

EXPENSE REPORT PDF EXAMPLE FOR  
DOMESTIC TRAVEL

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# FCRC 2023 Federated Computing Research Conference

## June 16, 2023 – June 23, 2023

Congratulations, you are now  
registered!

**Your Confirmation Number is:**

**PHN2MFH46CF**

[Add to Calendar](#)

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Association for  
Computing Machinery

## CONFERENCE FEE

### FCRC '23: 2023 Federated Computing Research Conference Invoice

**Confirmation Number** PHN2MF  
**Date Registered** Friday, May 5, 2023 3:30 PM  
**Event** FCRC '23: 2023 Federated Computing Research Conference  
**Event Date** June 16, 2023 - June 23, 2023  
**Attendee Info** JULIA BLEND  
 Northwestern University  
 Evanston, IL 60201  
 USA

**Invoice**  
12345

**Order** 12345

**Invoice Date**  
May 5, 2023 / 3:30 PM ET

Item	Price	Quantity	Amount
FCRC + Full Conference	\$65.00	1	\$65.00
SIGMETRICS Conference	\$400.00	1	\$400.00

**Order Total:** **\$465.00**

**NU PRE-PAID BY PCARD**

**Payment Details:**

Date	Type	Reference #	Amt Paid
5-May-2023	Mastercard	1234	\$465.00

**Balance Due** \$0.00



ACM 1601 Broadway, 10th Floor New York, NY 10019-7434. Tel: 212-869-7440. Fax: 212-302-5826

## Trip Notification



## ORD to MCO

June 19, 2023

NU PRE-PAID EGENCIA TRIP



Booked

\$527.69

## CONFIRMATION

XKV

## TICKET

012

United Airlines UA242  
Operated by United Airlines

## DEPARTURE

Jun 19, 2023 at 8:57 am

Chicago, IL, United States of America (ORD-O'Hare Intl.)

## ARRIVAL

Jun 19, 2023 at 12:49 pm

Orlando, FL, United States of America (MCO-Orlando Intl.)

## TERMINAL

1

## CLASS

Economy

## SEAT

40 F

## DURATION

2h 52m

## CARBON FOOTPRINT

538lb of CO<sub>2</sub>

## BAGGAGE

No information is available.  
Contact the airline for baggage information.

## Reservation details

## TRAVELLERS

JULIA BLEND

## PAYMENT

Base : \$463.15

Taxes : \$64.54

**Total Price : \$527.69**

## TOTAL DURATION

2h 52m

**NORTHWESTERN UNIVERSITY  
INFO**

**BOOKED BY**BELLA  
BARRIOS**MCO to ORD**

June 23, 2023



Booked

**\$527.69****CONFIRMATION**

PS

**TICKET**

0167

United Airlines UA44  
Operated by United Airlines**DEPARTURE**

Jun 23, 2023 at 11:49 am

Orlando, FL, United States of  
America (MCO-Orlando Intl.)**ARRIVAL**

Jun 23, 2023 at 1:51 pm

Chicago, IL, United States of  
America (ORD-O'Hare Intl.)**TERMINAL**

B

**CLASS**

Economy

**SEAT****DURATION**

3h 2m

**CARBON FOOTPRINT**538lb of CO<sub>2</sub>**BAGGAGE**No information is available.  
Contact the airline for baggage  
information.**Important Messages**

**United Name Changes:** NU's preferred relationship with United now allows the residual value of an unused ticket issued in the name of a NU traveler to be transferred toward the purchase of a new ticket by a different employee. Normally, that original ticket value could only be used for the named traveler on that ticket. There is generally a transfer fee to do this.

Please phone the Egenzia service center for assistance.

**Expense Reports and Travel Alerts:**

HOTEL

SPRINGHILL SUITES®  
BY MARRIOTT

MARRIOTT VILLAGE

GUEST FOLIO

3373	JULIA BLEND	127.00	06/23/23	09:54	22706
ROOM	NAME	RATE	DEPART	TIME	ACCT#
KSTE			06/19/23	13:54	
TYPE			ARRIVE	TIME	
285					
ROOM					MBV#:
CLERK	ADDRESS	PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
06/19	ROOM 3373, 3	127.00		
06/19	RM TAX 3373, 3	8.26	A	
06/19	OCC TAX 3373, 3	7.62	B	
06/19	10DES FEE DESTFEE	10.00		
06/19	RM TAX DESTFEE	.65	A	
06/19	OCC TAX DESTFEE	.60	B	
06/20	ROOM 3373, 3	127.00		
06/20	RM TAX 3373, 3	8.26	A	
06/20	OCC TAX 3373, 3	7.62	B	
06/20	10DES FEE DESTFEE	10.00		
06/20	RM TAX DESTFEE	.65	A	
06/20	OCC TAX DESTFEE	.60	B	
06/21	ROOM 3373, 3	127.00		
06/21	RM TAX 3373, 3	8.26	A	
06/21	OCC TAX 3373, 3	7.62	B	
06/21	10DES FEE DEST FEE	10.00		
06/21	RM TAX DEST FEE	.65	A	
06/21	OCC TAX DEST FEE	.60	B	
06/22	ROOM 3373, 3	127.00		
06/22	RM TAX 3373, 3	8.26	A	
06/22	OCC TAX 3373, 3	7.62	B	
06/22	10DES FEE DESTFEE	10.00		
06/22	RM TAX DESTFEE	.65	A	
06/22	OCC TAX DESTFEE	.60	B	
06/23	CCARD-VS			616.52
	PAYMENT RECEIVED BY: VISA XXXXXXXXXXXXXXX1234			

===== SUMMARY OF TAXES =====		TAXED	TAX
DESCRIPTION		AMOUNT	
H	MARRIOTT REW ST TAX	.00	.00
I	MARRIOTT REW LOC TAX	.00	.00
K	MARKET TAX	.00	.00
L	PARKING FEE TAX	.00	.00
M	CY BISTRO	.00	.00
N	BISTRO TAX	.00	.00
O	CONNECTIONS TAX	.00	.00
P	BANQUETS TAX	.00	.00
	NET CHARGES	TAX	FOLIO
	616.52	.00	616.52

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SPRINGHILL SUITES® MARRIOTT VILLAGE  
BY MARRIOTT 8623 VINELAND AVE  
ORLANDO FL 32821  
FAIRFIELD, SPRINGHILL, & COURTYARD

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

## MEAL PER DIEM



## Meals &amp; Incidentals (M&amp;IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

(YOU FILL THIS OUT)

6/19- FIRST DAY OF TRAVEL (DINNER PROVIDED) \$20.75

6/20- BREAKFAST &amp; LUNCH PROVIDED \$36

6/21- ALL MEALS PROVIDED

6/22- BREAKFAST &amp; LUNCH PROVIDED \$36

6/23- LAST DAY OF TRAVEL \$51.75

TOTAL PER DIEM: \$144.50

Rideshare from Orlando Airport to Hotel:



June 19, 2023

Here's your receipt for your ride, Rashna

We hope you enjoyed your ride this evening.

**Total** **\$32.00**

Trip fare \$13.91

**Subtotal** **\$13.91**

Boggy Creek Mainline Toll Plaza \$1.54

John Young Mainline Toll Plaza \$1.54

Booking Fee \$9.21

MCO Airport Surcharge \$5.80

Payments



Apple Pay Visa \*\*\*\*9179

6/20/23 12:22 AM

**\$32.00**

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Jose

UberX 18.28 miles | 24 min

1:29 PM | Orlando International Airport (MCO), Orlando, FL 32827, US

1:53 PM | 8601 Vineland Ave, Orlando, FL 32821, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

## Rideshare from Hotel to Orlando Airport

Uber

June 23, 2023

## Here's your receipt for your ride, Rashna

We hope you enjoyed your ride this evening.

<b>Total</b>	<b>\$30.98</b>
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Trip fare	\$19.57
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<b>Subtotal</b>	<b>\$19.57</b>
Beachline West Toll Plaza	\$2.03
Booking Fee	\$9.38

## Payments



Apple Pay Visa \*\*\*\*9179

6/23/23 8:58 PM

**\$30.98**[Visit the trip page](#) for more information, including invoices (where available)

You rode with CARMEN

UberX 16.88 miles | 23 min



10:01 AM | 8623 Vineland Ave, Orlando, FL 32821, US

10:25 AM | Gates 30 - 59 Airside 3 Terminal B, Orlando International Airport (MCO), Orlando, FL 32827, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.





PROOF OF ATTENDANCE

## Certificate of Attendance

**Attendee Name:** JULIA BLEND

**Company/Organization:** Northwestern University

**Address:** Evanston, IL 60201

USA

**Confirmation Number:** PH123455555

**Registration Type:** ACM/SIG Student Member

This certificate is confirmation of JULIA BLEND attendance at FCRC '23: 2023 Federated Computing Research Conference held from June 16, 2023 - June 23, 2023.



## Julia C Blend

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**From:** Keziah Tetteh  
**Sent:** Tuesday, August 15, 2023 1:45 PM  
**To:** Julia C Blend  
**Subject:** RE: funding approval request for conference

Hello,

You have been approved. Please use chartstring: 171-4739000-1234567

Best,

Keziah

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**From:** Julia C Blend <julia.blend@northwestern.edu>  
**Sent:** Tuesday, August 15, 2023 1:30 PM  
**To:** Keziah Tetteh <k-tetteh@northwestern.edu>  
**Subject:** funding approval request for conference

Hi Keziah,

Please approve my trip to FCRC 2023, and let me know what chartstring to give for the expenses.

Thanks!

Julia Blend  
Northwestern University  
Computer Science, Program Assistant 3  
2233 Tech Drive, 3<sup>rd</sup> Floor, Room 3506  
Evanston, IL 60208  
[julia.blend@northwestern.edu](mailto:julia.blend@northwestern.edu)  
847-491-2995

In office hours: Tuesday, Thursday, Friday 7:30am- 4pm  
Work from home: Monday, Wednesday 7:30am-4pm