

Batch 259049
 Doc 838506

Employee Travel and Business Expense Reimbursement Form

Employee Name: Jared Deason
 Business Unit: 252



ACCOUNTING USE

	Object Code	Amount
1.	2015038.6185	\$ 164.27
2.	2015038.6195	198.74
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
		\$ 363.01

EMPLOYEE USE

EXPENSE SUMMARY

Total expenses \$ 363.01

Less cash advances

Less amounts charged on corporate credit card -

Net amount due employee \$ 363.01

MILEAGE REIMBURSEMENT CALCULATOR

Miles driven

IRS mileage rate \$ 0.575

Mileage reimbursement \$ -

Note that the mileage reimbursement calculated above must be manually entered on page two of this form.

PURPOSE OF EMPLOYEE TRAVEL

Travel to Customer Meetings from Tallahassee to Leesburg and Clermont on 2/1/2017. Travel to Customer Meetings in Altomonte Springs and Cypress Lakes then back to Tallahassee.

18 g.17
RECEIVED
 FEB 08 2017

[Signature]
 Approved By

2-3-2017
 Date

[Signature]
 Employee Signature

2/3/2017
 Date



Employee Travel and Business Expense Reimbursement Form

Employee Name: Jared Deason
 Business Unit: 252

Date	Type of Expense	Vendor	Description	BU or Project Code	Object Code	Amount
02/01/17	Car rental	G&G	Fuel for Rental Car	2015038	6195	17.09
02/02/17	Car rental	Racetrac	Fuel for Rental Car	2015038	6195	13.19
02/02/17	Car rental	Shell	Fuel for Rental Car	2015038	6195	14.34
02/03/17	Car rental	Enterprise	Rental Car driven to Customer Meetings	2015038	6195	154.12
02/02/17	Lodging	Hampton Inn	Hotel Room after Customer Meetings	2015038	6185	164.27
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30	Total					363.01



Jared Deason <deason21012@gmail.com>

Enterprise Rental Agreement 6VGG81

1 message

DoNotReply@erac.com <DoNotReply@erac.com>

Fri, Feb 3, 2017 at 9:14 AM

To [Redacted]



RA #: 6VGG81

Renter: DEASON,JARED

Dates & Times	Location
Pickup	
Jan 31, 2017	3404 MAHAN DR
1:00 PM	TALLAHASSEE, FL 32308-5667
	8508781500
Return	
Feb 03, 2017	3404 MAHAN DR
9:12 AM	TALLAHASSEE, FL 32308-5667
	8508781500

Vehicle
 Make/Model: HYUN/ACNT
 Color: BLACK
 Mileage: 617
 Fuel Out: 7/16
 License: 570LAR
 Unit #: 7L134M

Fuel In: 1/2

Charges	Price/Unit	Total
TIME & DISTANCE 01/31 - 02/03	3 @ \$44.99/DAY	\$134.97
TIRE AND BATTERY FEE	3 @ \$0.02/DAY	\$0.06
SURCHARGE	3 @ \$2.00/DAY	\$6.00
VLF RECOVERY FEE	3 @ \$0.78/DAY	\$2.34
SALES TAX	7.5000%	\$10.75
Total Charges:		\$154.12

Charge To: AMERICAN EXPRESS xxxx7009

2017-02-03 09:14:15

WELCOME
00374624
HWY 19 C&S
1111 HWY 19 N
PERRY FL

Welcome to Shell
WELCOME TO SHELL
57541189304
SHELL OIL PRODUCTS U
3801 NW BLITCHDON
ROAD
OCALA FL
PRINT TABLE 08

racetrac 888
2685 East Semoran Dr
Apopka FL 32706
(407) 889-2705
For Guest Experience
Comments, Please
Call 888.636.5589 or
go to racetrac.com
Term: JD12100403000
Appr: 504182
Seq#: 016990

DATE 02/01/17 05:47
TRAN# 9011828
PUMP# 09
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 7.40
PRICE/G: \$ 2.2000
TOTAL SALE \$ 16.38
CREDIT \$17.20

DATE 02/02/17 20:44
TRAN# 9092533
PUMP# 09
SERVICE LEVEL: SELF
PRODUCT: Unld
GALLONS: 5.518
PRICE/G: \$ 2.599
FUEL SALE \$ 14.34
CREDIT \$14.34

PUMP No. 08
Grade: Unl 87
Gallons: 6.166
Price: \$2.139/gal
Total Fuel: \$13.20
TOTAL SALE \$13.00
American E \$13.11

XXXXXXXXXX
Stk# 02374624
AMEX
Inv# 2444512
Auth# 0000000

XXXX XXXXXX
AMEX
Suiped
APPROVED
AUTH # 543044
INV # 156109

American Express
Capture
XXXXXXXXXXXX

Shell Rewards
Earn Rewards
with a Chevron
or Exxon
credit card
See application
for details

TOTAL SAVED \$0.28

02/02/2017 07:53:47
HOW ARE WE DOING?
WWW.TELLRACETRAC.COM
OR CALL 800.251.6400
FREE ROLLER GRILL
COUPON EXPIRES 3/31
2/2/2017 7:54:46

THANK YOU
HAVE A NICE DAY

Fuel Rewards program
You Saved \$0.05/gal
Up To 20 Gallons
Amt Saved: \$0.28
FRN Lifetime
Savings 107.33

View Account Details
And Earn Rewards
at fuelrewards.com

Bonus Savings
Fuelperks! shoppers
now earn more at
Shell. See cashier
for details. Earn
\$0.05/gal on regular
or \$0.10/gal on
U-Power NITRO+.
Fuelperks! savings
stack with Fuel
Rewards.
Terms/conds apply.
Offer ends 6/4/2017

Please come again
THANK YOU
HAVE A NICE DAY



Hampton Inn & Suites - Orlando/Apopka
 321 South Lake Cortez Drive • Apopka, FL 32703
 Phone (407) 880-7861 • Fax (407) 880-7862



DEASON, JARED [REDACTED] UNITED STATES OF AMERICA	name address	room number: 310/SXQL arrival date: 2/1/2017 9:24:00 PM departure date: 2/2/2017 adult/child: 1/0 room rate: 146.02	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
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Confirmation Number: 81287835 2/2/2017	Rate Plan: H1P HH # [REDACTED] AL: Car:	Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here <input type="checkbox"/>
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date	reference	description	amount
2/1/2017	367780	GUEST ROOM	\$146.02
2/1/2017	367780	RM-STATE TAX	\$8.76
2/1/2017	367780	RM-COUNTY TAX	\$9.49
2/2/2017	367857	AX *7009	(\$164.27)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
	2/1/2017	STAY TOTAL	
ROOM AND TAX	\$164.27	\$164.27	
DAILY TOTAL	\$164.27	\$164.27	

You have earned approximately 2325 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

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account no. AX [REDACTED]	date of charge 2/2/2017	folio/check no. 124397 A
card member name DEASON, JARED	authorization 551764	initial
establishment no. and location	establishment agrees to transmit to card holder for payment	
	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-164.27