

Batch 201813

Employee Travel and Business Expense Reimbursement Form

Doc 84563



Employee Name: Phil Drennan
Business Unit: 802100

ACCOUNTING USE

Object Code	Amount
1. 2015038.6190	\$ 245.26
2. 2015038.6195	62.02
3.	
4.	
5.	
6.	
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17.	
18.	
19.	
20.	
	\$ 307.28

EMPLOYEE USE

EXPENSE SUMMARY

Total expenses	\$ 307.28
Less cash advances	
Less amounts charged on corporate credit card	
Net amount due employee	\$ 307.28

MILEAGE REIMBURSEMENT CALCULATOR

Miles driven	
IRS mileage rate	\$ 0.540
Mileage reimbursement	\$ -

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

PURPOSE OF EMPLOYEE TRAVEL
Traveled to customer service hearings for consolidated rate case.

Employee Signature Phil Drennan Date 2/28/17

Approved By See Attached Date

RECEIVED
FEB 29 2017

Employee Travel and Business Expense Reimbursement Form



Employee Name: Phil Drennan
 Business Unit: 802100

Date	Type of Expense	Vendor	Description	BU or Project Code	Object Code	Amount
02/02/17	Airfare	American Airlines	Flight for service hearings	2015038	6190	199.26
01/31/17	Airfare	American Airlines	Baggage fee	2015038	6190	25.00
02/02/17	Airfare	American Airlines	Baggage fee	2015038	6190	21.00
01/31/17	Ground transportation	Uber	Trasport to airport	2015038	6195	23.08
02/02/17	Ground transportation	American United Cab	Trasport from airport	2015038	6195	38.94
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30.						
Total						307.28



Plan Travel

Home Hello, PHILIP ▾ Travel Information

English ▾

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AAdvantage

Thank you for making your reservation on AA.com!

Your trip is booked

Once the status of your trip is 'Ticketed,' you'll receive a confirmation email and can print your itinerary and receipt on aa.com (usually within 3 hours).

Chicago to Orlando 1 Adult Tuesday January 31, 2017 – Thursday February 2, 2017			Your Trip Price: \$199.26 USD
AA Record Locator DDRALQ <small>Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.</small>	Reservation Name ORD/MCO Status: Ticket Pending on Jan 24, 2017		
Flight	Depart	Arrive	Fare Amount
American Airlines 1333 Create Notification	Chicago (ORD) January 31, 2017 07:00 AM Travel Time : 2 h 38 m Cabin Class : Economy Seat : 16C	Orlando (MCO) January 31, 2017 10:38 AM Booking Code : O Plane Type : 738	Adult 1 × \$143.26 USD \$143.26 USD
American Airlines 2388 Create Notification	Orlando (MCO) February 2, 2017 04:55 PM Travel Time : 3 h 7 m Cabin Class : Economy Seat : 24B	Chicago (ORD) February 2, 2017 07:02 PM Booking Code : S Plane Type : 738	Trip Options Preferred Seats \$16.86 USD Taxes & Carrier-Imposed Fees Taxes \$39.14 USD Carrier-Imposed Fees \$0.00 USD
Flight Subtotal			\$199.26 USD

Baggage Information			
Baggage Charges (per person)			
Based on your travel, one airline is designated as the Most Significant Carrier, and that airline's baggage allowances and charges apply to your entire journey. Other Baggage and Optional Charges [?]			
Carry-On Baggage	Cost (USD)	Size*	Additional Info
American Airlines Domestic	1st Carry-On	No Charge	38 din / 91 dcm Includes: purse, briefcase, laptop bag or similar item that must fit under the seat in front of you.
	2nd Carry-On	No Charge	45 din / 114 dcm Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm)
Checked Baggage	Cost (USD)	Size*	Weight
American Airlines	1st Bag	\$25	62 din / 158 dcm Under 50 lbs/ 23 kgs
	2nd Bag	\$35	62 din / 158 dcm Under 50 lbs/ 23 kgs

*Dimensional Size is calculated as follows: (Length + Width + Height)

Passenger Summary

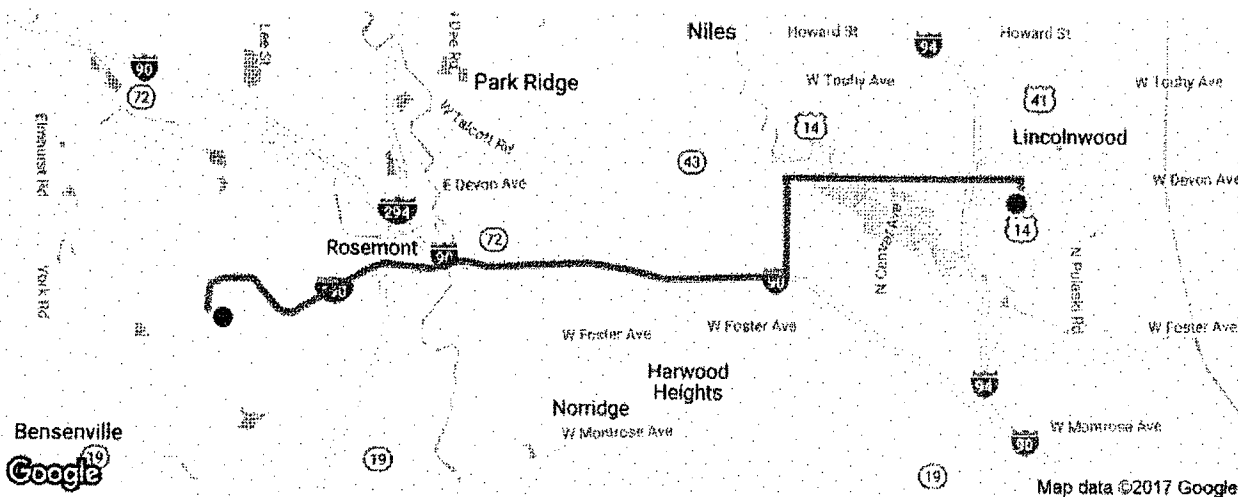
Save time at the airport! Add your travel information below to check-in online.

Subject: Your Tuesday morning trip with Uber

From: Uber Receipts (uber.us@uber.com)

To: [REDACTED]

Date: Tuesday, January 31, 2017 5:49 AM



Map data ©2017 Google

American United
 Cab #2089
 773-248-7600
 Chicago, IL
 02/02/17 19:38



\$23.08

Thanks for choosing Uber, Philip

January 31, 2017 | uberX

DIST.... 10.10
 FARE...\$ 26.75
 TECH...\$ 0.50
 TIP....\$ 7.69
 EXTRAS.\$ 4.00
 TOTAL..\$ 38.94

● 05:27am | 6150 N Kirkwood Ave, Chicago

● 05:48am | 1-99 Upper Level T2 St, Chicago

Visa xxx [REDACTED]
 MID 445100500997

Auth
 ch_19iw1kG03LaAM

Toni Federico

From: John Hoy
Sent: Tuesday, February 28, 2017 4:30 PM
To: Toni Federico
Cc: Phil Drennan
Subject: FW: Travel expense report
Attachments: drennan expenses001.pdf

Toni, Please process this expense report for Phil.

Thanks,
John

From: Phil Drennan
Sent: Monday, February 27, 2017 2:40 PM
To: John Hoy <JPHoy@uiwater.com>
Subject: Travel expense report

Hi John – I have \$307.28 in travel expenses from the customer service hearings earlier this month. Please see the attachment for complete details. Thanks.

Phil Drennan
Sr. Financial Analyst



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