

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1358259  
Vendor Name: American Express Travel Relate  
Invoice Number: 710771  
Invoice Date: 04/30/21  
PO Number: P0373797  
Check Number: D21643  
Check Amount: \$ 1,068.00  
Check Date: 07/13/2021  
Department ID: 00757  
Reviewer Name:  
Voucher Number: V0689308  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Refakes, Eugene <refakese@cod.edu>  
Sent: Tue May 11 16:58:46 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: AMEX GBT Invoice  
-----

Thanks,

**Eugene Refakes**

*Manager, Financial Operations and Systems*

*Financial Affairs*

*College of DuPage*

Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

[attachment: AMEX GBT EXTENSION INVOICE.pdf]



**GLOBAL  
BUSINESS  
TRAVEL**

# Invoice

GBT US LLC  
dba American Express Global Business Travel  
101 Hudson Street  
Jersey City, NJ 07302  
United States

Customer #: CLFD-US: 99995001887-AXU  
Date: 30 April 2021  
Invoice No.: 710771  
Settlement Period: Nov 2020  
Reference:

Bill to:

Elle Roberts  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn IL 60137  
United States

Item Group	Item	Amount
Travel Service Charges	Fixed/Variable Charges	\$1,068.00

Due Date: 30 May 2021

<b>Subtotal</b>	\$1,068.00
<b>Total</b>	USD \$1,068.00
<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	USD \$1,068.00

Dear GBT US LLC Company Customer:

You may pay this invoice with an American Express, MasterCard, Visa, Diner's Club, or Discover Card. To do so, please provide the following information, sign as indicated, and return this invoice to the address shown below or via FAX to (1) 480-569-7597;

Please note that if using your American Express BTA, this form must be signed by an agent of your company who is authorized on the Account.

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardmember Name: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Check here to charge all future receivables to this card. You will receive an "Information Only" statement for each charge we process.

\*\*\*\* PLEASE NOTE: ALL CHECK PAYMENTS AND WIRE TRANSFERS MUST INCLUDE THE INVOICE NUMBER. \*\*\*\*

Including the invoice number ensures prompt processing of your payment. Thank you!

American Express Global Business Travel ("GBT") is a joint venture that is not wholly-owned by American Express Company or any of its subsidiaries ("American Express"). "American Express Global Business Travel", "American Express" and the American Express logo are trademarks of American Express, and are used under limited license.



**GLOBAL  
BUSINESS  
TRAVEL**

# Invoice

**Check Payment Information:**  
(Please include the invoice number)

For billing inquiries, please email:  
GBTinvoicing@amexgbt.com

**Please make check payable to GBT US LLC**

Mail Check to:

GBT US LLC,  
ATTN: Travel A/R  
14635 N. Kierland Blvd, 13-01-72  
Scottsdale AZ 85254

**Wire Transfer Information:**  
(Please include the invoice number)

**Bank Name:** Bank of America

**Account Name:** GBT US LLC – Concentration

hmond VA 23261

## Intermediary

GBT US LLC helps you manage your travel expenses and assists your employees and other travelers (collectively, "employees") in finding travel suppliers and making arrangements that meet their individual needs. We consider various factors in identifying travel suppliers to your employees and recommending specific itineraries. In this role, we are acting as a independent third party and not as a fiduciary. We want you to be aware that certain suppliers pay us commissions as well as incentives for reaching sales target or other goals, and from time to time may also provide incentives to our travel counselors. Certain suppliers may also provide compensation to us for various marketing and administrative services that we perform for them, such as granting them access to our marketing channels, participating in marketing programs and supporting technology initiatives. In addition, we receive compensation from suppliers when customers use the American Express® Card or other American Express products to pay for supplier products and services. From time to time we may enter into other business relationships with suppliers and these arrangements, including levels and types of compensation and incentives we receive, are subject to change. In identifying suppliers and recommending itineraries, we may consider a number of factors, including supplier availability, your employees' preferences, and any agreements we have with you to book travel in accordance with your corporate travel policy. The relationships we have with suppliers may also influence the suppliers we identify and the itineraries we recommend.

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Wed May 12 09:32:12 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Attached Document  
-----

---

**From:** Refakes, Eugene <refakese@cod.edu>  
**Sent:** Wednesday, May 12, 2021 9:29 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Attached Document

Hi Marivic,

The name you see may be misleading. They are out there under vendor id# 1358259.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Wednesday, May 12, 2021 8:41 AM  
**To:** Refakes, Eugene <refakese@cod.edu>  
**Subject:** RE: Attached Document

Thanks Eugene  
Amex Global Business Travel is not set up as a vendor

---

**From:** Refakes, Eugene <refakese@cod.edu>  
**Sent:** Wednesday, May 12, 2021 8:40 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Attached Document

No, this is a bit different Marivic. Hold it until we get the po number, which we are in progress getting.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*

College of DuPage

Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Wednesday, May 12, 2021 8:35 AM

**To:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>

**Subject:** Attached Document

Good Morning Eugene,

AP normally hand this to Vera when get this in the mail.

With your permission, I will forward this to Vera.

Thank you

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)