESS!  
PLEASE COME AGAIN

Your order number is: 7735





# 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 : 650560  
Reference Code :  
Client Company :  
Contact Phone :

## Flight Info

Airline : United Airlines  
Flight # :  
Flt Time : 05:30 PM  
City :

## Passenger Information

Passenger Name : Quelet, Paul  
Additional Passengers :  
Passenger Phone : (970) 420-7513  
Passenger Cell :

## Service Info

Direction	Passengers
Departures	1
Vehicle Type	
Shared Sedan	

## Extra Stops

## Routing Information

Pickup Date : Wednesday, March 14, 2018 05:30 PM  
Pickup Location : College of DuPage - 425 Fawell Blvd  
Glen Ellyn, IL 60137  
Berg Instructional Building  
Drop off Location : O'Hare International Airport  
05:30 PM Type: Customer request  
United Airlines Flt. City:

## Payment

Payment Description	Base Fare:	
Green Pay	Gratuity:	\$10.00
XXXXXXXXXXXX0432	Total:	\$57.00

## 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.