

*This document contains samples of required documents for travel  
expenses (for non-Academic courses only).*

**Travel**

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### Airfare Itinerary

1 Southwest

Manage Flight | Flight Status | My Account



Hi [REDACTED]

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

FEBRUARY 26 - MARCH 1

**SJC → SAN**

San Jose, CA to San Diego

Confirmation # [REDACTED] Confirmation date: 12/10/2019

2 PASSENGER [REDACTED]

RAPID REWARDS # [REDACTED]

TICKET # [REDACTED]

EXPIRATION<sup>1</sup> December 10, 2020

EST. POINTS EARNED 790

Rapid Rewards® points are only estimations.

**Your itinerary**

4 Flight 1: Wednesday, 02/26/2020 Est. Travel Time: 1h 20m [Wanna Get Away®](#)

FLIGHT #	DEPARTS	ARRIVES
2090	SJC 09:15PM <small>San Jose, CA</small>	SAN 10:35PM <small>San Diego</small>

3

4 Flight 2: Sunday, 03/01/2020 Est. Travel Time: 1h 30m [Wanna Get Away®](#)

FLIGHT #	DEPARTS	ARRIVES
2072	SAN 12:55PM <small>San Diego</small>	SJC 02:25PM <small>San Jose, CA</small>

3

**Payment information**

Total cost		Payment
Air - [REDACTED]		Visa ending in [REDACTED] 6
Base Fare	\$ 131.50	Date: December 10, 2019
U.S. Transportation Tax	\$ 9.86	Payment Amount: \$169.96
U.S. 9/11 Security Fee	\$ 11.20	
U.S. Flight Segment Tax	\$ 8.40	
U.S. Passenger Facility Chg	\$ 9.00	
<b>Total</b>	<b>\$ 169.96</b>	

5

Airfare itinerary must include:

- 1) Airline name
- 2) Passenger name
- 3) Departure & return location
- 4) Travel dates
- 5) Itemized fees
- 6) Payment made

**Hotel Receipt**



2	Folio No. :	██████████	Room No. :	0617
	AR Number :		Arrival :	09-28-19
	Group Code :		Departure :	09-29-19
	Company :		Conf. No. :	██████████
	Membership No. : PC	██████████	Rate Code :	██████████
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-28-19	Parking Overnight 102179 Pro Park - Cash Hold Lost Interface ██████████	62.00	
09-28-19	Parking Tax Pro Park - Cash Hold Lost Interface ██████████	8.68	
4 09-28-19	* Accommodation	341.05	
09-28-19	Occupancy Tax	47.75	
09-28-19	Business District Assessment	7.67	
09-28-19	California Tourism Assessment	0.67	
09-29-19	Visa		397.14
	XXXXXXXXXXXX██████████		
5 09-29-19	Visa		70.68
	XXXXXXXXXXXX██████████		

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - [www.ihg.com/reviews](http://www.ihg.com/reviews). We look forward to welcoming you back soon.

<b>Total</b>	<b>467.82</b>	<b>467.82</b>
<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_  
 I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel receipt must include:

- 1) Hotel name & location
- 2) Employee name
- 3) Arrival & departure dates
- 4) Itemized fees
- 5) Payment made

**Car Rental Receipt**

1

Rental Agreement Summary

2

Renter: [REDACTED]

**Dates & Times**

**Pickup**  
 Dec 10, 2019  
 3:44 PM

**Return**  
 Dec 14, 2019  
 4:53 PM

**Location**

3355 ADMIRAL BOLAND  
 WAY  
 SAN DIEGO, CA 92101  
 8888266893

3

**Vehicle**

Make/Model: HYUN/ELAN  
 Color: SILVER  
 Car Class Driven: ICAR  
 Car Class Charged: ICAR  
 Miles In: 30156      Miles Out: 30090  
 Mileage: 66  
 Fuel In: Full      Fuel Out: Full  
 License: [REDACTED]      State/Province: AZ  
 Unit #: 7RLD6Y      Vehicle #: KU746204

\$ Charges	Price/Unit	Total
<b>Renter Charges</b>		
TIME & DISTANCE 1 @ \$126.94 / W		\$126.94
12/10/2019 - 12/14/2019		
NO CHARGE 0 @ \$0.00 / MILE		\$0.00
DISTANCE 12/10/2019 - 12/14/2019		
DISCOUNT 7.0000%		(\$8.89)
AIRPORT 11.1100%		\$13.82
CONCESSION FEE 11.11 PCT		
CUSTOMER FACILITY CHARGE \$9.00/DAY		
PORT OF SAN DIEGO FEE 3.50/RENTAL		
TOURISM 3.5000%		\$4.13
COMMISSION REC 3.50 PCT		
VEHICLE LICENSE 5 @ \$1.27 / DAY		\$6.35
RECOVERY FEE		
SALES TAX 7.7500%		\$10.22
<b>Total Charges:</b>		<b>\$201.07</b>

5

Charge To: VISA xxxx [REDACTED]

**Amount Due: \$0.00**

Subject to Audit  
 Customer Service Number 1-800-445-5664

Car rental receipt must include:

- 1) Vendor name
- 2) Employee name
- 3) Pick-up/drop-off dates and location
- 4) Itemized fees
- 5) Payment made


Uber/Lyft Receipts

Uber 1

3 Fri, Feb 28, 2020

Thanks for riding, [REDACTED] 2

We hope you enjoyed your ride this afternoon.



Total \$35.89

Base Fare	\$0.00
Time	\$15.47
Distance	\$13.32
<hr/>	
Subtotal	\$28.79
Marketplace Fee ?	\$3.50
Access for All Fee ?	\$0.10
SAN Airport Pickup Surcharge ?	\$3.50

4

Amount Charged

5

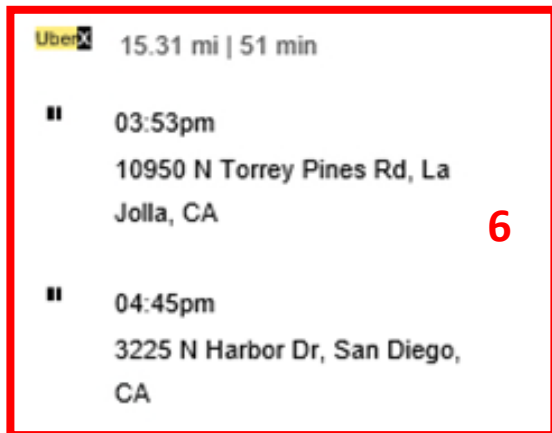
Switch \$35.89

Uber/Lyft receipt must include:

- 1) Vendor name
- 2) Employee name
- 3) Date of ride
- 4) Itemized Fees
- 5) Total Payment
- 6) Origin/destination

Continues on the next page...

**Uber/Lyft Receipts**  
**(continued)**



Uber/Lyft receipt must include:

- 1) Vendor name
- 2) Employee name
- 3) Date of ride
- 4) Itemized Fees
- 5) Total Payment
- 6) Origin/destination

