TOP TOP TOP NON-EMPLOYEE CERTIFICATION Do not send sensitive information such as home addresses, complete credit card or social security numbers. Fax this page to: 866-428-9026 **Report Summary** Report Key: 1014146 Report/Trip Name: K. Erickson-BML Fashion Show Trip Type: 5. Entertainment - Business **User Name:** Katie Erickson Start Date: 04/05/2025 End Date: 04/05/2025 Report Total: \$168.86 Report Total: \$168.86 **Amount University Paid:** \$0.00 Personal Expenses: \$0.00 **Amount Due User:** \$168.86 **Required Receipts** 04/05/2025; Entertainment Meal, Over 10 Guests; \$168.86; By signing this report, I certify that the amounts claimed are a true statement of the expenses incurred on official University business or entertainment and that the original of all required receipts has been submitted, whether scanned or faxed. Non-Employee Signature

To fax your receipts:

- **Print** the fax cover page using the quality standards listed below.
- **Prepare** receipts. Either make photocopies, use a clear faxing jacket, or tape receipts to sheets of paper if your fax machine accepts these.
- Fax the cover page and receipts to: 866-428-9026
- Check the report for the attachments. Keep all receipts until the expense report has been paid.

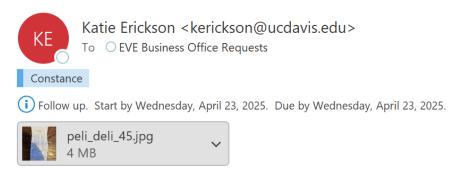
Quality checklist:

- Use the highest resolution possible on your printer
- Print on plain white paper
- Print using portrait orientation, not landscape
- Make sure the print is dark and clear, with no smudges, streaks, or marks
- Check that there are three barcodes with the words TOP and BOTTOM
- Place the pages so the cover page is faxed first
- Place the pages **facing correctly** (face down for most fax machines)
- Feed the pages as straight as possible
- Set the fax machine to Fine Resolution and turn Polling Off
- Make sure that halftone or photo mode is not on

To fax receipts again:

If you want to submit additional receipts for the same expense report, or if your receipts appear unclear, fax the additional receipts using the same cover page as before. The newly faxed receipts will be appended to the receipts faxed earlier.

Reimbursement for Bodega Lunch





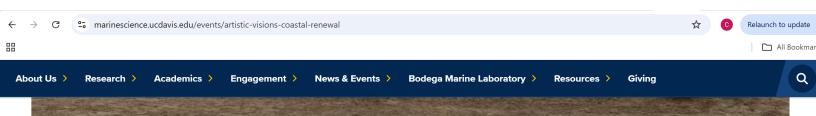
Hi EVE Office,

I purchased lunch for my models and collaborators on 4/5/2025 when I was at BML for my fashion show and was hoping to get the expense reimbursed off my bilinski award chart string is 3110-E0356-BEVE003-770006-78-000-FPBEVE2123-000000-KEBFLW-0000000-00000.

The attendees were Kyndall Zeller, Shreya Banerjee, Madison Armstrong, Kenzie Pollard, Natasha Dhamrait, Grace Callahan, Serina Moheed, Claire Murphy, Deva Holliman, Sitoë Thiam, Anna Goetter, Erica Goodwin, Jon Aguinaga and myself.

I've attached a receipt. Let me know if you need any further info!

Best, Katie



Sat, Apr 5, 2025 @ 12:45am - 3:00pm

+ Add to my Calendar >

- 2099 Westshore Road Bodega Bay, CA 94923
- **№** View on Google Maps

Join us for *Artistic Visions of Coastal Renewal*, a showcase and celebration at the Bodega Marine Laboratory on April 5 from 12:30-3pm! Three Bilinski Fellowship at BML recipients and their collaborators will showcase their cross-disciplinary projects:

- Exaptive Potential, an eco-trash fashion show by n-girls collective;
- ...all dripping in tangles green..., a dance performance inspired by kelp life history and kelp forest regrowth by Linda Bair Dance Company;
- And This Mite-y Beetle Buries the Dead to Start a Family, a video produced by KQED's Deep Look on the life of a burying beetle.

The project presentations will be followed by a reception with light refreshments.

Learn more and reserve your free ticket here:

coastal-renewal.eventbrite.com

