

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1603914

Vendor Name: Benjamin Harley

Invoice Number: 031820

Invoice Date: 03/18/20

PO Number:

Check Number: 0266633

Check Amount: \$ 104.75

Check Date: 04/14/2020

Department ID: 00797

Reviewer Name:

Voucher Number: V0608837

Redaction Type: None

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

Document Below

~~REIMBURSABLE EXPENSE FORM~~

FINAN-15-18226(2/15)

From: cruseb199@cod.edu
Sent: Wed Mar 18 16:13:42 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Reimbursable Expense Form - Harley, Ben

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Wednesday, March 18, 2020 3:58 PM
To: Collsen, Dana <collsend@cod.edu>
Cc: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Reimbursable Expense Form - Harley, Ben

Dana,
This belongs to Bethany which I gave copied on this email.

Thank you

From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 3:22 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: Reimbursable Expense Form - Harley, Ben

Please see attached signed Reimbursement form for travel expenses for FT Faculty candidate's travel. Attached are also his receipts.
Please process accordingly.

Thanks,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

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From: Sands-Vankerk, Linda <sands-vankerkl@cod.edu>
Sent: Wednesday, March 18, 2020 3:16 PM
To: Collsen, Dana <collsend@cod.edu>
Subject: FW: Reimbursable Expense Form needs your signature - Harley, Ben

Here you go.

Linda Sands-Vankerk
Vice President
Human Resources and Project Hire-Ed

Human Resources and Project Hire-Ed
College of DuPage
Sands-vankerkl@cod.edu
630-942-2621



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From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 2:49 PM
To: Sands-Vankerl, Linda <sands-vankerkl@cod.edu>
Subject: FW: Reimbursable Expense Form needs your signature - Harley, Ben

Linda,
Please add your signature to Reimbursement document for a candidate's travel expenses, as Michelle did, and then return it to me. (We use PDF tools, edit PDF, Fill & Sign, and add signature to make such changes).
Once it is completed with your signature/date, I will send to A/P for payment.

Thanks,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

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From: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>
Sent: Wednesday, March 18, 2020 2:27 PM
To: Collsen, Dana <collsend@cod.edu>
Subject: RE: Reimbursable Expense Form needs signature - Harley, Ben

Here is my signature.

Michelle Olson
(630)942-4529

From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 1:36 PM
To: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>
Subject: Reimbursable Expense Form needs signature - Harley, Ben

Please sign form and return to me, or forward to Linda for her signature as well. Once it is completed, I will send to A/P for payment.

Thanks,

Dana Collsen

Human Resources/Administrative Assistant

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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Benjamin Harley <benjamin.j.harley@gmail.com>

Receipt from Five & Hoek Coffee Co.

1 message

Five & Hoek Coffee Co. via Square <receipts@messaging.squareup.com>

Fri, Mar 13, 2020 at 1:30 PM

Reply-To: "Five & Hoek Coffee Co. via Square"

<CAESPxiAGjFyX21memZINDN6Z3o1aG1uZHRrYnZmYzRqcm9qZmhcTj6bGV5dnN1Mm1vbJ3Y3FxlghkaWFsb2d1ZSIghY9hr4tgm6XUUCju6tCtCGFpsGtO8Om2NM1MVVVqJJI=@reply2.squareup.com>

To: benjamin.j.harley@gmail.com

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)

Five & Hoek Coffee Co.

How was your experience?

**\$6.05**

+1 Star earned

[Track your progress](#)

Americano (16 oz)	\$3.75
Purchase Subtotal	\$3.75
Wheaton (1.75%)	\$0.07
Sales Tax (6.25%)	\$0.23
Tip	\$2.00
Total	\$6.05



Five & Hoek Coffee Co.

114 N Main St

Wheaton, IL 60187

630-551-8346

[Shop Online](#)

1455 Market Street, Suite 600
San Francisco, CA 94103

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[Privacy Policy](#) · [Not your receipt?](#)
[Manage preferences](#) for digital receipts





Benjamin Harley <benjamin.j.harley@gmail.com>

Thanks for tipping! We've updated your Thursday evening trip receipt

1 message

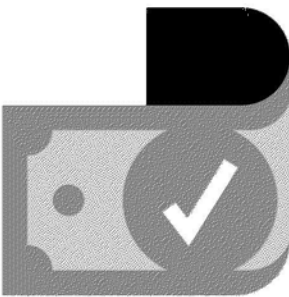
Uber Receipts <uber.us@uber.com>

Thu, Mar 12, 2020 at 10:36 PM



Total: \$46.77
Thu, Mar 12, 2020

Thanks for tipping! We've updated
your Thursday evening trip receipt



Total \$46.77

New surcharges mandated by the City of Chicago may make your trip more expensive. [Learn more.](#)

Trip Fare	\$27.83
Subtotal	\$27.83
Chicago Special Venues Surcharge	\$5.00
Chicago Ground Transportation Surcharge	\$1.13
Chicago Accessibility Surcharge	\$0.10

Wait Time ?	\$1.34
Tolls, Surcharges, and Fees ?	\$3.80
Tip	\$7.57

Amount Charged

 2886 Switch \$46.77

A temporary hold of \$37.86 was placed on your payment method 2886 at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

You rode with Gregorio



Has passed a multi-step safety screen

4.95★ Rating

Gregorio is known for:
Excellent Service

How was your ride?

Rate Or Tip

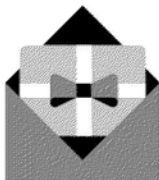
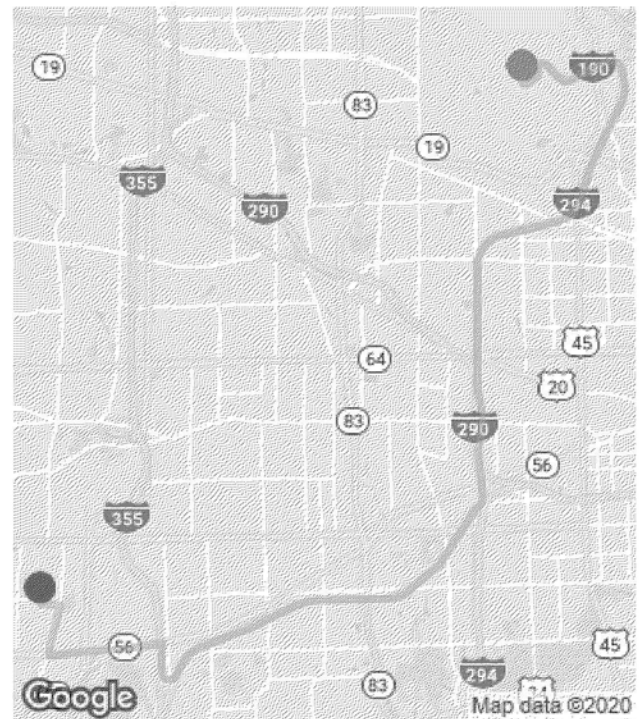
Transportation Network Company: Uber Technologies, Inc.



Every rideshare trip starting in Illinois is insured by Allstate.
[Learn more.](#)

UberX 22.32 mi | 28 min

- 09:46pm
16 Arrivals, Chicago, IL
- 10:14pm
425 Fawell Blvd, Glen Ellyn,
IL



Invite your friends and family.

Get up to \$5 off your next ride when you refer a friend to try Uber. Share code: **benh22052ui**

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[CONTACT SUPPORT >](#)

[MY TRIPS >](#)

[FAQ](#)

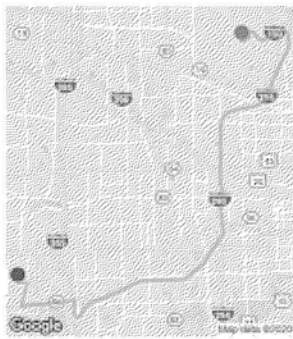
[Forgot password](#)

Read about our zero tolerance policy. Report a zero tolerance complaint by visiting help.uber.com.

Uber Technologies
1455 Market St
San Francisco, CA 94103

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map_d313f292-8ad1-4b81-891c-f3af708c7dba
60K



Benjamin Harley <benjamin.j.harley@gmail.com>

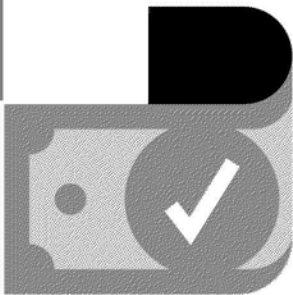
Thanks for tipping! We've updated your Friday afternoon trip receipt

Fri, Mar 13, 2020 at 7:58 PM



Total: \$51.93
Fri, Mar 13, 2020

Thanks for tipping! We've updated
your Friday afternoon trip receipt



Total \$51.93

New surcharges mandated by the City of Chicago may make your trip more expensive. [Learn more.](#)

Trip Fare	\$31.55
Subtotal	\$31.55
Chicago Accessibility Surcharge ?	\$0.10
Chicago Special Venues Surcharge ?	\$5.00
Chicago Ground Transportation Surcharge ?	\$1.13
Tolls, Surcharges, and Fees ?	\$5.50

Tip \$8.65


Amount Charged

 **** 2886 Switch \$51.93

A temporary hold of \$43.28 was placed on your payment method **** 2886 at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

You rode with Aleksandar




Has passed a multi-step
safety screen

4.87★ Rating

Aleksandar is known for:
Excellent Service

How was your ride?

Rate Or Tip

Transportation Network Company: Uber Technologies, Inc.

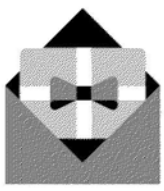
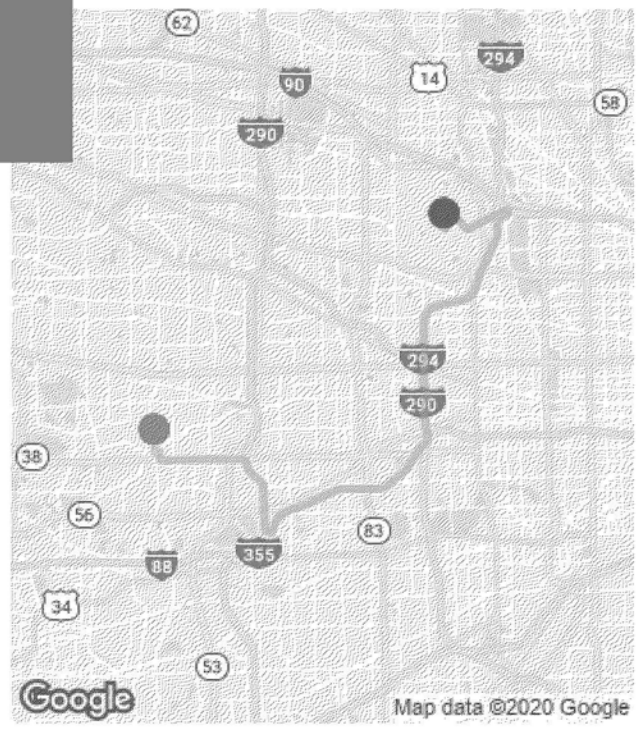


Every rideshare trip starting in Illinois is insured by Allstate.
[Learn more.](#)

UberX 26.21 mi | 38 min



05:00pm
Chicago, IL



Invite your friends and family.

Get up to \$5 off your next ride when you refer a friend to try Uber. Share code: [benh22052ui](#)

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[FAQ](#)

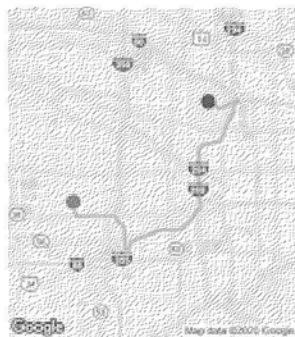
[Forgot password](#)

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93K