

# EMPLOYEE REIMBURSEMENT FORM

Employee: Thomas M. Hodgson

Employee Number: 388619

## MILEAGE

Date	To	From	Miles	Amount	Total

## OTHER EXPENSES

Date	Reason	Amount	
2/13	BREAK FAST	7.70	
2/16	↓	6.43	
2/16		5.39	
		122.52	

I certify that the foregoing is a true statement of the actual and proper cost of transportation and other necessary expenses incurred in the performance of official duties and that I have paid the same.

Employee Signature Thomas M. Hodgson

Date 3/1/18

## FINANCE DEPARTMENT USE ONLY

940-9000-P01  
Transfer from

914-B3  
Transfer to

LH 3/1/18  
Finance Department Initials/  
Given to HR

## SUPERVISORS APPROVAL

N/A  
Chief of Operations/Chief of Staff/Superintendent

Date

☐ Approved

☐ Denied

Lawrence Oliveira  
Lawrence Oliveira, Chief Financial Officer

3/1/18  
Date

☒ Approved

☐ Denied

Reimbursement shall be processed for payment through Payroll by the Finance Department

THE WILLARD INTERCONTINENTAL  
CAFE DU PARC TOGO  
WASHINGTON, DC USA  
2005 Zafar

1 / 1 7596 GST 1  
FEB13'18 6:59AM

TO GO

1 Muffin 2.50  
1 Hot Choc M 4.50  
Subtotal..... 7.00  
Food Tax 0.70  
Total Paid..... 7.70  
9502/Micros Cash  
Cash 20.00  
Change Due..... 12.30  
---2005 CLOSED FEB13 6:59AM----

676

BUY ONE GET ONE FREE QUARTER POUNDER  
W/CHEESE OR EGG MCNUFFIN  
Go to [www.mcdvoice.com](http://www.mcdvoice.com) within 7 days  
and tell us about your visit.

Validation Code: \_\_\_\_\_  
Expires 30 days after receipt date.  
Valid at participating US McDonald's.

Survey code:  
07474-06760-21618-07535-00083-9

McDonald's Restaurant #7474  
RT-95 EAST(NORTH) PASS EXIT 12  
CT  
FAIRF

DARIEN, CT 06820  
TEL# 203-6561859

KS# 6 02/16/2018 07:53 AM  
Side1 Order 76

1 Bac Egg Ch Bagel-M 7.09  
1 L Coffee 0.80  
<Drink Upcharge>

Subtotal 7.89  
Tax 0.50  
Take-Out Total 8.39

Cash Tendered 10.00  
Change 1.61

McDonald's Restaurant

Welcome to Dunkin' Donuts  
PC #349421 Darien, CT  
2/16/2018 7:57:55 AM

**Eat In**  
**Order: 408**

Register:1 Tran Seq No: 2127408  
Cashier:dina b.

\*\*\*\*\*SALE\*\*\*\*\*

1	. VEW Amr EngM	3.15
1	Hot Choc SM Mint	2.35
1	Sand & Sm Hot Choc/Dunk	(1.15)
1	5 Munchkins	1.70
	Sub. Total	\$6.05
	Tax:	\$0.38
	Total:	\$6.43
	Discount Total:	(\$1.15)
	Change	\$0.57
	Cash Next Dollar	\$7.00

\*\*\*\*\*

Tell us about today's visit  
at [www.telldunkin.com](http://www.telldunkin.com) within 3 days

**RECEIVE A FREE CLASSIC DONUT**

on your next visit when you  
purchase a Medium or Larger Beverage

Survey code: 40801-49421-087

Enter Validation Code: \_\_\_\_\_

See restrictions on [dunkindonuts.com](http://dunkindonuts.com)

Franchisee - Use PLU 3201

Redeem offer with this receipt

\*\*\*\*\*

**Visit [DunkinNation.com](http://DunkinNation.com) for product**

offers and news. Enter Code DD2957

\*\*\*\*\*

Thank you come back again