



**Report Name :** Software Workshop

**Cash Advance Name :** User requested funds diverted to this ca

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### Employee

**Employee Name :** Rice, Julia E.

**Employee ID :** 183755897

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### Report Header

**Policy :** Travel and Expense (US)

**Business Purpose :** understanding response to clients' requests

**Report Id :** 9F57D752E32D4411AB98

**Report Date :** 03/30/2020

**Approval Status :** Approved

**Currency :** US, Dollar

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### Expense Entries

Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Non-Reimbursable or Personal Expense
				US American		

	02/25/2020	Tolls/Road Charges	NATIONAL TOLLS	Yorktown Heights	Express Corporate Card	\$13.45	No
	02/20/2020	Tolls/Road Charges	NATIONAL TOLLS	Yorktown Heights	US American Express Corporate Card	\$13.45	No
	02/12/2020	Airline Fees	AMERICAN AIRLINES	Fort Worth	US American Express Corporate Card	\$30.00	No
	02/12/2020	Car Rental	AVIS RENT A CAR CORP	Garden City	US American Express Corporate Card	\$198.54	No
	02/12/2020	Daily Allowance		New York	Cash	\$71.00	No
	02/12/2020	Parking	LONG TERM GARAGE 60777	San Francisco	US American Express Corporate Card	\$72.00	No
	02/11/2020	Daily Allowance		New York	Cash	\$71.00	No
	02/10/2020	Daily Allowance		New York	Cash	\$71.00	No
	02/10/2020	Hotel	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$434.37	No
	<b>Comment :</b> Rice, Julia E. (04/06/2020): Hotel close to meeting and has IBM rate						
•	02/11/2020	Hotel	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$130.00	No
•	02/11/2020	Hotel Tax	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$14.79	No

•	02/10/2020	Hotel	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$130.00	No
•	02/10/2020	Hotel Tax	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$14.79	No
•	02/09/2020	Hotel	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$130.00	No
•	02/09/2020	Hotel Tax	CRABTREE'S KITTLE HOUSE	Yorktown Heights	US American Express Corporate Card	\$14.79	No
	02/09/2020	Airline Fees	AMERICAN AIRLINES	Fort Worth	US American Express Corporate Card	\$30.00	No
	02/09/2020	Daily Allowance		New York	Cash	\$56.80	No
	02/04/2020	Agency Booking Fees	AMERICAN EXPRESS TKT FEE	Phoenix	US American Express Corporate Card	\$1.96	No
	02/04/2020	Airfare	AMERICAN AIRLINES	Tulsa	US American Express Corporate Card	\$392.88	No

## Travel Allowance Itineraries

### Software Workshop

Depart	Date/Time	Arrive	Date/Time	Arrival Rate Location
San Francisco, California	02/09/2020 08:00 AM	New York, New York	02/12/2020 09:00 PM	New York, US-NY, UNITED STATES

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### **Company Disbursements**

**Amount Due Employee :** \$169.80

**Amount Due Company Card :** \$1,286.65

**Total Paid By Company :** \$1,456.45

### **Employee Disbursements**

**Amount Due Company Card From Employee :** \$0.00

**Total Paid By Employee :** \$0.00

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## STATEMENT

Crabtree's  
11 Kittle Road  
Chappaqua, New York 10514

DATE

2-9-2020

(914) 666-8044

Name:

Julia Price

Address:

Phone #:

TERMS:

# of guests

car make + Grey Ford Fusion  
car model

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

DATE

INVOICE NUMBER / DESCRIPTION

CHARGES

CREDITS

BALANCE

BALANCE FORWARD



2-9

Room Rate

130.00

State Tax

10.89

County Tax

3.90

144.79

Key Deposit

~~20.00~~~~164.79~~

2-10 Room Rate + Tax

144.79

289.58

2-11 Room Rate + Tax

144.79

434.37

2-10 Paid by amex

434.37

~~0.00~~

Key return (bol)

Crabtree's

Thank You

 PAY LAST AMOUNT  
IN THIS COLUMN