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Sample Document Text

Individual Conference Travel

Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren Travel Expenses for ABC Procurement Conference March 31-April 4, 2017 Chicago, IL Meals \$292.27 Lodging \$882.85 Parking \$54.50 Taxi \$60 In state travel to and from airport \$73.92

Mileage Reimbursement

Enter Document Text, Print:

Personal vehicle mileage for Jane Smith to travel to surrounding areas to conduct business on behalf of ATU-Ozark campus from 3/1/16-3/31/16 280 miles x .42= \$117.40

Rental Car

Enter Document Text, Print:

Jane Smith Rental Car Feb. 13-16 Pick up keys: Feb 11th at 10 a.m. Drop off: Feb 16 at 5 p.m. Pine Bluff, West Memphis, West Helena, Forrest City Procurement Vendor Events Contact Number: 479-960-1263

Motor Pool Car

Enter Document Text, Print:

Motor Pool mileage for Jane Smith to travel to/from Little Rock, AR for meeting at Office of State Procurement. Depart: January 26, 2017 at 7 a.m. Return: January 26, 2017 at 6 p.m. Additional Driver: John Doe Type of Vehicle: Sedan Number of Vehicles: 1

Airfare charged to TCard

Enter Document Text, Print:

Airfare for Joe Smith to travel from Little Rock, AR to San Antonio, TX Feb 27, 2017 to March 4, 2017 for ABC Procurement Convention Cost: 431.60