

# EMPLOYEE REIMBURSEMENT FORM

Employee:

Thomas Hodgson

Employee Number:

358619

## MILEAGE

Date	To	From	Miles	Amount	Total

## OTHER EXPENSES

Date	Reason	Amount	
11/3/17	BREAKFAST	4.07	
<del>11/3/17</del>	<del>Clothing</del>	<del>5.3</del>	
2/2/17	Parking	1.19	
2/6/17	Breakfast	7.19	
2/8/17	Lunch	7.07	
			<u>819.55</u>

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

Date

March 7, 2017

## FINANCE DEPARTMENT USE ONLY

9149000-610

Transfer from

9149000-63

Transfer to

LL 3/7/17

Finance Department Initials/  
Given to HR

## SUPERVISORS APPROVAL

Chief of Operations/Chief of Staff/Superintendent

Date

Approved

Denied

Lawrence Oliveira, Chief Financial Officer

Date

Approved

Denied

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

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

15 Meskerem E.

HK 3222 FEB02'17 2:22PM

1 FRUIT WHOLE	2.00
FOOD SALES	2.00
TAX	0.20
PAYMENT	2.20
CASH	5.00
CHANGE DUE	2.80

Chevy Chase Center

20815 Chevy Chase

Wisc EX49 02/02/17 23:34  
Receipt 005763

Short-term parking tkt  
CCC - No. 047415  
02/02/17 19:41 -  
02/02/17 23:40 -  
Period 0d4h0'  
(Ust.) \$1.00

Total \$1.00

Payment Received  
C610 610 3 Hour(s)  
MC \$1.00  
XXXXXXXXXXXX8030  
Merch:825187958889  
Auth:17537P  
Type: Swiped

Sub Total \$1.00

All Amounts in USD.  
Deliv. Date=Receipt Date

0465DE8 - 1/1  
183438

Extra Perk

822 N. Fairfax

Alexandria, VA 22314

(703) 706-5886

WWW.EXTRAPERKSCOFFEESHOPANDCAFE.COM

Carry-Out #70912  
01/31/2017 07:09 AM

Placed By Cashier

Order Taken by: Cashier

1 16 oz. CAPU / LATTE 3.70  
"whole"

Subtotal: 3.70

Tax: 0.37

Total: 4.07

Cash Tendered: 20.00

Change: 15.93

Payment: CASH

Come Back to See Us  
Thank You!

& & 407 & &  
JW MARRIOTT WASHINGTON DC  
\*\*\* STARBUCKS \*\*\*

77805 FREN

CHK 6798

4 FEB'17 12:56 PM

1 GRND CARM MACCHIATO	4.85
1 TALL COFFEE	2.05
Subtotal:	\$6.90
Tax:	0.69
Total:	\$7.59
Change Due	\$12.41
CASH	\$20.00

Check Closed

4 FEB'17 12:56 PM

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

538 AMMALA T.

CHK 3178 FEB02'17 1 AM

1 CAPPUCCINO LG	4.54
FOOD SALES	4.54
TAX	0.45
PAYMENT	4.99
CASH	10.00
CHANGE DUE	5.01

77805 FREN  
77805 FREN