Receipt Overview

- Travel policy
- Review of receipts



LODGING - POLICY

- Every effort should be made to ensure that lodging costs are reasonable and appropriate. The standard room rate should be used whenever available.
- AirBNBs/VRBOs and other private home rental expenses must NOT be charged to a UMD travel card. A personal card should be used and reimbursed after the trip.
- In-room movie, room service, pay per view, and any additional entertainment charges not included in the room rate will not be reimbursed. These are considered personal charges.
- UMD will not reimburse "no show" charges unless due to an emergency or to the benefit of the University.
 - If there is a "no show" charge due to an emergency, a memo to the file should be attached to the expense report attachment section.
- Instate-lodging for employees must be documented on the request and prior approval.
- Hotel confirmations alone are not acceptable.

 Confirmations show intend to stay. They do not confirm the traveler stayed at the hotel. Therefore, itemized receipts are required.



DOMESTIC HOTEL RECEIPT



HAMPTON INN DOWNTOWN

226 CARONDELET ST NEW ORLEANS, LA 70130 United States of America

TELEPHONE 504-529-9990 • FAX 504-529-9996 Reservations

www.hamptoninn.com or 1 800 HAMPTON



1014/KXTD Room No:

Arrival Date: 12/12/2021 2:52:00 PM Departure Date: 12/18/2021 10:35:00 AM

1/0 Adult/Child:

ROBWHITE Cashier ID: Room Rate: 171.00

AL: HH#

1421096759 BLUE

VAT#

796201 B Folio No/Che

Confirmation Number: 669

HAMPTON INN DOWNTOWN 1/11/2022 2:47:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
12/12/2021	2701637	GUEST ROOM	\$171.00
12/12/2021	2701637	TAXES	\$29.12
12/13/2021	2701978	GUEST ROOM	\$94.00
12/13/2021	2701978	TAXES	\$16.46
12/14/2021	2702175	GUEST ROOM	\$88.00
12/14/2021	2702175	TAXES	\$15.48
12/15/2021	2702410	GUEST ROOM	\$93.00
12/15/2021	2702410	TAXES	\$16.30
12/16/2021	2702620	GUEST ROOM	\$106.00
12/16/2021	2702620	TAXES	\$18.44
12/17/2021	2702889	GUEST ROOM	\$120.00
12/17/2021	2702889	TAXES	\$20.73
12/18/2021	2703124	MC 101	(\$788.53)
		BALANCE	\$0.00

\$0.00

DATE	REF NO	DESCRIPTION	CHARGES
12/12/2021	2701637	GUEST ROOM	\$171.00
12/12/2021	2701637	TAXES	\$29.12
12/13/2021	2701978	GUEST ROOM	\$94.00
12/13/2021	2701978	TAXES	\$16.46
12/14/2021	2702175	GUEST ROOM	\$88.00
12/14/2021	2702175	TAXES	\$15.48
12/15/2021	2702410	GUEST ROOM	\$93.00
12/15/2021	2702410	TAXES	\$16.30
12/16/2021	2702620	GUEST ROOM	\$106.00
12/16/2021	2702620	TAXES	\$18.44
12/17/2021	2702889	GUEST ROOM	\$120.00
12/17/2021	2702889	TAXES	\$20.73
12/18/2021	2703124	MC 101	(\$788.53)

BALANCE \$0.00

CREDIT CARD DETAIL

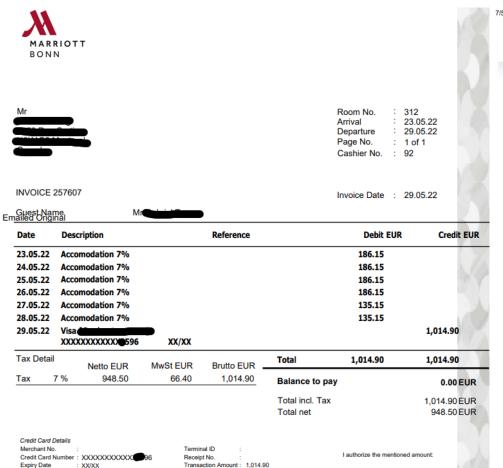
APPR CODE 085132 CARD NUMBER MC 101 2703124 TRANSACTION ID

MERCHANT ID EXP DATE TRANS TYPE

8028057654 04/22 Sale



INTERNATIONAL HOTEL RECEIPT

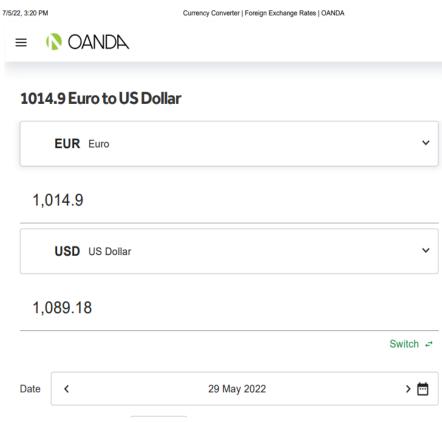


Approval Amount : 1,014.90

- A171008

Signature of Card Holder

Approval Code



Card Entry

Verification

AIRBNB RECEIPT

Your receipt from Airbnb

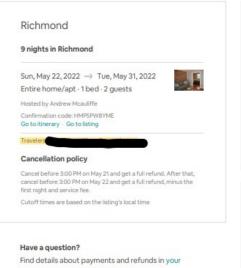
payments, or try the Help Center.

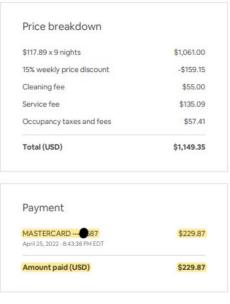
airbnb Your receipt from Airbnb

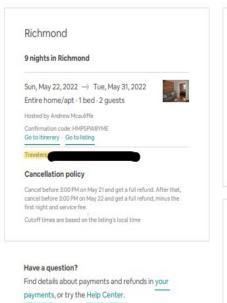
Receipt ID: RCPFHW4QBX · May 13, 2022

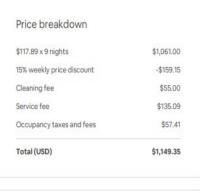
(airbnb

Receipt ID: RCFJKSSDHK · April 26, 2022







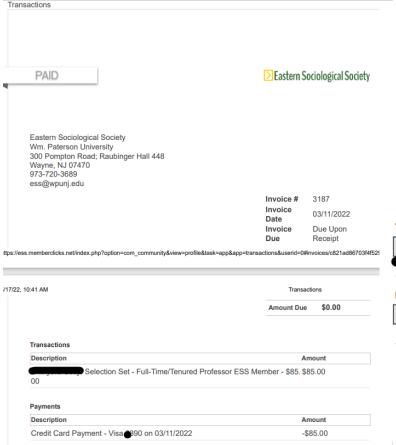




REGISTRATION - POLICY

- Itemized receipts are required.
- Receipts should show the date, vendor name, the amount charged, and the form of payment.
- Donations are unallowable.
 - The expense should be removed deducted from the registration expense.
- Membership only charges should be paid using the Pcard.

REGISTRATION RECEIPT



Total Amount

Amount Paid

Amount Due

\$85.00

-\$85.00 \$0.00 Eastern Sociological Society Wm. Paterson University 300 Pompton Road; Raubinger Hall 448 Wayne, NJ 07470 973-720-3689 ess@wpunj.edu

INVOICE 3187

Eastern Sociological Society

University of Maryland-College Park/Rutgers-Camden

Invoice # Invoice Date Invoice Due 3187 03/11/2022 Due Upon Receipt

Amount Due

\$ 0.00

Transactions

, 19119

United States

Description	Amount
. Selection Set - Full-Time/Tenured Professor ESS Member - \$85.00	\$ 85.00

Payments

Description	Amount
Credit Card Payment - Visa 390 on 03/11/2022	-\$ 85.00

Total Amount	\$ 85.00
Amount Paid	-\$ 85.00
Amount Due	\$ 0.00



REGISTRATION RECEIPT - Paypal

aag.org/events/2022-aag-annual-meeting/



Description	Unit price	Qty	Amount
	\$365.00 USD	1	\$365.00 USD
		Subtotal Total	\$365.00 USD \$365.00 USD
		Payment	\$365.00 USD

Funding Sources Used (Total)

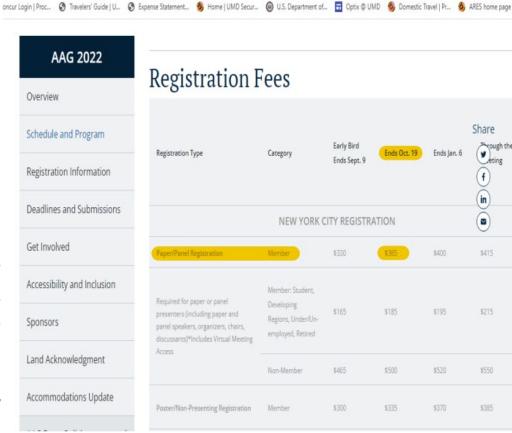
MasterCard x-6547 \$365.00 USD

Payment sent to puborder@aag.org

Charge will appear on your credit card statement as "PAYPAL *AAG"

Payment sent from





\$185

Share

\$415

\$215

\$550

\$520

INTERNATIONAL CONFERENCE FEE **RECEIPTS**



Wells Fargo Clear Access Banking[™]

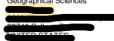
April 29, 2022 ■ Page 1 of 5



This document counts as a receipt and it is issued by Olly Services S.r.l. on behalf of ESA

Participant information:

University of Maryland Geographical Sciences



Organizer information:

Olly Services S.r.l. Address: Via Frascati nº 31-33, 00078 - Monte Porzio Catone (RM) VAT number: IT16179081001 Administration email: lps22@ollyservices.com



Questions?

Available by phone 24 hours a day, 7 days a week: We accept all relay calls, including 711

1-800-TO-WELLS (1-800-869-3557)

En español: 1-877-727-2932

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (114) P.O. Box 6995

Portland, OR 97228-6995

Frascati, 19 April 2022 INVOICE NO. LPS22/5002

Event: Living Planet Symposium 2022 Date: 23 May 2022 - 27 May 2022 Attendee

Pos.	Quantity	Item	Unit price	Total
1.	1	Living Planet Symposium 2022 - Registration Students ¹	25,00 EUR	25,00 EUR
		Dates you are going to attend: 23 May 2022		
		Dates you are going to attend: 24 May 2022		
		Dates you are going to attend: 25 May 2022		
		Dates you are going to attend: 26 May 2022		
		Dates you are going to attend: 27 May 2022		
		Photo and filming consent: I consent photo and filming		
Invoic	e total			25,00 EUR
Total	amount paid			25,00 EUR
Total	amount to be	e paid		0,00 EUR

List of taxes/additional information on this invoice

Exempt from VAT

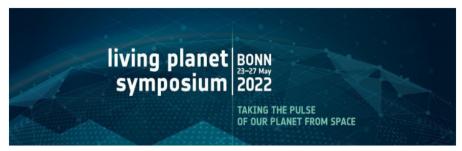
The invoice total will be charged to your Credit Card.



Purchase Intl authorized on 04/19 Olly Services +39069420204 Ita S382109764701886 Card 73



INTERNATIONAL ABSTRACT RECEIPTS



Wells Fargo Clear Access Banking[™]

December 30, 2021 ■ Page 1 of 4



This document counts as a receipt and it is issued by Olly Services S.r.l. on behalf of ESA

Participant information:

University of Maryland College Park



Frascati, 9 Dec. 2021

INVOICE NO. LPS22/2673

Event: Living Planet Symposium 2022 Date: 23 May 2022 - 27 May 2022 Paper Submitter Organizer information:

Olly Services S.r.l.
Address: Via Frascati n° 31-33,
00078 – Monte Porzio Catone (RM)
VAT number: IT16179081001
Administration email: lps22@ollyservices.com



Questions?

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1-800-TO-WELLS (1-800-869-3557)

En español: 1-877-727-2932

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (114) P.O. Box 6995 Portland, OR 97228-6995

Purchase authorized on 12/08 Wise US Inc. 188-89083833 NY \$581343081759973 Card 73 29.32

Pos.	Quantity	Item	Unit price	Total
1.	1	Abstract Students ¹	25,00 EUR	25,00 EUR
Invoic	e total			25,00 EUR

List of taxes/additional information on this invoice

1 Exempt from VAT

Please transfer the invoice amount within 14 days after registration to:

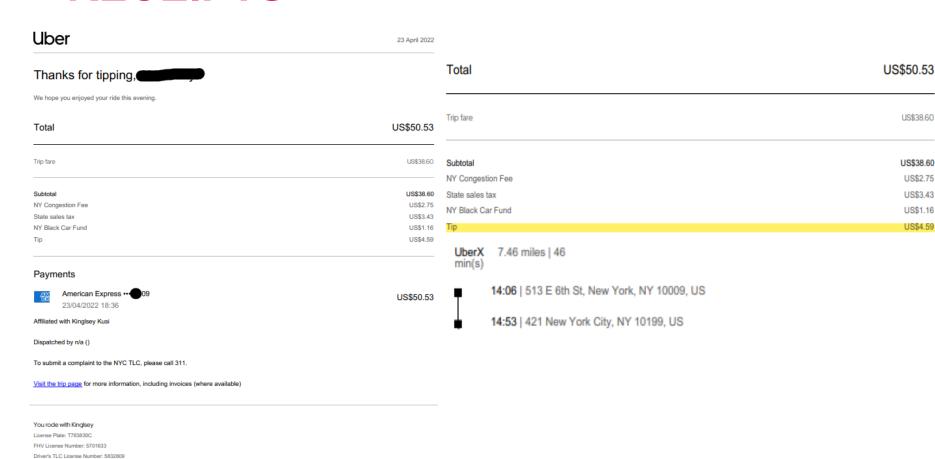


GROUND TRANSPORTATION - POLICY

- Taxi, Uber, and Lyft Detailed receipt must be provided.
- Receipts should show the date, specific service, vendor name, origin/destination, the amount charged, and the form of payment.
- Donations are unallowable.
 - This expense should be deducted from the transportation receipt.
- Transportation Gratuity
 - Reasonable; 20% is the maximum allowable.



GROUND TRANSPORTATION RECEIPTS





14:06 | 513 E 6th St, New York, NY 10009, US 14:53 | 421 New York City, NY 10199, US

UberX 7.46 miles | 46

US\$38.60

US\$38.60 US\$2.75

US\$3.43

US\$1.16

US\$4.59

MISCELLANEOUS - POLICY

- Internet/International phone charges
- Business related

Travel Visa

- When required for official travel.
- Receipts should show location and dates, amount charged, and the form of payment.

Medical bill

- When required for official travel.
- Receipts should show the date, specific service, vendor name, the amount charged, and the form of payment.
- The Tcard cannot be used for payment. This expense is reimbursable only.



INTERNATIONAL PHONE USAGE



 Page:
 4 of 6

 Issue Date:
 Jun 23, 2022

 Account Number:
 523230213716

 Foundation Account:
 00074400

...813.735.9222 continued

Tota	ll for 043-705-9222	\$92.02
11.	FL State Sales Tax	\$1.56
10.	FL State Communications Tax	\$0.44
9.	County Surtax	\$0.39
8.	County Communications Tax	\$0.29
7.	911 Service Fee	\$0.40
Gove	rnment fees & taxes	

Phone, 12,020 1447

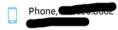
ctivi	ty since last bill
1.	International Day Pass
2.	International Day Pass
3.	International Day Pass

3.	International Day Pass	Jun 23	\$10.00
Mont	hly charges	Jun 24 - Jul 23	
4.	Unlimited Starter - 4 Lines		\$45.00
5.	APPLE IPHONE 12 PRO MAX - Installment 15 of 30		\$36.67
Comp	pany fees & surcharges		
6.	Administrative Fee		\$1.99
7.	Federal Universal Service Charge		\$1.05
8.	Regulatory Cost Recovery Charge		\$1.50
Gove	rnment fees & taxes		
9.	911 Service Fee		\$0.40
10.	County Communications Tax		\$0.47
11.	FL State Communications Tax		\$0.68

Usage summary	
Roaming	Usea
Messages Used	Used

APPLE IPHONE 12 PRO MAX	160000045678770
Established on	Mar 25, 2021
Amount financed	\$1,099.99
Installment 15 of 30 (May 25, 2022)	\$36.67
Balance remaining after current installment	\$549.94

\$117.76



Total for



INTERNET AT THE HOTEL



GUEST PAY



REFERENCE

EXTERNAL TICKET # 4394139

EXTERNAL TICKET # HT 5023

445144377905

445144394139

445149000252

445154431513

COLUMBIA US

DATE

11/15/21

11/15/21

11/15/21

11/16/21

21044

Room No HT 5023 Page No Arvl Dt 11/15/21 Dept Dt 11/16/21 Group SHAIA1 T/A No.

Res ID. 444900878613 Fol ID. 445144377904

12.71

14.99-

SPLIT DESCRIPTION AMOUNT APPLIED DEPOSIT 107.71-14.99 5023 20:48 DEVICE-25002 ROOM CHARGE HT 5023 95.00

TOTAL 0.00

F/DESK-VISA

DATE REFERENCE DESCRIPTION CREDITS

11/15/2021 445144377905 APPLIED DEPOSIT 107.71 -107.71

5647fjghrvv4bfbs

11/15/2021 445144394139 ON COMMAND INTERNET 14.99 -92.72

5023 20:48 DEVICE-25002

11/15/2021 445149000252 ROOM CHARGE HT 5023 95.00

TAX 12.71

11/16/2021 445154431513 F/DESK-VISA 14.99

Balance Due .00



TRAVEL VISA FEE RECEIPT



Way," in retail operations Bankcard.

Details of the transaction :

Transaction of : 50.00 EUR

Description : e-VISA Bénin

Autorisation number : 150684

Card Number : 4815XXXXXXXXXXX32





Online Banking

daily spending: Account Activity Transaction Details

Post date: 06/11/2021

Amount: -61.10

Type: Debit card

Purchaser:

Description: LEMONWAY.COM/PI 4203051 06/10

PURCHASE 93MONTREUIL

Merchant category: Computer Programming, Data Processing, and

Integrated Systems Design Services

Merchant category 7372

code:

Merchant name: LEMONWAY.COM/PI 4203051

Merchant information:

Transaction Shopping & Entertainment: Electronics

category:

Full Name TYPE D'EVISA..... Type of evisa NUMÉRO D'EVISA..... EV0156166 NATIONALITÉ..... Evisa Number Nationality NOMBRE D'ENTRÉES..... Simple GENRE. Number of Entries Gender VALABLE DU..... 11 Juin 21 DATE DE NAISSANCE...... 27 Mars 74 Valid from NUMÉRO DE PASSEPORT. 566389033 JUSQU'AU..... 10 Juil 21 Until Passport Number AUTORITÉ DE DÉLIVRANCE MINISTÈRE DE L'INTÉRIEUR ET DE LA SÉCURITÉ PUBLIQUE Issuing Authority Confirmation of transaction by Credit Card From: Service Usagers H2EPAYMENT (webmaster@h2epayment.com) Date: Thursday, June 10, 2021, 03:09 PM EDT Confirmation of transaction - Please keep for your information. Madam, Sir, This is an automatic aknowledgement of receipt. Please do not reply

Your transaction has been taken into account. On your statement of your credit card, you will see the wording "Lemon

You will find Lemon Way's General Terms and Conditions of Use by following this link:

Date/Time of the authorization : 2021-06-10 15:04:01 (US EST >Time/ New-York)

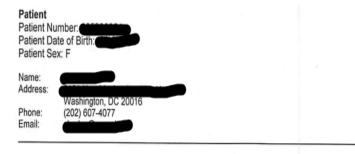
https://www.lemonway.fr/legal/conditions-generales-d-utilisation

COLLEGE OF BEHAVIORAL &

Amount debited on your bank account: 50,00 EUR

BE THE SC

MEDICAL BILL



Diagnosis Z71.9, Z23

Overall Total Balance Due: \$354.00

Date	Code	Description	Units	Charges	Insurance Payments	Patient Payments	Insurance Balance	Patient Balance
05/11/2022	99402 25	TRAVEL 30 MINUTES	1	\$70.00			\$70.00	
05/11/2022	90632	Hepatitis A vaccineAdult	1	\$89.00		-	\$89.00	
05/11/2022 05/11/2022		Typhoid V1 vaccine, injectable, IIM Credit Card	1	\$115.00	/	\$115.00		
05/11/2022	90715	Tdap - TD with Pertussis (Adacel)	1	\$70.00			\$70.00	
05/11/2022 05/11/2022		Yellow Fever vaccine, live, for subcu Credit Card	1	\$180.00		\$180.00		
05/11/2022	90471	ADMINISTRATION, SINGLE VAC(19 AND OLD	1	\$25.00			\$25.00	
05/11/2022	90472	ADMIN VAC INJ, 2nd and each addl (age	5	\$100.00			\$100.00	
Subtotal fo	r Ticket	#1385496		\$649.00		\$295.00	\$354.00	

ACCOUNT ENDING American Express Gold Card THUOMA DESCRIPTION \$295.00 UMD HLTH CTR REGISTRCOLLEGE PARK MD Will appear on your Jun 9, 2022 statement as UMD HLTH UM HEALTH CENTER May 11 CAMPUS DR CTR REGISTRCOLLEGE PARK MD **BLDG 140** COLLEGE PARK MD MEMBERSHIP REWARDS POINTS 20742-0001 295 www.pandaexpress.com 1X on Other purchases ADDITIONAL INFORMATION 3014057440





QUESTIONS?

