

## EMPLOYEE REIMBURSEMENT FORM

Employee:

Thomas M. Hodgson

Employee Number:

358619**MILEAGE**

Date	To	From	Miles	Amount	Total

**OTHER EXPENSES**

Date	Reason	Amount	
3/25/17	BREAKFAST	17.97	
3/25/17	DINNER	8.44	
3/27	BREAKFAST / Lunch	7.25	
3/30	BREAKFAST	4-	
3/30	Lunch	4-	
	TOTALS-	\$41.66	

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

5/8/17**FINANCE DEPARTMENT USE ONLY**914-9000 B10

Transfer from

914-9000 B3

Transfer to

Lal 5/8/17Finance 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

DINER 03/25/17

GIFT SHOP # 230

TRAVEL TRADERS #230  
2500 CALVERT STREET NW  
WASHINGTON, DC 20008  
(202) 234-1004

142342	SKLGS PRO 2X CHC 1	3.99	T
142342	SKLGS PRO 2X CHC 1	3.99	T
SUBTOTAL		7.98	
TAX @ 5.750%		0.46	
TOTAL		8.44	
CASH		10.00	
CHANGE		1.56	

Tran Code: 09E 15FK 001 0D99



\*09E15FK0010D99\*

20360 106 # 321  
Register: REQ1 Mar 25 2017 8:42 PM

Thank You  
Returns require original receipt  
Returns need to be made within 30 days

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

523 Vanessa

CHK 3942 MAR30'17 11:56AM

1	CAPPUCCINO SM	3.64
FOOD SALES		3.64
TAX		0.36
PAYMENT		4.00
CASH		5.00
CHANGE DUE		1.00

STARBUCKS Store #7231  
8542 Connecticut Avenue  
Chevy Chase, MD (301) 986-5187

CHK 709896  
03/25/2017 08:14 AM  
1814231 Drawer: 1 Reg: 1

Gr Latte Macchiato	4.65
Blueberry Muffin	2.45
Gr Latte	3.95
Bantam Classic Bgl	2.95
Bantam Classic Bgl	2.95
Cash	50.00

Subtotal	\$16.95
Tax 6%	\$1.02
Total	\$17.97

Change Due \$32.03

Check Closed  
03/25/2017 08:14 AM

Join our loyalty program  
Starbucks Rewards®  
Sign up for promotional emails  
Visit Starbucks.com/rewards  
Or download our app  
At participating stores  
Some restrictions apply

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

538 AMMALA T.

CHK 3972 MAR27'17 11:11

1 TEA MD	2.50
FOOD SALES	2.50
TAX	0.25
PAYMENT	2.75
CASH	100.00
CHANGE DUE	97.25

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

538 AMMALA T.

CHK 3751 MAR30'17 6:04AM

1 CAPPUCCINO SM	3.64
FOOD SALES	3.64
TAX	0.36
PAYMENT	4.00
CASH	50.00
CHANGE DUE	46.00

OMNI SHOREHAM HOTEL  
WASHINGTON, DC 20008  
MORSELS

538 AMMALA T.

CHK 3467 MAR29'17 7:58AM

1 CAPPUCCINO MD	4.09
FOOD SALES	4.09
TAX	0.41
PAYMENT	4.50
CASH	5.00
CHANGE DUE	0.50