

URBAN LEAGUE OF ESSEX CTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE
NEWARK, NJ 07107-1430

Bank of America
ACH R/T 021200339

12960
55-33/212 NJ
356

02/13/2020

PAY TO THE ORDER OF Irene Cerna

\$ **86.82

Eighty-six and 82/100*****

DOLLARS

Irene Cerna
187 Sherman Ave
Paterson, NJ 07502

MEMO

451 USJP Mile Reimb.1/15-1/29/20

Vivian Cox Jurek
AUTHORIZED SIGNATURE

⑈012960⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY
02/13/2020

Irene Cerna

GENERAL OPERATING ACCT

12960

Date	Type	Reference	Original Amount	Balance Due	Payment
01/01/2020	Bill	01.01.20IC	57.88	57.88	57.88
01/31/2020	Bill	01.31.20IC	28.94	28.94	28.94
		Check Amount			86.82

1010 Cash:Checking 451 USJP Mile Reimb.1/15-1/29/20

86.82

URBAN LEAGUE OF ESSEX CTY
02/13/2020

Irene Cerna

GENERAL OPERATING ACCT

12960

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1010 Cash:Checking 451 USJP Mile Reimb.1/15-1/29/20

86.82

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE:

12/31/19 01/1/20

REQUESTED BY:

IRENE CERNA

PERIOD COVERED:

12/1/2019 -
12/31/2019

PAYABLE TO:

IRENE CERNA

AMOUNT:

57.88

COMMENTS:

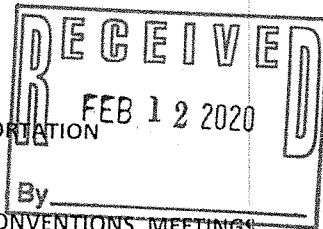
Mileage Reimbursement

GL CODES:

- ☐ 7112.1 USJP Manual Checks
- ☐ 7120 FRINGE BENEFITS - INCLUDING FICA
- ☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
- ☐ 7550 INTERNSHIPS & OJT
- ☐ 7560 PROFESSIONAL FEES - OTHER
- ☐ 7570 TEMPORARY HELP/CONTRACT
- ☐ 7580 DONATED PROFESSIONAL SERVICES
- ☐ 8110 SUPPLIES
- ☐ 8120 DONATED MATERIALS & SUPPLIES
- ☐ 8140 POSTAGE & SHIPPING
- ☐ 8160 COMPUTER SOFTWARE & HARDWARE
- ☐ 8170 PRINTING & COPYING
- ☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- ☐ 8205 RENT
- ☒ 8310 TRANSPORTATION & PARKING

GL CODES:

- ☐ 8310 STAFF TRANSPORTATION
- ☐ 8320 MEALS
- ☐ 8340 AIRFARE
- ☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
- ☐ 8415 COMMUNITY SERVICE PROJECT
- ☐ 8430 JOB TRAINING
- ☐ 8435 GED & ABE CLASSES
- ☐ 8440 MENTORING
- ☐ 8445 FOOD & RELATED SUPPLIES
- ☐ 8450 PROGRAM TRAINING
- ☐ 8460 STIPENDS & ASSISTANCE
- ☐ 8470 FOOD FOR CLASSES
- ☐ 8510 INTEREST EXPENSE - GENERAL
- ☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
- ☐ 8540 STAFF DEVELOPMENT/TRAINING
- ☐ 8570 ADVERTISING/MARKETING EXP
- ☐ 8580 LICENSES & FEES



PROGRAM DIRECTOR'S APPROVAL

[Signature]

DATE:

12/30/19

☒ ENTERED

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL:

PM

DATE:

2/12/20

FISCAL OFFICE APPROVAL

[Signature]

CLASS CODE:

451

PRESIDENT/CEO'S APPROVAL

CHECK #:

12960

Employee Name
Department
Employee Signature
Authorized By

Department
Employee Signature
Authorized By

	Rate Per Mile For Period	Total Mileage	Total Reimbursement
01/01/2018 - 06/30/2018	\$0.57	1,900	\$1,083.00
07/01/2018 - 12/31/2018	\$0.57	1,900	\$1,083.00
01/01/2019 - 06/30/2019	\$0.57	1,900	\$1,083.00
07/01/2019 - 12/31/2019	\$0.57	1,900	\$1,083.00
01/01/2020 - 06/30/2020	\$0.57	1,900	\$1,083.00
07/01/2020 - 12/31/2020	\$0.57	1,900	\$1,083.00
01/01/2021 - 06/30/2021	\$0.57	1,900	\$1,083.00
07/01/2021 - 12/31/2021	\$0.57	1,900	\$1,083.00
01/01/2022 - 06/30/2022	\$0.57	1,900	\$1,083.00
07/01/2022 - 12/31/2022	\$0.57	1,900	\$1,083.00
01/01/2023 - 06/30/2023	\$0.57	1,900	\$1,083.00
07/01/2023 - 12/31/2023	\$0.57	1,900	\$1,083.00
01/01/2024 - 06/30/2024	\$0.57	1,900	\$1,083.00
07/01/2024 - 12/31/2024	\$0.57	1,900	\$1,083.00
01/01/2025 - 06/30/2025	\$0.57	1,900	\$1,083.00
07/01/2025 - 12/31/2025	\$0.57	1,900	\$1,083.00
01/01/2026 - 06/30/2026	\$0.57	1,900	\$1,083.00
07/01/2026 - 12/31/2026	\$0.57	1,900	\$1,083.00
01/01/2027 - 06/30/2027	\$0.57	1,900	\$1,083.00
07/01/2027 - 12/31/2027	\$0.57	1,900	\$1,083.00
01/01/2028 - 06/30/2028	\$0.57	1,900	\$1,083.00
07/01/2028 - 12/31/2028	\$0.57	1,900	\$1,083.00
01/01/2029 - 06/30/2029	\$0.57	1,900	\$1,083.00
07/01/2029 - 12/31/2029	\$0.57	1,900	\$1,083.00
01/01/2030 - 06/30/2030	\$0.57	1,900	\$1,083.00
07/01/2030 - 12/31/2030	\$0.57	1,900	\$1,083.00
01/01/2031 - 06/30/2031	\$0.57	1,900	\$1,083.00
07/01/2031 - 12/31/2031	\$0.57	1,900	\$1,083.00
01/01/2032 - 06/30/2032	\$0.57	1,900	\$1,083.00
07/01/2032 - 12/31/2032	\$0.57	1,900	\$1,083.00
01/01/2033 - 06/30/2033	\$0.57	1,900	\$1,083.00
07/01/2033 - 12/31/2033	\$0.57	1,900	\$1,083.00
01/01/2034 - 06/30/2034	\$0.57	1,900	\$1,083.00
07/01/2034 - 12/31/2034	\$0.57	1,900	\$1,083.00
01/01/2035 - 06/30/2035	\$0.57	1,900	\$1,083.00
07/01/2035 - 12/31/2035	\$0.57	1,900	\$1,083.00
01/01/2036 - 06/30/2036	\$0.57	1,900	\$1,083.00
07/01/2036 - 12/31/2036	\$0.57	1,900	\$1,083.00
01/01/2037 - 06/30/2037	\$0.57	1,900	\$1,083.00
07/01/2037 - 12/31/2037	\$0.57	1,900	\$1,083.00
01/01/2038 - 06/30/2038	\$0.57	1,900	\$1,083.00
07/01/2038 - 12/31/2038	\$0.57	1,900	\$1,083.00
01/01/2039 - 06/30/2039	\$0.57	1,900	\$1,083.00
07/01/2039 - 12/31/2039	\$0.57	1,900	\$1,083.00
01/01/2040 - 06/30/2040	\$0.57	1,900	\$1,083.00
07/01/2040 - 12/31/2040	\$0.57	1,900	\$1,083.00
01/01/2041 - 06/30/2041	\$0.57	1,900	\$1,083.00
07/01/2041 - 12/31/2041	\$0.57	1,900	\$1,083.00
01/01/2042 - 06/30/2042	\$0.57	1,900	\$1,083.00
07/01/2042 - 12/31/2042	\$0.57	1,900	\$1,083.00
01/01/2043 - 06/30/2043	\$0.57	1,900	\$1,083.00
07/01/2043 - 12/31/2043	\$0.57	1,900	\$1,083.00
01/01/2044 - 06/30/2044	\$0.57	1,900	\$1,083.00
07/01/2044 - 12/31/2044	\$0.57	1,900	\$1,083.00
01/01/2045 - 06/30/2045	\$0.57	1,900	\$1,083.00
07/01/2045 - 12/31/2045	\$0.57	1,900	\$1,083.00
01/01/2046 - 06/30/2046	\$0.57	1,900	\$1,083.00
07/01/2046 - 12/31/2046	\$0.57	1,900	\$1,083.00
01/01/2047 - 06/30/2047	\$0.57	1,900	\$1,083.00
07/01/2047 - 12/31/2047	\$0.57	1,900	\$1,083.00
01/01/2048 - 06/30/2048	\$0.57	1,900	\$1,083.00
07/01/2048 - 12/31/2048	\$0.57	1,900	\$1,083.00
01/01/20			

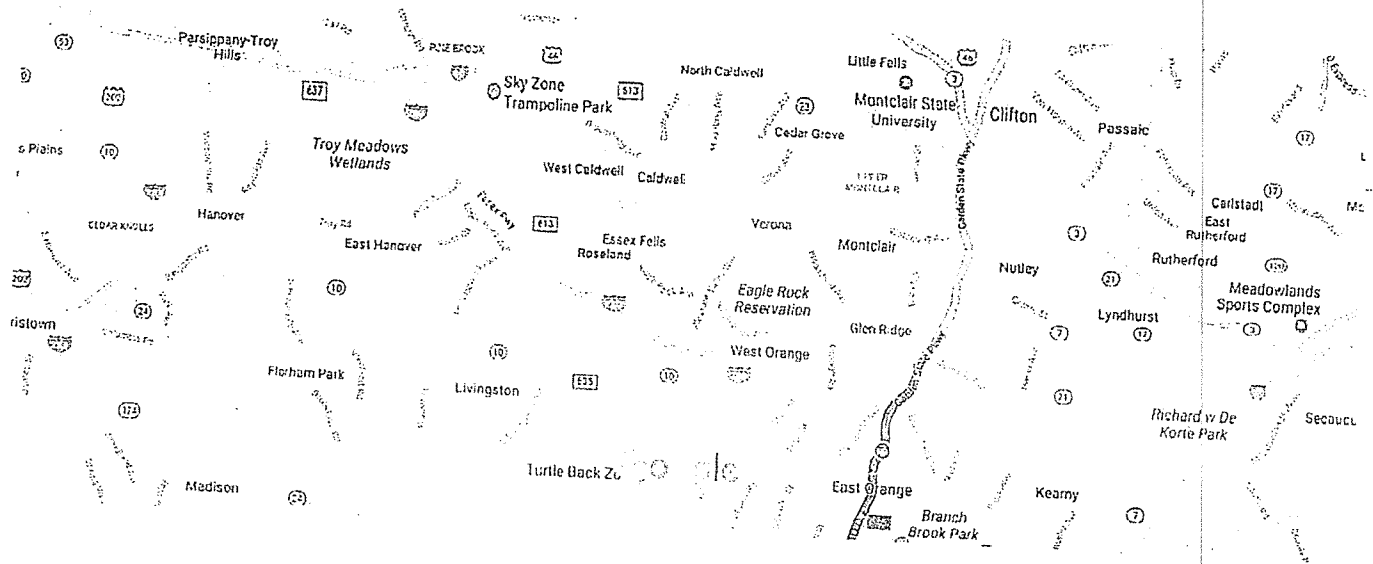
12/1/2019 - 12/31/2019	\$0.54
107.2	
	\$57.88

[illegible]

Google Maps

200 Memorial Dr, Paterson, NJ 07505 to
508 Central Ave, Newark, NJ 07107

Drive 13.4 miles, 29 min



Map data ©2017 Google United States 2 mi

200 Memorial Dr

Paterson, NJ 07505

Get on NJ-19 S from Federal Plaza/Ward St

- ↑ 1. Head south on Memorial Dr toward Market St 4 min (0.7 mi)
- ➡ 2. Turn right onto Federal Plaza/Ward St 0.1 mi
- ↑ 3. Continue onto NJ-19 S 0.3 mi
- ⬅ 4. Use the left 2 lanes to turn left onto the NJ-19 S ramp to I-80 E 0.2 mi

Take Garden State Pkwy to S Oraton Pkwy in East Orange. Take exit 145 from Garden State Pkwy

- ↑ 5. Continue onto NJ-19 S 13 min (11.7 mi)
- ⬅ 6. Use the left 2 lanes to take the Garden State Pkwy S exit 2.0 mi
Toll road

CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

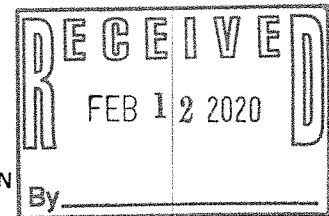
INVOICE DATE: _____ REQUESTED BY: I Cerna PERIOD COVERED: 1/2020 - 1/31/20
PAYABLE TO: IRENE CERNA AMOUNT: 28.94
COMMENTS: Mileage Reimbursement

GL CODES:

☐ 7112.1 USJP Manual Checks
☐ 7120 FRINGE BENEFITS - INCLUDING FICA
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7550 INTERNSHIPS & OJT
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 7580 DONATED PROFESSIONAL SERVICES
☐ 8110 SUPPLIES
☐ 8120 DONATED MATERIALS & SUPPLIES
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☐ 8570 ADVERTISING/MARKETING EXP
☐ 8580 LICENSES & FEES



PROGRAM DIRECTOR'S APPROVAL [Signature]

DATE: 1/31/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: Am

DATE: 2/12/20

ISCAL OFFICE APPROVAL [Signature]

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL _____

CHECK #: 12960

☒ ENTERED

Urban League of Essex County Mileage Log and Reimbursement Form									
Employee Name Irene Cerna		Rate Per Mile \$0.54							
Department USJP		For Period 1/1/2020 - 1/31/2020							
Employee Signature		Total Mileage 53.6							
Authorized By		Total Reimbursement \$28.94							
Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Reimbursement		
1/15/2020	200 Memorial Dr. Paterson, NJ	508 Central Ave, Newark, NJ	Payroll	92362.2	92375.6	13.4	\$7.24		
1/15/2020	508 Central Avenue, Newark, NJ	200 Memorial Drive, Paterson, NJ	Return to Paterson	92375.6	92389	13.4	\$7.24		
1/29/2020	200 Memorial Dr. Paterson, NJ	508 Central Ave, Newark, NJ	payroll	92424	92437.4	13.4	\$7.24		
1/29/2020	508 Central Avenue, Newark, NJ	200 Memorial Drive, Paterson, NJ	Return to Paterson	92437.4	92450.8	13.4	\$7.24		
							53.6	\$28.94	
							Totals		

Irene Cerna
USJP

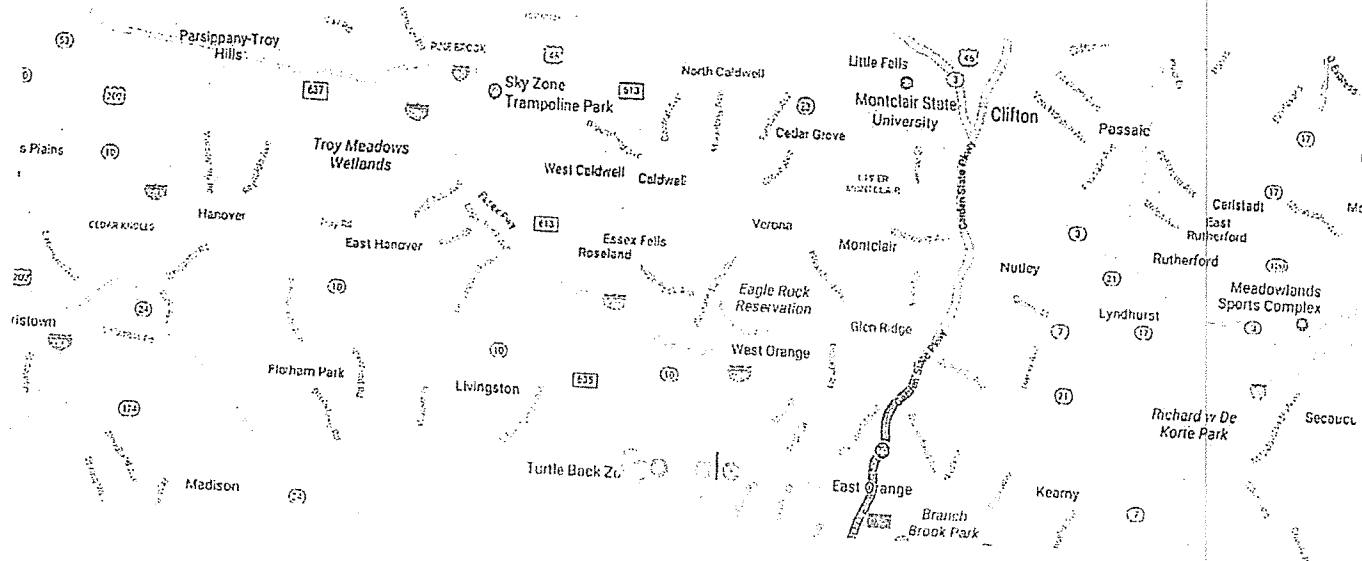
1/1/2020 - 1/31/2020	\$0.54
53.6	\$28.94

[illegible]

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508 Central Ave, Newark, NJ 07107

Drive 13.4 miles, 29 min



Map data ©2017 Google United States 2 mi

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Paterson, NJ 07505

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- ↑ 1. Head south on Memorial Dr toward Market St 4 min (0.7 mi)
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- ↑ 3. Continue onto NJ-19 S 0.3 mi
- ⤴ 4. Use the left 2 lanes to turn left onto the NJ-19 S ramp to I-80 E 0.2 mi
- 322 ft

Take Garden State Pkwy to S Oraton Pkwy in East Orange. Take exit 145 from Garden State Pkwy

- ↑ 5. Continue onto NJ-19 S 13 min (11.7 mi)
- ➡ 6. Use the left 2 lanes to take the Garden State Pkwy S exit 2.0 mi
- ⚠ Toll road
- 0.4 mi