INTERNATIONAL EXPENSE REPORT PDF EXAMPLE

REGISTRATION



CC-CGO-HPCA-PPOPP Invoice

Confirmation Number 1234

Date Registered Monday, January 30, 2023 5:27 PM

Event CC-CGO-HPCA-PPOPP

Event Date February 25, 2023 - March 1, 2023

Attendee Info JULIA BLEND

Northwestern University

1234 STREET AVE

Evanston, IL 60208

USA

Invoice Order 1234 Invoice Date

CCHP23-1234 January 30, 2023 / 5:27 PM ET

Item	Price	Quantity	Amount
Saturday to Wednesday (CGO/HPCA/PPoPP and CC/W&T)	\$580.00	1	\$580.00

Order Total: \$580.00

Payment Details:	PROOF OF PAY	MENT	
Date	Type	Reference #	Amt Paid
30-Jan-2023	Visa	1234	\$580.00

Balance Due \$0.00







eTicket Itinerary and Receipt for Confirmation 1234

United Airlines <Receipts@united.com>

Mon, Feb 6, 2023 at 12:49 PM

To: JULIA



Mon, Feb 06, 2023

Thank you for choosing **United**.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Note: There are travel restrictions in place due to the coronavirus. Check our Important notices page for the latest updates

Get ready for your trip: Visit the Travel-Ready Center, your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

1234

Flight 1 of 2 1234 Class: United Economy (K)

Fri, Feb 24, 2023

Fri, Feb 24, 2023

01:00 PM

04:10 PM

Chicago, IL, US (ORD)

Montreal, QC, CA (YUL)

Flight Operated by Skywest Airlines dba United Express.

If this is an originating flight on your itinerary, please check in at the UNITED TERM 1 ticket counter.

Flight 2 of 2 1234 Class: Economy (G)

Wed, Mar 01, 2023 Wed, Mar 01, 2023

06:50 PM 08:24 PM

Montreal, QC, CA (YUL) Chicago, IL, US (ORD)

Flight Operated by Air Canada Express operated by Jazz Aviation, LP.

If this is an originating flight on your itinerary, please check in at the AIR CANADA ticket counter.

Traveler Details

JULIA BLEND

eTicket number: 1234 Frequent Flyer: Seats: ORD 1234

1234 Member YUL-ORD -----

Purchase Summary

Method of payment:
Date of purchase:

PROOF OF PAYMENT

Visa ending in 1234

Mon, Feb 06, 2023

Airfare: U.S. Transportation Tax: September 11th Security Fee: U.S. Flight Segment Tax: Canadian Security Charge: U.S. Immigration User Fee: U.S. Customs User Fee: U.S. APHIS User Fee: Canada Airport Improvement Fee: Canada - Quebec Sales Tax: Canada Goods and Services Tax:	381.00 USD 28.58 USD 5.60 USD 9.60 USD 9.60 USD 7.00 USD 6.52 USD 3.83 USD 26.30 USD 2.62 USD 1 32 USD
Canada - Quebec Sales Tax: Canada Goods and Services Tax: U.S. Passenger Facility Charge:	2.62 USD 1.32 USD 4.50 USD

Total Per Passenger: 486.47 USD

Total: 486.47 USD

Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

MileagePlus Accrual Details

JULIA					
Date	Flight	From/To	Award Miles	PQP	PQF
Fri, Feb 24, 2023	5227	Chicago, IL, US (ORD) to Montreal, QC, CA (YUL)	1310	262	1
Wed, Mar 01, 2023	8687	Montreal, QC, CA (YUL) to Chicago, IL, US (ORD)	0	0	0
MileagePlus accrual totals:			1310	262	1

Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Fri, Feb 24, 2023 Chicago, IL, US (ORD - O'Hare) to Montreal, QC, CA (YUL - Trudeau)	30 USD	50 USD	50lbs(23kg) - 62in(157cm)	50lbs(23kg) - 62in(157cm)
Wed, Mar 01, 2023 Montreal, QC, CA (YUL - Trudeau) to Chicago, IL, US (ORD - O'Hare)	30 CAD	50 CAD	50lbs(23kg) - 62in(157cm)	50lbs(23kg) - 62in(157cm)



HOTEL BONAVENTURE

900 De La Gauchetière Ouest / Montréal, Québec / H5A 1E4 T: 514 878 2332 / F: 514 878 1442

Name and Address Folio No. 1234 **JULIA** 1234 STREET AVE Room No. 1234 **EVANSTON IL 60208** Arrival 26.02.23 01.03.23 Departure Adult | Child 1 |0 Rate Code Room Rate 169 Confirmation No: 1234 Invoice No: 1234 Cashier: JMAS,F

Invoice Information		01.03.23	1 of 2	
Date	Description	Charges	Credits	
		CAD	CAD	
26.02.23	Rooms Best Available Rate	169.00		
26.02.23	Tax Lodging	5.92		
26.02.23	Tax GST	8.75		
26.02.23	Tax QST	17.45		
27.02.23	Rooms Best Available Rate	169.00		
27.02.23	Tax Lodging	5.92		
27.02.23	Tax GST	8.75		
27.02.23	Tax QST	17.45		
28.02.23	Rooms Best Available Rate	169.00		
28.02.23	Tax Lodging	5.92		
28.02.23	Tax GST	8.75		
28.02.23	Tax QST	17.45		
01.03.23	American Express	\$444.24 USD	603.36	
		PROOF OF PAYMENT	ATTACHE	

Transaction details - chase.com

CHASE 🗘

Printed from Chase Personal Online

CREDIT CARD (...1234)

\$444.24

Mar 1, 2023 Transaction date STM PLACE D ARME DIO101 MONTREAL, QC

Mar 3, 2023 Posted date

Description STM PLACE D ARME DIO101
Also known as STM PLACE D ARME DIO101
Merchant type Bus lines
Method In person Card
number (...1234)
Category Travel

Rewards earned with this transaction

TRAVEL CREDIT \$300/YEAR	0
+ 3 Points per \$1 earned on travel	24
Total Ultimate Rewards® points	24

Transaction details may be preliminary or incomplete and may not match the transaction as it appears on your periodic statement, which is the official record of your account activity.

JPMorgan Chase Bank, N.A. Member FDIC

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Equal Housing Opportunity

PER DIEM



Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: CANADA
Publication Date: 03/01/2023

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CANADA	Banff	01/01	12/31	281	82	363	N/A	12/01/2022
CANADA	Calgary	01/01	12/31	236	130	366	N/A	12/01/2022
CANADA	Dartmouth	01/01	12/31	179	134	313	N/A	12/01/2022
CANADA	Edmonton	01/01	12/31	166	128	294	N/A	12/01/2022
CANADA	Fort McMurray, Alberta	01/01	12/31	210	92	302	N/A	01/01/2008
CANADA	Fredericton	01/01	12/31	172	116	288	N/A	12/01/2022
CANADA	Gander, Newfoundland	01/01	12/31	155	109	264	N/A	12/01/2022
CANADA	Goose Bay	01/01	12/31	159	108	267	N/A	12/01/2022
CANADA	Halifax	01/01	12/31	179	134	313	N/A	12/01/2022
CANADA	Kelowna	01/01	12/31	183	126	309	N/A	12/01/2022
CANADA	London, Ontario	01/01	12/31	115	94	209	N/A	08/01/2010
CANADA	Moncton	01/01	12/31	146	111	257	N/A	12/01/2022
CANADA	Montreal	01/01	12/31	173	109	282	View	12/01/2022
CANADA	Nanoose Bay	01/01	12/31	101	93	194	N/A	12/01/2022
CANADA	Niagara Falls, Ontario	01/01	12/31	168	128	296	View	12/01/2022
CANADA	Other	01/01	12/31	123	106	229	N/A	12/01/2022
CANADA	Ottawa	01/01	12/31	201	110	311	N/A	12/01/2022
CANADA	Prince Edward Island	01/01	12/31	188	117	305	N/A	12/01/2022
CANADA	Quebec	01/01	12/31	224	126	350	N/A	12/01/2022
CANADA	Regina, Saskatchewan	01/01	12/31	192	91	283	N/A	01/01/2008
CANADA	Richmond	01/01	12/31	204	121	325	N/A	12/01/2022

1 of 2

Saskatoon, Saskatchewan	01/01	12/31	188	90	278	N/A	01/01/2008
Sidney	01/01	12/31	139	101	240	N/A	12/01/2022
St. John's, Newfoundland	01/01	12/31	173	134	307	N/A	12/01/2022
Toronto	01/01	12/31	265	121	386	View	12/01/2022
Vancouver	03/16	11/30	371	156	527	N/A	12/01/2022
Vancouver	12/01	03/15	188	138	326	N/A	12/01/2022
Victoria	05/15	10/01	215	124	339	N/A	12/01/2022
Victoria	10/02	05/14	158	118	276	N/A	12/01/2022
Whistler, BC	01/01	12/31	228	118	346	N/A	12/01/2022
Whitehorse, Yukon	01/01	12/31	212	96	308	N/A	12/01/2022
Winnipeg	01/01	12/31	182	138	320	N/A	12/01/2022
Yellowknife	01/01	12/31	131	96	227	N/A	12/01/2022
	Saskatchewan Sidney St. John's, Newfoundland Toronto Vancouver Vancouver Victoria Victoria Whistler, BC Whitehorse, Yukon Winnipeg	Saskatchewan 01/01 Sidney 01/01 St. John's, Newfoundland 01/01 Toronto 01/01 Vancouver 03/16 Vancouver 12/01 Victoria 05/15 Victoria 10/02 Whistler, BC 01/01 Whitehorse, Yukon 01/01 Winnipeg 01/01	Saskatchewan 01/01 12/31 Sidney 01/01 12/31 St. John's, Newfoundland 01/01 12/31 Toronto 01/01 12/31 Vancouver 03/16 11/30 Vancouver 12/01 03/15 Victoria 05/15 10/01 Victoria 10/02 05/14 Whistler, BC 01/01 12/31 Whitehorse, Yukon 01/01 12/31 Winnipeg 01/01 12/31	Saskatchewan 01/01 12/31 188 Sidney 01/01 12/31 139 St. John's, Newfoundland 01/01 12/31 173 Toronto 01/01 12/31 265 Vancouver 03/16 11/30 371 Vancouver 12/01 03/15 188 Victoria 05/15 10/01 215 Victoria 10/02 05/14 158 Whistler, BC 01/01 12/31 228 Whitehorse, Yukon 01/01 12/31 212 Winnipeg 01/01 12/31 182	Saskatchewan 01/01 12/31 188 90 Sidney 01/01 12/31 139 101 St. John's, Newfoundland 01/01 12/31 173 134 Toronto 01/01 12/31 265 121 Vancouver 03/16 11/30 371 156 Vancouver 12/01 03/15 188 138 Victoria 05/15 10/01 215 124 Victoria 10/02 05/14 158 118 Whistler, BC 01/01 12/31 228 118 Whitehorse, Yukon 01/01 12/31 212 96 Winnipeg 01/01 12/31 182 138	Saskatchewan 01/01 12/31 188 90 278 Sidney 01/01 12/31 139 101 240 St. John's, Newfoundland 01/01 12/31 173 134 307 Toronto 01/01 12/31 265 121 386 Vancouver 03/16 11/30 371 156 527 Vancouver 12/01 03/15 188 138 326 Victoria 05/15 10/01 215 124 339 Victoria 10/02 05/14 158 118 276 Whistler, BC 01/01 12/31 228 118 346 Whitehorse, Yukon 01/01 12/31 212 96 308 Winnipeg 01/01 12/31 182 138 320	Saskatchewan 01/01 12/31 188 90 278 N/A Sidney 01/01 12/31 139 101 240 N/A St. John's, Newfoundland 01/01 12/31 173 134 307 N/A Toronto 01/01 12/31 265 121 386 View Vancouver 03/16 11/30 371 156 527 N/A Vancouver 12/01 03/15 188 138 326 N/A Victoria 05/15 10/01 215 124 339 N/A Victoria 10/02 05/14 158 118 276 N/A Whistler, BC 01/01 12/31 228 118 346 N/A Whitehorse, Yukon 01/01 12/31 212 96 308 N/A Winnipeg 01/01 12/31 182 138 320 N/A

(YOU FILL THIS OUT)

2/24- FIRST DAY OF TRAVEL \$81.75 2/25- \$109 2//26- \$60 DINNER WAS PROVIDED 2/27- \$109 2/28- \$109 3/1- LAST DAY OF TRAVEL \$81.75

TOTAL: \$599.50

2 of 2





Your ride with Moe on February 24

Lyft Receipts <no-reply@lyftmail.com>

Fri, Feb 24, 2023 at 11:39 AM



HOME TO AIRPORT

FEBRUARY 24, 2023 AT 10:12 AM

Thanks for riding with Moe!

100% of tips go to drivers. Add a tip

\$24.44
\$5.00
ψ5.00
\$1.13
\$0.10
\$4.60



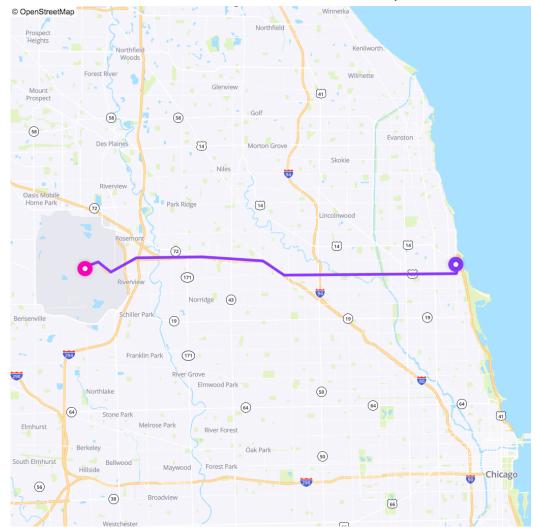
MasterCard 1234

\$35.27

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on February 24, 2023. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

Gmail - Your ride with Moe on February 24



- Pickup 10:12 A
 1234 SREET AVE Chicago, IL
- Drop-off 10:54 AMChicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

GET BUSINESS PROFILE

TAXI

TRANSACTION RECORD

STM PLACE D ARME DI0101
960 RUE SAINT-URBAIN
MONTREAL, QC

H2Z 1K4 STM. INFO

CONFERENCE TO HOTEL

786-4636

PURCHASE

PROOF OF PAYMENT

ACCT: VISA

\$8.11 USD ATTACHED

AMOUNT:

\$11.00 * * * * * *

DATE: 23/03/01 14:45:44

REF#0011311420C

AUTH#

063481

CHASE VISA

A0000000031010

0080008000 E800

INVOICE#

1631616469

GUID#

051206656130

01/027 APPROVED

-- IMPORTANT --

RETAIN THIS COPY

CUSTOMER COPY * * *

THANK YOU

Transaction details - chase.com

CHASE 🗘

Printed from Chase Personal Online

CREDIT CARD (...1234)

\$8.11

Mar 1, 2023 Transaction date STM PLACE D ARME DIO101 MONTREAL, QC

Mar 3, 2023 Posted date

Description STM PLACE D ARME DIO101
Also known as STM PLACE D ARME DIO101
Merchant type Bus lines
Method In person Card
number (...1234)
Category Travel

Rewards earned with this transaction

TRAVEL CREDIT \$300/YEAR	0
+ 3 Points per \$1 earned on travel	24
Total Ultimate Rewards® points	24

Transaction details may be preliminary or incomplete and may not match the transaction as it appears on your periodic statement, which is the official record of your account activity.

JPMorgan Chase Bank, N.A. Member FDIC

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Equal Housing Opportunity

PROOF OF ATTENDANCE

PDF PICTURE OF NAME BAGDE





Northwestern

Reimbursement for CGO 2023

2 messages

Thu, Mar 2, 2023 at 11:41 AM

Hi Katie,

Could I receive the chartstring for reimbursement for CGO 2023?

Sincerely,

JULIA

Katie W <katie@northwestern.edu>

To: JULIA BLEND

Thu, Mar 2, 2023 at 12:12 PM

Hi JULIA,

Sure. Please use the chartstring 610-4739000-123456

Thanks,

Katie

--

1 of 1 3/3/23, 11:20 AM

TRAVEL GRANT

Julia C Blend

From: Grad Fund

Sent: Friday, February 10, 2023 11:37 AM

To: Julia C Blend; Katie Winters

Subject: The following Conference Travel Grant Request is approved



Conference Travel Grant Request

You have been approved for a Conference Travel Grant. Please use the chart string provided below when submitting expenses for reimbursement. For guidelines about expensing The Graduate School's Conference Travel Grant funds, visit: Travel Grant quidelines. If this CTG will support travel abroad, you are required to submit a Travel Disclosure to the Office of Global Safety and Security and enroll in Northwestern's GeoBlue health insurance as a condition of this grant and per the independent traveler requirements outlined here: https://www.northwestern.edu/global-safety-security/travel-policies/graduate-students/.

Status: Approved

Comment:

chartstring: 450- 4739000- 123456

Name: JULIA BLEND

Emplid: 1234567

NETID: JJB123

NU Email: JULIA@u.northwestern.edu

Program of study: Computer Science: PhD

Academic Program code: C45PH

Anticipated Graduation Date: None

Name of Conference: IEEE/ACM International Symposium on Code Generation and Optimization (CGO)

Conference Location: Montreal, Quebec, Canada

Conference Start Date: Feb. 25, 2023

Conference End Date: March 1, 2023

WE NEED THE NAME OF THE CONFERENCE, AND THE \$ AMOUNT ON THE DOCUMENT

Total Amount Requested from TGS: \$ 600

[X] I understand that I must adhere to the Graduate Student Travel Policies when traveling internationally and that failure to register my trip may lead to revocation of the Conference Travel Grant.

[X] I understand that I have not exceeded the maximum CTG amount for which I am eligible, per the CTG eligibility criteria.

[X] I understand that I will be personally responsible for any expenses incurred for cancelled travel if I choose not to book through Egencia, Northwestern's preferred online travel booking tool, or purchase trip insurance.

View the conference travel grant forms

633 Clark Street, Evanston, IL 60208, USA
The Graduate School