

←

Expenses For M Elizabeth Criger

+

Love ET 1/1-1/31/17

0 Comments

2 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 01/23/2017	Car Rental	27.88 USD	27.88	
▼ Mon 01/23/2017	Hotel	106.83 USD	106.83	
Mon 01/23/2017	Lodging	106.83 USD	106.83	
Mon 01/23/2017	Mileage Override	208.38 USD	208.38	
Mon 01/23/2017	Per Diem (Daily)	27.34 USD	27.34	

PDF

Images

Delete

Edit

Expenses For M Elizabeth Criger

Report Name

Love ET 1/1-1/31/17

Pay Me In

USD - US Doll...

Report Type

Employee Travel

Business Purpose

Provide consultationto PreK classrooms (See travel events for locations) according to scope of work

Travel End Date

01/31/2017

Explanation of travel SAMPLES:

For travel:

“Provide consultation to PreK classrooms ( see travel events for locations) according to scope of work”

For the following, include date and location

For training attendance:

“Attended training in Time Management in Las Cruces” (PROVIDE AGENDA)

If carpooled:

Indicate who you carpooled with

If shared hotel room:

Indicate who you shared a room with

If rental car used:

Indicate why you used a rental car versus a person vehicle. For example, “Use of rental car was more economical for UNM than use of personal vehicle and standard milage rate”



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In "Comment" field, with the following:  
Report ID: Obtained from PCard holder that paid for service  
Vendor name and PCard holder name

Report ID#s  
000-569998-01 3, Home 2 Suites, Anthony Ibarra PCard  
000-222333-02-8 Enterprise Car Rental, Anthony Ibarra PCard

PDF

Images

Delete

Edit

Travel End Date01/31/2017

Personal Travel Included☐

Student Payee

Non-Employee Payee

Select for Special Handling☐

Report ID#, Vendor and PCard holder name go here

Click "Post"

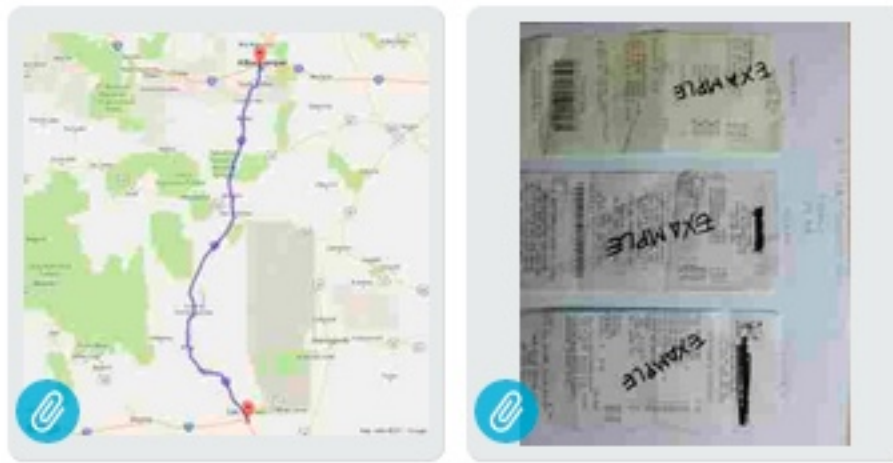
Comments (0)

000-569998-01 3, Home 2 Suites, Anthony Ibarra PCard

Post

Attachments (2)

Browse File to Attach



←

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ECSC uses "Mileage Override" tile, use .43/per mile

Expense Report  
010015989217

Total Pay Me Amount  
**370.43** USD

Submit

Mileage Override

Please remember to "Save"

Cancel

Save

A Mileage Log or the use of the Map Wizard is required for all mileage reimbursement

Date

01/23/2017

Spent

208.38

USD

Description

From: 1634 University Blvd NE, Albuquerque, NM, United States  
To: 1815 Wisconsin Ave, Las Cruces, NM 88001, USA  
To: 1634 University Blvd NE, Albuquerque, NM, United States

Out of State

☐

Rate

Optional

0.43

Miles

452.99

Map

Deduction

None

Banner Index

047283 ECSC Admin Support 047N CE-Community Service Programs 2U0224 MU I & G P102

3800 - In State Travel Gen

+ Add Banner Index

Comments (0)



Expenses For  
M Elizabeth Criger

Love ET 1/1-1/31/17

0 Comments

2 Attachments

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Receipts for the same day must  
be on one sheet of paper  
(Look at "Per Diem" sample for  
per diem amounts)

Expense Report  
010015989217

Total Pay Me Amount  
**370.43** USD

Submit

Images

EditDelete...

☐ Breakfast

☐ Lunch

☐ Dinner

☐ Travel Day

☒ Additional Reductions

23.66

Banner Index

047283 ECSC Admin Support

047N CE-Community Service Programs  
2U0224 MU I & G P102  
3800 - In State Travel Gen

Comments (0)

Add Comment

Post

Attachments (1)

Browse File to Attach

< Previous

4 of 4



12-1-17 LAS CRUCES, NM

TOTAL =  
27.34

Make sure all receipts for the same day are on one image. Please include **Date**, **Location**, and **Total**

Twister's

BLAKE'S

DENNY'S

Albuquerque  
New Mexico, 87106  
505-260-1366

Food/Beverage

TOMATO MOZZARELLA	\$3.00 F
CFESP CHKN TIRKA MASALA	\$7.99 F
ALTAP OG GRPFR SGL	\$0.99 F
LILYSC CHC CRNC BAR	\$1.99 F

Subtotal \$13.97  
Total Savings: \$0.00  
Net Savings: \$13.97  
Tax/Fee \$0.00  
Total: \$13.97

Sold Items 4

Paid:  
VISA \$13.97

Purchase \$ 13.97

VISA #RXXXXXXXXXX9250  
Auth # 086360 Exp Date \*\*/\*\*  
Lane # 203 Cashier #  
12/02/16 08:09 Ref/Seq # 203648

ALL WHOLE BODY RETURNS REQUIRE A RECEIPT.  
WE APPRECIATE YOUR BUSINESS.

(1217146) 10420  
203 8790 12/02/2016 08:09 AM



629010420203879012022016

Thanks for shopping at Whole Foods Market  
WholeFoodsMarket.com

Louisiana Plaza  
7200 Montgomery Blvd  
Albuquerque, NM 87109  
505-881-0894

82 - HOUSEWARES	079787	1.99 T
88 - TREATMENT/COLOR	024645	3.99 T
73 - BATH&BODY/HATR	750157	3.99 T
SUBTOTAL		\$9.97
NM 7.3125% Sales Tax		\$0.73
TOTAL		\$10.70
CASH		\$20.00
CHANGE		\$9.30

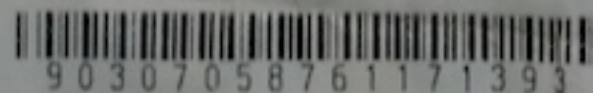
\*\*\*\*\*  
T.J.MAXX VALUES YOUR FEEDBACK!  
Tell us what you think about  
your store visit today and  
enter a monthly drawing to win a  
\$500 T.J.Maxx Gift Card!

Visit [www.TJMAXXFEEDBACK.com](http://www.TJMAXXFEEDBACK.com)

Respond by 12/18/16  
You will need to reference  
your receipt

Survey number: 0307058761  
SEE WEBSITE FOR COMPLETE RULES

\*\*\*\*\*



9 0 3 0 7 0 5 8 7 6 1 1 7 1 3 9 3

ITEMS 3  
0501  
0307 05 8761 12/04/16 14:39:52 1051

THANKS FOR SHOPPING. NOW YOU CAN  
SCORE 24/7! SHOP ONLINE AT TJMAXX.COM!  
Refunds within 30 days with receipt  
store credit only with gift receipt  
other restrictions may apply



2200 Uptown Loop NE  
Albuquerque NM 987110  
Store #167 - (505) 883-3662

OPEN 8:00AM TO 9:00PM DAILY

FRUIT MANGO SLINKS	5.98
20Z @ 0.99/OZ	
R-BEETS FRESH 1 LB	1.49
R-CELERY HEARTS 1 CT	1.79
R-CELERY HEARTS 1 CT	1.79
R-GREENS KALE 10 OZ	1.99
R-SALAD SPINACH 12 OZ	1.99
R-GREENS KALE 10 OZ	1.99
A-APPLE BAG ORG FUJI 2.99	2.99
BANANAS	0.95
SEA @ 0.19/EA	
A-LIME BAG 1 LB	1.29
JUICE ALMOND CHAI	2.99

SUBTOTAL \$25.24  
TOTAL \$25.24  
DEBIT \$25.24

Purchase \$ 25.24

PIN Used

Debit Card #SXXXXXXXXXX1848  
Auth # 231388 Account Type: primary  
Lane # 08 Cashier # 4812  
12/03/16 18:34 Ref/Seq # 084592  
Mrch=694167 Term=001 IC=0C

ITEMS 16  
12-03-2016 06:34PM 0167 08 4812 4977

THANK YOU FOR SHOPPING AT  
TRADER JOE'S  
[www.traderjoes.com](http://www.traderjoes.com)